



# Quality of Written Communication

## Topic Words

## Commonly Misspelled Words

across	knowledge	surprise
argument	necessary	tomorrow
basically	occurred	tongue
beginning	occasion	truly
business	politician	unfortunately
completely	propaganda	until
definitely	publicity	wherever
disappear	really	
embarrass	religious	
environment	remember	
friend	sense	
government	separate	
independent	successful	

Have I  
checked my  
work?

## Connectives

Because - But - Although - Then - However  
- Next - Since - Therefore - Also - Despite -  
Furthermore - Whereas - On the other hand -  
So - As long as - For example - Such as - So far  
- Moreover - Apart from - Meanwhile -  
In addition - In contrast - Moreover -  
Alternatively - Nevertheless - Afterwards -  
Consequently - As well as - For example -  
What is more - As a result of this - Firstly -  
Secondly - Thirdly

## Homophones

- **There:** I'd love to go *there*.  
**Their:** Is that *their* cat?  
**They're** (they are): *They're* here.
- **To:** I'm going to work.  
**Too:** Are you coming *too*?  
**Two:** I have two hands.
- **Your:** What's your name?  
**You're** (you are): *You're* welcome.
- **New:** She has a new phone.  
**Knew:** I already *knew* that.
- **Right:** Is that *right*?  
**Write:** Can you *write* that down?
- **Which:** Which colour do you like?  
**Witch:** She was a wicked *witch*.
- **Peace:** I wish for *peace* on Earth.  
**Piece:** Do you want a *piece* of pie?
- **Rain:** It's pouring with *rain*.  
**Rein:** I led the horse by the *reins*.  
**Reign:** The King's *reign* ended.
- **Where:** Where are you going?  
**Wear:** What should I *wear*?
- **For:** Is that present for me?  
**Four:** I'll take *four* of these.

## Punctuation

- . **Full stop** - Marks the end of a sentence.
- , **Comma** - Separates items in a list or clauses in a complex sentence.
- ' **Apostrophe** - Shows belonging or missing letters on words like don't and can't.
- " **Inverted commas** - Show quotation.
- ? **Question mark** - Ends a question sentence.
- : **Colon** - Joins two related clauses where one clause cannot stand alone.
- ; **Semicolon** - Joins two equal clauses that are closely related but could also stand alone.

## SPaG Checklist

- Have I used an appropriate style with no slang or informal language?
- Is my work in paragraphs?
- Do my sentences start with capital letters and end with full stops?
- Are my quotations in inverted commas?
- Have I used capital letters for names and places?
- Have I used specialist vocabulary correctly?
- Have I checked that my sentences make sense and my meaning is clear?
- Did I check my spelling against words in the question paper?