

Grammar, Punctuation & Spelling	Punctuation	<ul style="list-style-type: none"> • Using commas to clarify meaning or avoid ambiguity in writing • Using hyphens to avoid ambiguity • Using brackets, dashes or commas to indicate parenthesis • Using semi-colons, colons or dashes to mark boundaries between independent clauses • Using a colon to introduce a list • Punctuating bullet points consistently.
	Grammar	<ul style="list-style-type: none"> • Using adverbs, preposition phrases and expanded noun phrases effectively to add detail, qualification and precision • • Relative clauses beginning with who, which, where, when, whose, that or with an omitted relative pronoun • Indicating degrees of possibility using adverbs (for example, perhaps, surely) or modal verbs (for example, might, should, will, must) • Devices to build cohesion within a paragraph (for example, then after that, this, firstly) • Linking ideas across paragraphs using adverbials of time (for example, later) place (for example, nearby) and number (for example, secondly) or tense choices (for example, he had seen her before) • Using passive verbs to affect the presentation of information in a sentence • Using the perfect form of verbs to mark relationships of time and cause • Using expanded noun phrases to convey complicated information concisely • using modal verbs or adverbs to indicate degrees of possibility • selecting vocabulary and grammatical structures that reflect the level of formality required mostly correctly
	Word	<ul style="list-style-type: none"> • Converting nouns or adjectives into verbs using suffixes (for example -ate; -ise, -ify) • Verb prefixes (for example, dis-, de-, mis-, over- and re-)
	Terminology	<p>Modal verb, relative pronoun, relative clause, parenthesis, bracket, dash, cohesion, ambiguity.</p>