

Contents

INTRODUCTION	4
CURRICULUM OBJECTIVES	7

Chapter 1

Pronouns

INTRODUCTION	9
NOUNS	12
PRONOUNS	16
PRONOUNS TAKE THEIR PLACE	20
PRONOUNS IN TEXT	24
PRONOUNS IN WRITING	28

Chapter 3

Verbs and tenses

INTRODUCTION	55
REVIEWING VERBS	58
VERB TENSES	62
WRITING ABOUT THE PAST	66
TENSE SPOTTING	70
VERBS IN WRITING	74

Chapter 5

Organising texts

INTRODUCTION	101
WHAT IS A PARAGRAPH?	104
USING PARAGRAPHS	108
HEADINGS AND SUBHEADINGS	112
ORGANISING NON-NARRATIVE WRITING	116
PLANNING AND ORGANISING WRITING	120

Chapter 2

Words at work

INTRODUCTION	32
WORD CLASSES	35
FORMING NOUNS	39
INDEFINITE ARTICLES	43
WORD FAMILIES	47
WORDSMITHS	51

Chapter 4

Sentences

INTRODUCTION	78
CLAUSES	81
LINKING CLAUSES	85
CONJUNCTIONS, ADVERBS AND PREPOSITIONS	89
SHOWING TIME, PLACE AND CAUSE	93
IMPROVING SENTENCE WRITING	97

Chapter 6

Apostrophes and inverted commas

INTRODUCTION	124
APOSTROPHES TO SHOW POSSESSION	127
USING POSSESSIVE APOSTROPHES WITH PLURALS	131
WHAT ARE THEY SAYING?	135
INVERTED COMMAS AND DIRECT SPEECH	139
PUNCTUATION IN WRITING	143

SUBJECT KNOWLEDGE	147
-------------------------	-----