

Punctuation	Sentence Structure	Text Structure	Word Structure
Brackets, dashes and commas to indicate parenthesis	Show degrees of probability using <b>modal verbs</b> (eg might, should, will, must)	Linking ideas across paragraphs using <b>adverbials</b> of time (eg later) Place (eg nearby) and number (eg secondly)	Converting nouns or adjectives into verbs using suffixes (eg -ate; -ise; -ily)
Use of commas to clarify meaning or avoid ambiguity	<b>Relative clauses</b> beginning with who, which, where, why, whose, that	Devices to build <b>cohesion</b> within a paragraph (eg then - after that - this - firstly)	Verb prefixes (eg dis- de- mis- over- and re-)
Full stops, capital letters, question marks, exclamation marks, commas for lists and apostrophes for contractions (from earlier years)	Use <b>coordinating and subordinating conjunctions</b> (from earlier years)		