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| --- | --- |
| **Device** | **Definition** |
| **Climax** | Build up of words/phrases to most important part |
| **Repetition** | Saying the same thing again and again |
| **Inversion** | Yoda speak-changing the order of a sentence |
| **Parenthesis** | Dashes/brackets used to provide extra info |
| **Punctuation** | Symbols used to indicate a change to the sentence |
| **Lists** | Make multiple points clear, emphasise details, exaggerate |
| **Ellipsis** | …-create tension/suspense/mystery; indicates a pause |

**Sentence Structure Help Sheet**

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| **Name** | **Symbol** | **Use** |
| Full stop | . | -indicates completion of a sentence  -determines long/short sentences |
| Comma | , | -separates brief items in a list:  *apples, pears, bananas and a grapefruit.*  -used like parenthesis when before and after a phrase:  *Enter Arthur, a distant cousin, in love with Anne.* (additional info) |
| Semi-colon | ; | -separates larger items in a list:  *A beach house in Bermuda; a chalet in the Alps; a castle in Scotland with 40 rooms.*  -indicates a turning point in a balanced sentence:  *Sober, he was unpredictable; drunk, he was dangerous.* |
| Colon | : | -signals explanation or elaboration:  *It was now night: stars twinkled overhead and the moon was rising.*  -signals upcoming quotation  -introduces a list:  *Her garden was a picture: tulips, roses, marigolds and daisies.* |

|  |  |  |
| --- | --- | --- |
| **Name** | **Symbol** | **Use** |
| Parenthesis | * -   ( ) | -adds additional information  -single dash adds emphasis or importance to a word or phrase |
| Ellipsis | … | -in middle of a sentence, suggests interruption, hesitation or indecision  -end of sentence, suggests anticipation or suspense |
| Exclamation mark | ! | -indicates strong emotion, often surprise, excitement or anger |
| Question mark | ? | -may ask a question to answer in following paragraph  -series of questions=confusion or bewilderment  -rhetorical question-invites reader to share the writer’s views. |
| Inverted commas | ‘ ‘  “ “ | -around a word or phrase-casts doubt on meaning of word  -indicates title of poem, song, article or chapter. |

**Sentence Type Help Sheet**

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| **Sentence Type** | **Definition** | **Example** |
| Statement | tell you something and end with full stop. | Joey is absent today. |
| question | ask something and end with question mark. | Where is my coat? |
| Command | tell you to do something. | Go get your book. |
| Exclamation | express excitement or surprise. | I won! |
| Minor sentence | don’t contain a verb, create tension/drama | The more, the merrier. |