

A Use words from the following sentences to complete the table. [12]

It was a fabulous idea for the fleet of ships to sail into Southampton all at once before they sailed to Asia.

I have an interest in visiting Japan where troops of monkeys play and the forests of trees grow. My enthusiasm for travel is great!

Common nouns	Proper nouns	Collective nouns	Abstract nouns

A common noun is the general name for a person, place or thing. **Proper nouns** always have a capital letter and are used for names of people, places, days, months and organisations. **Collective nouns** are used for groups of people or things. **Abstract nouns** refer to ideas or feelings. **Example:** skill, beauty.

B Write whether these sentences are written using the active or passive voice. [8]

Example: *Elena is eating a sandwich. active*

- Mum ate the last slice of birthday cake. _____
- The children's toys were tidied up by the nursery staff.

- Annie's teeth were cleaned every six months. _____
- Dad baked an apple pie for dessert. _____
- Julien broke his phone on holiday. _____
- The biscuits were all eaten by the night staff. _____
- Raj put his birthday money in the bank. _____
- The children were given a lift home from school.

In the **active voice**, the action is being done by the **subject** (the person or thing in the sentence).
Example: Squirrels hide the acorns.

In the **passive voice**, the **subject** has the action done to them.
Example: The acorns were hidden by the squirrels.



Helpful Hint

Remember, the **passive voice** focuses on what happens, rather than who does it, while the **active voice** usually includes this information.



Unit A

- © Turn these present perfect sentences into the past progressive form using 'was' or 'were' and the 'ing' ending of the verb. [5]

Example: *Molly has opened the letter. Molly was opening the letter.*

1 I have listened to the exciting match on the radio.

2 She has driven way above the legal speed limit.

3 Alice has slid wildly down the bank towards the path at the bottom.

4 Moses has cycled quickly to his friend's house.

5 He has eaten toast and honey for breakfast before school.



Helpful Hint

Remember that the past tense has already happened and the present tense is happening now. The **past progressive** tense describes events that happened in the past where the action was ongoing.

- © Use each word once to complete the sentences. [4]

surely maybe definitely probably

1 It has been so cold lately, we will _____ have some snow soon.

2 I'm at the end of your road now, so I will _____ be there within the next five minutes.

3 _____ you want to eat dinner first, before you eat that pudding?

4 _____ I'll have soup for lunch today, I'm not sure.

Some adverbs tell us how likely something is.

Example: "Surely he sent his mum a birthday card," said Gina.

"Perhaps he forgot," said Jake.



Helpful Hint

Remember, some **adverbs** such as, 'maybe' and 'perhaps', can come at the beginning of the clause. Other **adverbs** that indicate possibility usually come in front of the main **verb**.



- Ⓔ Underline the formal phrases so that this letter is written in a formal style. One has been done as an example. [7]

Dear Mr Morgan

(I'm made up/I am delighted to hear) that building work will (be beginning/commence) next Monday. (I am inclined to agree/Yeah, you're right) that a design such as this is (spot on/most suitable) for the village and I am sure that you will be (extremely happy/ well chuffed) with the outcome.

Please do (give me a bell/get in touch) if (you need any info/I can be of further assistance).

(All the best mate/Yours sincerely)

Ian Goodall

Informal (personal) writing is used when writing for ourselves, our family and friends. **Informal writing** uses **personal pronouns** (such as I, me, you), contractions (such as I'm, don't, can't), incomplete sentences and common phrases. **Formal (impersonal) writing** does not use contractions and often uses the third-person word 'it' instead of **personal pronouns**

- Ⓕ Write out these sentences, using commas in the correct places. [6]

Example: *My cats Fred and Ginger are very friendly.*

My cats, Fred and Ginger, are very friendly.

- 1 My hobbies include riding my pet parrot and swimming.

- 2 The newsagent I forget his name orders my magazine for me each week.

- 3 Dana invited Meera Amelia Jodie and Beth to her party.

- 4 Next month before I go on holiday I must remember to ask Jamie to look after the cats.

- 5 I put the paper drinks bottles and cans in the recycling bin.

- 6 Al enjoyed running the countryside and all outdoor pursuits.

Commas are used to separate items in a list, to separate the extra information (**parenthesis**) from the **main clause** and to avoid ambiguity so that the meaning of a sentence is clear.



Unit A

Ⓒ Place a colon in the correct places in the following text. [3]

Example: *He pondered before replying "What he said is true."*

He pondered before replying: "What he said is true."

The explorer Edward Wilson

- came from Cheltenham
- was a superb artist from a very early age
- was chosen to accompany Scott on his expedition to the South Pole.

Edward Wilson said "I will accompany Scott on his expedition as his artist, regardless of the dangers to my life."

He had several responsibilities to record the ice shelf, ice caves, penguins and other wildlife. Sadly, Wilson died with Scott on their expedition, but he provided us with a great deal more information about the South Pole.

A colon (:) can be used before **bullet points**, before an explanation, before a list that follows a **main clause**, after a character's name in a playscript and before introducing a quotation.

Ⓗ Write the following out using bullet points using the correct punctuation. [2]

1 To do tidy room return library book call Grandma

2 My reasons for choosing this book are I like the picture on the cover the main character is similar to me it is set in the 1960s

Bullet points are used to list key information. There are different ways to punctuate **bullet points**.

If the text following a **bullet point** is not a proper sentence, it does not need to begin with capital letter and end with a full stop.

If the text following the **bullet point** is a full sentence, it should begin with a capital letter and end with a full stop. Remember to always introduce bullet points with a colon.

