

# Punctuation

Question mark – ‘What the devil?’

Exclamation mark – ‘Karl? Oh no!’

Commas separating items in a list – Michael saw tea chests, rolls of carpet, planks of wood and endless cobwebs.

Apostrophes for contraction – don't    didn't    won't  
shouldn't    can't    he's    we'd    I'll    let's

Inverted commas

Speech – “What do you want?” he whispered.

Possession – Skellig's legs were stretched out in front of him.

Commas for clarity

Just before dawn, when it was getting light, Michael woke up.

Parenthesis

Skellig's legs (which were covered in cobwebs) stretched out in front of him.

There was only one way out — back the way they came —  
down the stairs.

## Colon

Preceding a list – John has all the ingredients: minced clams, milk, potatoes and onions.

Preceding an explanation – The colon: A punctuation mark consisting of two equally sized dots centred on the same vertical line.

## Semi-colon

There were many figures in the clock; Prince Florian was the newest.

The garage was dilapidated and old; it could collapse at any minute.

## Ellipsis

The footsteps grew louder until they sounded like they were right outside the door...

Hyphen

self-belief      ice-cream      two-year-old

Use of language

Dialogue to convey character and advance the action

“What the devil!” exclaimed Gretl. With a metallic creak, Sir Ironsoul began to move.

“Oh no!” screamed Karl with dread written all over his face.

## Adverbs and Adverbial phrases

Time - Shortly before the clocktower bell tolled, the townsfolk had gathered in the square.

Place - In the cottage next to the tavern, a candle flickered in a window.

He lay there silently. (adverb)

He lay in there in silence. (adverbial phrase)

He lay silently in the darkness.

Passive verbs to affect how information is presented

Active - Ironsoul's sword pierced Karl's throat. His throat bled profusely.

Passive - Karl's throat **was pierced** by Ironsoul's sword. Blood came profusely from his throat.

Modal verbs for degrees of possibility

Gretl **should** not have said 'devil.'

Ironsoul **could** be deadly.

## Varying the position of clauses

Ironsoul, **who killed Karl**, was created by Dr Kalmenius.

Dr Kalmeius created Ironsoul, **who killed Karl**.

**Karl's killer**, Ironsoul, was created by Dr Kalmenius.

## Using contracted forms (in dialogue)

**"Don't** say devil!" exclaimed Karl.

"Gretl **didn't** know. She **shouldn't** have been a victim,"  
lamented Fritz.

"She's gone, poor girl," said Gretl's father sadly, "I'll miss her so much."

Use a range of sentence types

The winter was ending . (Simple – one clause)

We called it a garage but it was more like a demolition site.

(Compound – two clauses that would make sense on their own joined with a conjunction such as – for, and, nor, but, or, yet, so)

The others were inside with Doctor Death, worrying about the baby. (Complex – main clause at the beginning that would

make sense on its own, and a subordinate clause at the end that would not make sense on its own)

Crouched behind the tea chests, he lay there in the dust and dirt. (Complex sentence with the subordinate clause first)

Mr Stone, who was the estate agent, looked at the demolition site with a stupid grin on his face. (Complex sentence with a relative clause embedded in the middle).

## Pronouns

Gretl shivered as **she** entered the clocktower. **She** struggled to make out the figures in the darkness.

Mr Stone led us down the garden. "You have to see it with your mind's eye," **he** said.

## Consistent Verb Tenses

I nearly **got** to the garage on Sunday morning. I **took** my torch and shone it in. The outside doors **must have fallen off** years ago and there were dozens of massive planks **nailed** across the entrance. I **heard** something scratching in one of the corners.