Passive vs active sentences
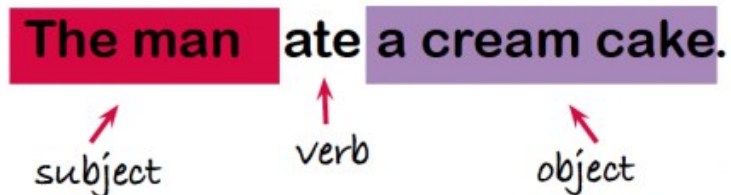
In the majority of cases a sentence requires three elements: subject, verb and an object.

The man ate **a cream cake.**

subject → verb ↑ object ↗

Subject is normally the person or thing that is carrying out the action.

Object is normally involved in the action in someway.

Important note: In this area the object can be a person.

Passive voice often 'disguises' the agent and is not specific when it is

important or preferable to be non-specific. Can be useful in suspense writing.

The <u>tax</u> was increased to cover the cost.

The tax is the subject.

Increasing is the action.

Passive voice requires an auxiliary verb for example: is, was, will, are

Active voice makes it clear who has completed the action.

I will increase taxes to cover the cost

The action is still done to the taxes.

The raiser of taxes becomes the subject.

Cheat tip:

If you can add 'by zombies' after the verb and it still makes sense, it's probably a passive sentence

End of year expectations

- Use of the passive to affect the presentation of information in a sentence.
- The difference between structures typical of informal speech and structures appropriate for formal speech and writing.
- Linking ideas across paragraphs using a wider range of cohesive devices: repetition of a word or phrase, grammatical connections [for example, the use of adverbials such as on the other hand, in contrast, or as a consequence], and ellipsis.
- Layout devices, such as headings, subheadings, columns, bullets, or table.
- Use of the semi-colon, colon and dash to mark the boundary between independent clauses.
- Use of the colon to introduce a list and use of semi-colons within lists.
- How hyphens can be used to avoid ambiguity.

Subjunctive Voice

The subjunctive is specific verb form used to express when something is wished rather than an actual situation.

It is often used to express a desirable situation.

If I were you, I wouldn't climb that tree.

Auxiliary verb 'were' is used in the subjunctive, it is often confused with 'was'.
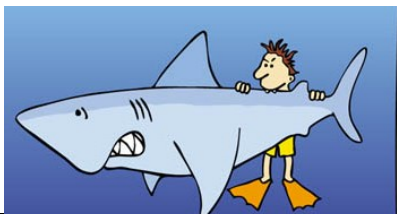
Building cohesion within and across a paragraph

Transitional phrases and fronted adverbials allows us to show relationships between ideas, logically connect sentences and paragraphs. It signals how the reader should process the information and makes writing more readable and engaging. Fronted adverbials can create cohesion when changing paragraph.

Transitional phrases		
1A. Time and sequence	**1B. Time and sequence**	**2. Conclusion**
After	Meanwhile	Consequently
Next	During	Therefore
Finally	Ultimately	In the end
3. Illustration	**4. Change of direction**	**5. Emphasis**
As an illustration	Although	Notably
Such as	But	Moreover
Including	Instead	Most important

Using hyphens

Hyphens are used to avoid confusion being caused by certain words or phrases::

Man eating shark

Man-eating shark

Using punctuation to separate clauses

Semi Colons (;), colons (:) and dashes can be used to sperate the boundary between two clauses.

Description: detail sentences.

Bats are excellent hunters: they track small insects using echo-location.

The first section describes the subject and the second adds extra detail.

A semi colon can be used in place of a conjunction where we want the writing to flow where the clauses are closely related.

We lost the ball too many times and we lost the game

Becomes:

We lost the ball too many times; we lost the game.

A dash is often best used to summarise:

The use of nuclear weapons during World War 2 is much debated and discussed—in short it was a divisive event.

Colons and semi-colons within lists.

If you want to list items in a list when the items are longer than one word.

CV Raman was an Indian scientist whose achievements included: becoming the first non-white winner of the Noble prize for physics; understanding the way acoustics work in instruments and the way light scatters (known as the Raman Effect).

Subjunctive forms	Expresses the mood of a hypothetical situation. It can express hopes and wishes, desired demands or suggestions.
Passive verbs	When the subject in the sentence is acted on by the verb.
Expanded noun phrases	Gives more information about a noun; usually by adding adjectives.
Modal verbs or adverbs	"modify the verb or adverb and identify how likely the action or state of being or having will occur."
Relative pronoun	A pronoun that introduced a relative clause.
Parenthesis	A word or phrase found following on from the main clause or embedded within two commas/brackets/hyphens, as extra information or an after-thought.
Relative clauses	A type of subordinate clause that uses a relative pronoun to add information.
Cohesion	It makes different clauses and phrases feel part of the same text. It creates flow.
Informal speech	Casual and relaxed speech like conversations with friends.
Formal speech	Used in 'serious' situations and does not use contractions, colloquialisms.
Synonyms	Words with the same or nearly the same meaning.
Antonyms	Words with opposite meanings.
Passive voice	Sentences are written in the passive voice when the author wishes for the attention or focus to be on the person who an action was enacted on rather than the person or thing who did the action.
Cohesive devices	Cohesive Devices: Devices to create flow and clarity of meaning across a text. **Pronouns and determiners**… (To draw relationships across sentences **Adverbials**… (of time, place) **Repetition** or **substitution**… Help lines of dialogue to flow into one another encourages flow.
Subject	The thing or person doing something, being or having.
Object	The object of a clause or sentence is the person or thing to which the verb is done to.
Active voice	Usual pattern on subject and an object.
Passive	The voice of a verb where the subject has the action of the verb done to it/them.
Ellipses	Any situation where words are missed out and the reader should be able to guess based on the context It can also be marked by the use of '…' when something is left unsaid or unresolved, interrupted or incomplete.
Hyphen	Hyphens can join two single words so that they can be read as one and make meaning of writing clearer. Parentheses: Hyphens can be used to mark the word or phrase found following on from the main clause or embedded within two clauses.