Christ the King
Catholic Voluntary Academy

Literacy Tips

Common Verbs

Describe —give a clear description that includes all the relevant features, paint a picture with words

Summarise—write down or articulate briefly the main points or essential features

Compare—Identify the main factors that apply in two or more situations and explain the similarities or advantages

Contrast—Identify the main factors that apply in two or more situations and explain the differences or disadvantages

Analyse—Identify separate factors, say how they are related and how each one contributes

Explain—Set out in detail the meaning of something, with reasons, so it can help to give an example

Justify—Give reasons or evidence to support your opinion or view, to show your conclusions

Evaluate—Review the information then form a conclusion giving evidence for each view or statement

Sentences

Simple	Compound	Complex
Contains a subject and a verb and can contain an object.	Joins two simple sentences using the connectives far, and, nor, but, or, yet, so. (FANBOYS)	Contains a conjunction such as because, since, after, although or when.

Connectives

For sequencing ideas or events

Firstly/ secondly/ thirdly/ finally/ eventually/ then/ since/ meanwhile/ afterwards/ whilst

To show cause and effect

Because/ so/ therefore/ thus/ consequently/ owing to

To emphasise

Above all/ in particular/ especially/ significantly/ indeed/ notably

To further explain an idea

Although/ however/ unless/ except/ yet/ if/ apart from/ as long as

To compare

Equally/ likewise/ similarly/ as/ with/ like/ in the same way

To contrast

Whereas/ instead of/ alternatively/ otherwise/ unlike/ but/ on the other hand

To give examples

For example/ such as/ for instance/ as revealed by/ in the case of

For adding information

And/ also/ as well as/ moreover/ too/ furthermore

Literacy Marking Symbols

Sp—spelling mistake

P—Punctuation mistake

Cap—Capital letter needed or misused

_ this bit does not make sense

// start a new paragraph here

GR—grammatical error

What are you writing for?

Purpose

Audience

Format (layout)