



Anthony Gell
— School —



LITERACY ACROSS THE CURRICULUM

Literacy is the responsibility
of every teacher

KS3, 4 & 5

J Flint 2026/2027

STAFF GUIDE

Contents

1: The Importance of Literacy

2: Reading for Meaning

3: Building Vocabulary

4: Disciplinary and Academic Literacy

5: Better Handwriting

6: Extended Writing

7: Technical Accuracy in Writing

8: Oracy

9: Interventions

10: Helpful Literacy Reminders

1: The Importance of Literacy

‘Literacy is the ability to read, write, speak and listen in a way that lets us communicate effectively and make sense of the world.

Lacking vital literacy skills holds a person back at every stage of their life. As a child they won't be able to succeed at school, as a young adult they will be locked out of the job market, and as a parent they won't be able to support their own child's learning.'

(The National Literacy Trust)

‘Literacy really is the responsibility of every teacher. The evidence suggests that pupils benefit from a balanced approach to literacy that includes a range of approaches’

(EEF, 2018)

At Anthony Gell School we believe that improving literacy standards is fundamental to raising student self-esteem, confidence and achievement and are committed to ensuring that all students use the opportunities available in order to achieve beyond expectations. The school will actively pursue its literacy policy by, **in all subject areas**:

- Establishing the importance of literacy across the curriculum by providing advice, training and support to teachers;
- Giving opportunities for students to develop their literacy skills **both within and outside** the classroom;
- Continually reviewing all aspects of **teaching and learning** to ensure that it is accessible and challenging for all students;
- Ensuring that **feedback** explicitly linked to literacy skills is given at regular intervals and that students are given the opportunity to act upon it;
- Aiming to ensure that all AGS students are able to read to an **age-appropriate level and fluency** (if not, they will be incapable of accessing the rest of the curriculum, and they will fall rapidly behind their peers);
- Monitoring the progress of individual students in terms of their literacy and implementing **intervention** programmes as necessary;
- Allocating time for students **to read for pleasure**, with a focus on evolving student reading habits (quality as well as quantity);
- Promoting the benefits of developing a wide **vocabulary**, as well as providing students the explicit opportunity to do so;
- Placing importance on the concept of **‘disciplinary literacy’** and demonstrating this throughout our curricula;
- Promoting a high level of oracy in students.

2. Reading for Meaning

'A rigorous approach to the teaching of reading develops learners' confidence and enjoyment in reading (...) reading should be 'prioritised to access the full curriculum offer'

(Ofsted, 2018)

'It is important that the texts pupils are reading are at an appropriate level, but challenging and interesting; pupils should have the opportunity to engage with authentic scientific books and texts'

(EEF, 2018).

At Anthony Gell School, students are taught to read with understanding, to locate and use information, to follow a process or argument and summarise and to synthesise and analyse what they have read.

We encourage reading in many forms: in novels and non-fiction texts; in textbooks and reference books; in poems; in digital forms such as online videos and resources.

We should all support students in reading for meaning by:

- Including **reading ages** as part of the information available to staff;
- Providing **glossaries** of potentially unfamiliar words on resources used, **dual-coded** where possible with images to support understanding;
- Teaching and then developing **techniques** with students such as skimming, scanning, highlighting, annotation and note-taking;
- Using our **questioning** and other strategies such as **prediction** and **summarising** to check that all students have understood what they have read;
- Ensuring that resources (PowerPoints, worksheets etc.) are **laid out** in a way that aids reading;
- Displaying **key words** in classrooms and/or on knowledge organisers, as well as student-friendly definitions;
- Ensuring that students have a reading book that is **appropriate** to their reading age and ability;
- Ensuring that students are given time to read for **pleasure** during their library lessons in English and also in the designated time during their tutor period, as well as encouraging them to do so and engaging with them about their book;
- Having **dictionaries** available for students to find word definitions;
- Setting reading for **homework** eg research, reading to others and themselves in order to maintain reading skills and the profile of reading;
- **Highlighting** key words/phrases.

Supporting Dyslexic Students:

We can support dyslexic students by doing such things as:

- Using **1.5** spacing on PowerPoints and worksheets;
- Using a font size on PowerPoints of no smaller than **20pt**;
- Using fonts such as **Comic Sans or Century Gothic** on lesson resources;
- Providing coloured **backgrounds/overlays** where required.

Supporting EAL Students:

We can support students who have English as an additional language by doing such things as:

- Ensuring that **subtitles** are turned on when watching videos;
- Making use of **Immersive Reader** on Office 365;
- Using resources like **Google Translate**;
- Making **bilingual dictionaries** available.

3. Building Vocabulary

‘Language variation in children is complex and difficult to attribute to a single cause. Regardless of the causes, low levels of vocabulary set limits on literacy, understanding, learning the curriculum and can create a downward spiral of poor language which begins to affect all aspects of life.’

(Kate Nation, OUP, 2018)

‘This collective mission around vocabulary really isn’t so difficult. And the rewards are significant. Because when we talk of closing the word gap, we ... mean welcoming a child into a world of new ideas, insights and emotions ... That empowerment that comes through vocabulary should be the birthright of every child, whatever their background.’

(Geoff Barton, OUP, 2018)

At Anthony Gell School, we seek to provide students with the language that they need to express themselves. Words are vital to reading as well as being able to effectively communicate in both written and oral forms. Throughout all of our subjects, we promote the development of vocabulary as something essential and encourage and support students to develop their own.

We should all support students in developing their vocabulary by:

- **Embedding** explicit teaching vocabulary instruction in all subjects
- **Modelling** a wide vocabulary in our verbal explanations and written models, normalising this in our classroom(s);
- **Explaining** challenging or unfamiliar words to students, giving both definition(s) and how they should be used in a sentence;
- Where possible, helping students understand by **linking** new words to other words via their root, prefix and/or suffix. This could be ensuring that students know what words with ‘psyche’ in them link to or reiterating what the prefix ‘in-’ does to a word, for instance;
- Ensuring that students are prompted to use more **formal, academic** style when writing essays or engaging in debate;
- **Challenging** students to come up with more effective vocabulary options when offering simpler ones, whether in written feedback or verbally;
- Considering which words and phrases to teach as part of **curriculum** planning;
- Supporting the memorisation of vocabulary through spaced **retrieval** practice methods such as low-stakes quizzes and multiple-choice questions;
- Conducting quizzes on key vocabulary needed for a topic;
- Asking students to ‘say it better’, supporting them in using key vocabulary in verbal answers.

4: Disciplinary and Academic Literacy

‘Every teacher communicates their subject through its own unique language, and reading, writing, speaking and listening are at the heart of knowing, doing, and communicating Science, Art, History, and every other subject in secondary school.’

(EEF, 2019)

‘Introducing them to formal and sophisticated language early can unlock long-term success for every child’

(Alex Quigley, 2017)

At Anthony Gell School, we realise that literacy skills are valuable in both general and discipline-specific ways and teach students to read, write and communicate effectively in all of our subjects. Students are taught the unique language of each subject: its vocabulary and conventions.

We should all support students in developing disciplinary literacy by:

- Maintaining an **explicit** focus on key challenging and subject-specific (Tier 2 and Tier 3) vocabulary;
- Ensuring that **curriculum planning** documents reflect the school focus on literacy and how it will be addressed in each subject and topic;
- Making explicit the **differences** in meanings between words that may be very similar but differ depending on subject: ‘factors’ in Maths is different to ‘factors’ in History, for instance;
- Discussing with students how **reading strategies** might differ in your subject compared to others;
- Identifying the Flesch **readability** score of reading materials to be given to students and using information such as reading ages to ensure that these are appropriately **adapted** for all students;
- Ensuring that we are finding **regular** opportunities to act as role models for **academic** language, explaining any words that students may be unfamiliar with;
- Identifying the **conventions** of the kind of text we are using so that students are more familiar with such a text the next time they see it;
- Making use of **displays** that show students how to ‘Read/Write like a Historian/Mathematician/Caterer,’ etc.

5: Better Handwriting

BETTER HANDWRITING Skills for Success

Clearer handwriting helps you learn, communicate and make a great impression. Try these strategies to boost your handwriting.

Same Ideas.
A Brighter You.

**PRACTISE SMARTER
NOT HARDER**

1. POSTURE

Set yourself up for success.



- ✓ Sit up straight
- ✓ Feet flat on the floor
- ✓ Sit about a fist distance away from the table

2. PEN OR PENCIL

Find what works for you.



- ✓ Use a grip or try different pens and pencils until you find one you like.
- ✓ Aim for a tripod grip if you can.

3. PAPER

Position it to make writing easier.



- ✓ Tilt the paper according to your writing hand.
- ✓ Use your non-writing hand to hold it steady.
- ✓ Try a writing slope or clipboard if it's easier than having your paper flat on the desk.

4. PRESSURE

Keep it light.



- ✓ Write on a firm surface as it needs less pressure.
- ✓ If you press too hard, try a pen that is darker so you don't have to press so hard.

Let the pen do the work!

WHAT DOES SUCCESS LOOK LIKE?

SMALL IMPROVEMENTS ADD UP

Letters sit on the line.

Study

Keep your letters on the line.

Words have finger spaces between them.

Work hard

Leave a clear space between your words (about a finger space).

Use an alphabet strip for support.

Aa Bb Cc Dd Ee Ff

Use an alphabet strip so you can see the letter shapes and sizes as you write them.

Keep a consistent letter size.

Notes

Try to write your letters as a consistent size.

Space your letters evenly.

plan

Don't let the letters in a word touch each other.

ADJUST YOUR SPEED



If your handwriting is messy, try slowing down. If it's too slow, try to increase your speed a little. Find a pace that helps you write clearly and comfortably.

EXTRA TIPS



- Practice regularly – even a few minutes can help.
- Use darker pens if you struggle with light writing.
- Experiment with different tools and find what feels comfortable.
- Be patient – progress takes time.

Neat handwriting opens doors.

- ✓ Clearer notes
- ✓ Better organisation
- ✓ Stronger exam answers
- ✓ A more confident you

YOU GOT THIS!

6: Extended Writing

‘Improving students’ writing skills helps them succeed inside and outside the classroom. To be effective writers, students must learn how to write in a way that achieves their writing goals, reflects their intended audience and context, clearly presents their ideas, and elicits the intended response from the reader’

(IES, 2016)

At Anthony Gell School, students are expected to write in an extended way across subjects. We strive to do all that we can to support them in doing so, be it an analytical or evaluative essay, a technical report or a creative piece. We aim to build stamina and motivation in students so that they feel confident and comfortable when writing at length.

We should all support students in developing their ability to write at length by:

- Where possible, giving students **regular opportunities** to write at length to aid their writing stamina;
- Ensuring that we are familiar with the **conventions** of the type of text we are asking students to write and that we use these in our own models;
- **Breaking down** the different parts of an extended task for students, **modelling** each step in order to support students;
- Use **assessments** of student writing to inform instruction and feedback.
- Making **literacy mats** or **knowledge organisers** available to students to help them form their written ideas;
- Where appropriate, **adapting** by providing sentence starters, paragraph scaffolds and/or close versions of tasks to get students used to the way in which they should form their extended written answers. The goal with these should always be to work towards them being removed and students being able to replicate these structures **independently**;
- Where appropriate, making use of **collaborative** or **paired** writing;
- Making explicit reference to texts that have been read, using them as **‘style models’** for how students could or should write themselves;
- Developing **planning** and other pre-writing skills helpful in preparing students for an extended written piece;
- Where appropriate, giving time for, and encouraging students to, read their work back and make **edits** where necessary, modelling how to do so;
- Providing **extracurricular** opportunities to write at length, e.g. competitions;
- Make effective, modelled use of **peer-assessment** to identify potential improvements in longer written pieces;
- Reminding students that their mini whiteboard can act as an effective tool for practice.

7: Technical Accuracy in Writing

The overarching aim (...) in the national curriculum is to promote high standards of language and literacy by equipping pupils with a strong command of (...) written language, (including) an understanding of grammar and knowledge of linguistic conventions for (...) writing.'

(DfE, National Curriculum for English)

At Anthony Gell School, we want to equip students with the ability to write with accuracy and fluidity as they move through the school and then onto their next steps. We see technical accuracy as important and want to foster in students an independent conscientiousness about written expression.

We should all support students to develop their written technical accuracy by:

- Using the **literacy feedback codes** for assessment pieces as a **minimum**;
- Create opportunities within lessons to give '**live**' feedback related to errors linked to spelling, punctuation, grammatical sense and organisation. This could be when circulating during an extended task, for instance, and may use the literacy feedback codes;
- Where students have a specific regular area to improve, finding time to **check in** with them regarding that specific area in order to try and break that habit;
- Placing the onus onto the students to make **corrections** and be conscientious about their writing, encouraging them to and finding time for them to do this.
- Consistently encouraging students to **structure** their writing effectively by using simple, complex and compound sentences and paragraphs;
- Consistently encouraging students to use a **range** of punctuation and being confident in their usage ourselves so that we can support;
- **Displaying** key words and their spellings and **reinforcing** these through Do Now tasks/starters and plenaries;
- Where students make errors linked to the same spelling rule e.g. words ending in 'y' becoming '-ies' as a plural, underlining or otherwise **highlighting** this to emphasise the specific mistake being made;
- Giving students time to **proof-read** their work;
- Having **posters/displays** linked to the usage of a range of punctuation on display in classrooms.
- Anticipating **common misconceptions** or errors and highlighting how students can avoid them.

Literacy Feedback Codes



Anthony Gell
School

Literacy Marking Codes

(P) : Punctuation correction needed

(Sp) : Spelling correction needed

(C) : Capital letter correction needed

/ : New sentence needed

? : This doesn't quite make sense

^ : There is a word missing

(TT) : Correct technical term needed

// : New paragraph needed

M – Messy ?

I – Inconsistent ?

N – Neat?

T – Terrific?

Is your
work...

Helpful Resources

Apostrophes are only used in **two** situations:
Contractions: showing that letters are missing. For instance, 'can't' or 'won't'
Possession: showing that something belongs to something else. For instance, 'Subail's ball' or 'Emma's necklace.'
NEVER used for: plurals (cup's) or verbs (want's)

Apostrophes are only used in **two** situations:
Contractions: showing that letters are missing. For instance, 'can't' or 'won't'
Possession: showing that something belongs to something else. For instance, 'Subail's ball' or 'Emma's necklace.'
NEVER used for: plurals (cup's) or verbs (want's)

Exclamation marks:
Used to show strong emotion, emphasis or raised volume.
Examples: *Get to the chopper! Put the cookie down- now!*

There: Over there/There is...

They're: Short for 'They are,' e.g. *They're great!*

Their: Belonging to 'them,' e.g. *Their books, their work*

There: Over there/There is...

They're: Short for 'They are,' e.g. *They're great!*

Their: Belonging to 'them,' e.g. *Their books, their work*

Literacy Stickers: Used when students make the same mistakes repeatedly – these would be stuck into their books as a point of reference for the students

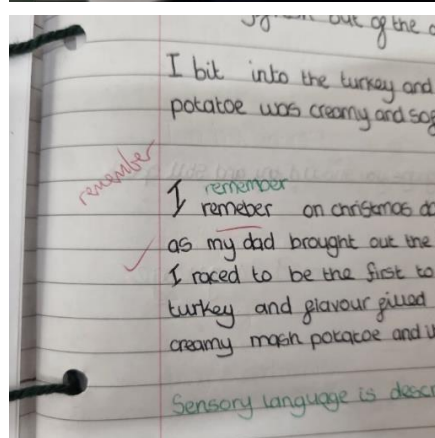
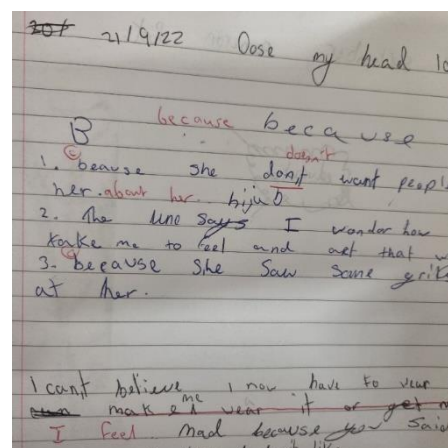
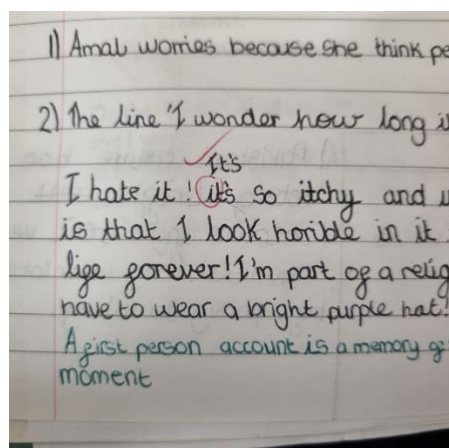
LITERACY: LIVE FEEDBACK CODES



Code	What does it mean?	What do I need to do in green pen?
1	You are not writing in grammatical sentences.	Look at your work and add full stops and capitals to better divide your ideas into sentences.
2	You are not using apostrophes correctly.	Apostrophes are used for possession and contraction. Look at your work and edit where apostrophes are needed/not needed.
3	You are not using capital letters correctly.	Capitals start sentences and proper nouns like character names or Shakespeare. Look at your work and edit where capitals are needed/not needed.
4	You need to correct your spellings	Write each of the corrected spellings out once, above where I have
5	You need to use the correct subject terminology	Look at where I have underlined and add the right word from the wall display

Live feedback codes: these would be displayed on a PowerPoint towards the latter end of a task, after the teacher has scanned each student's work and put a number in their margin

Examples in
books of
feedback for
literacy



8: Oracy

‘We can use the opportunity of classroom talk to teach students to think—to make knowledge (...). Rather than passively absorbing the small body of knowledge the teacher is able to transmit, students can learn reasoning skills by talking and arguing their way through problems to conclusions and solutions’

(Lauren Resnick, *Accountable Talk*, 2018)

At Anthony Gell School, we want all of our students to be able to find their voice. We see the clear benefits between linking spoken language and ideas and other key skills like reading and writing and aim to build upon these connections so that students are able to convey their own ideas and communicate effectively.

We should all support students to develop their level of oracy by:

- Ensuring that students are given **thinking time** to formulate their ideas and then uninterrupted time to convey them;
- Using strategies like – ‘think, pair, share’ and ‘turn & talk’ to give students time to prepare their ideas and explain them to others
- Developing students’ oral abilities by offering more effective **vocabulary** choices or correcting spoken errors in a way that is sensitive and supportive;
- Using **questioning** to clarify students’ meanings, as well as open questions to allow students to express their ideas on their own terms;
- Ensuring that students are aware of what is meant to be appropriate **formality** and are actively encouraged to adhere to it when speaking in a given context;
- Setting **homework** that involves explaining concepts and ideas covered in class to those at home;
- Encourage students to **listen** to other students’ oral contributions in order to respond constructively and build upon their ideas and thoughts;
- Providing opportunities for **purposeful talk** and attentive listening through debates, presentations, role play, hot seating and questioning;
- Encouraging, in a sensitive manner, students to speak **loudly** and **clearly** so that all of the class can hear them;
- Making the helpful **connection** between speaking ideas out loud and then moving to written work explicit to students;
- Providing oral sentence-starters or structures in order to **support** students;
- Asking students to ‘say it better’, supporting them in using key vocabulary in verbal answers.

Ask Me About: Modern Child Labour	ENGLISH LEARNING POSTCARD
Use these words to prompt me: • exploitation • emotive • civil war • conditions	How well was your child able to explain what they have been learning about modern child labour? Did you learn anything interesting?
Home signature:	

Example of a homework linked to oracy

9: Interventions

‘There is evidence to show that transition from primary to secondary school is a time where progress for some pupils can be below what would be expected. It therefore follows that a smooth transition should help facilitate pupils to catch up with their peers.’

(DfE, 2018)

Effective transition is reliant on a ‘whole school’ approach where school staff have clear roles and responsibilities, senior staff are engaged and the use of progression data is promoted to monitor effectiveness’

(Galton *et al*, 2003)

At Anthony Gell School, we aim to support students by providing high quality interventions for those struggling. We use assessment to match students to appropriate types of intervention and monitor the impact of these interventions.

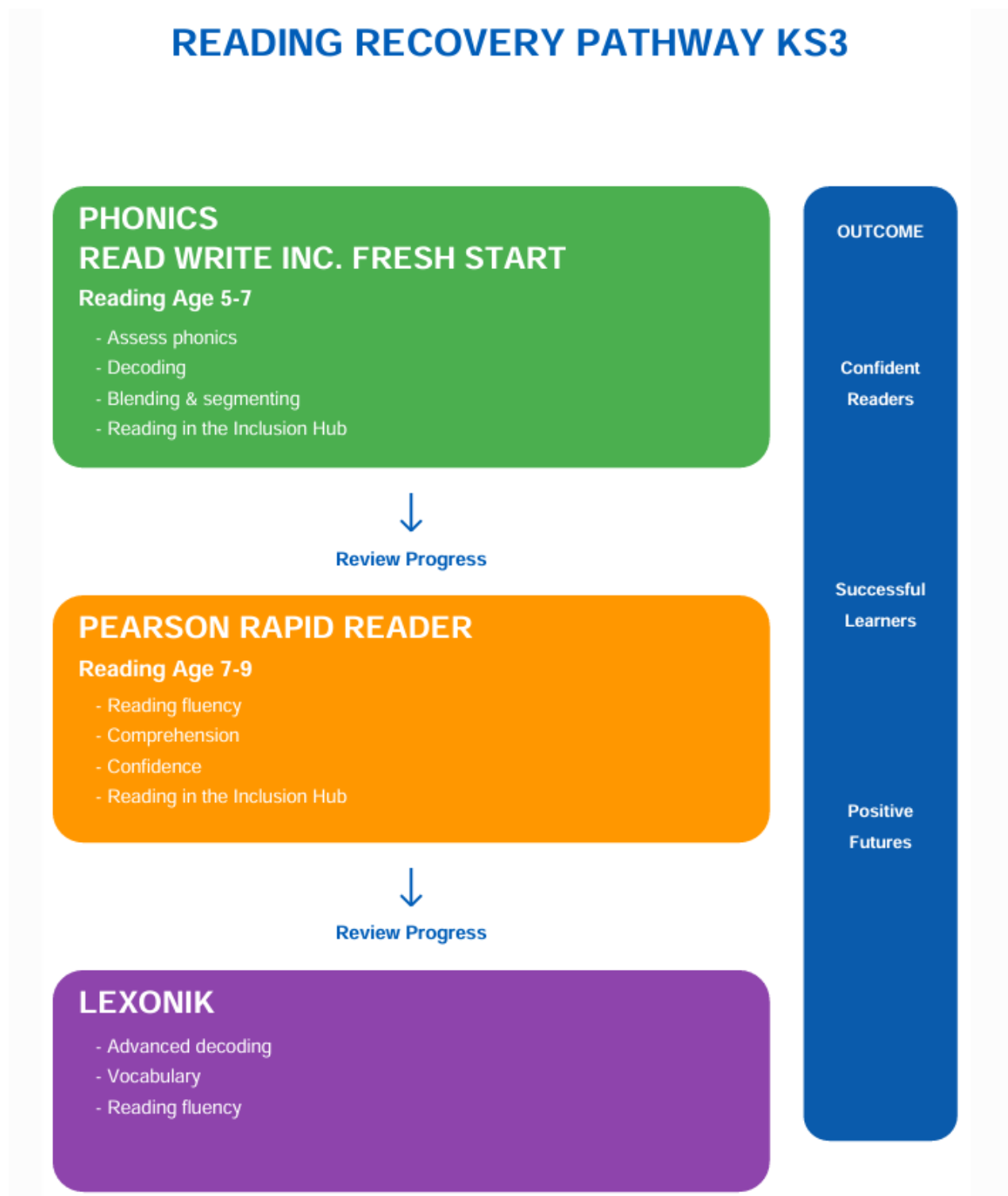
There is in place a tiered system of support for literacy that relies on both specialist input and whole school leadership.

We should support students who are behind their peers in terms of their literacy by:

- Using **data** effectively to place students into intervention programmes designed to support their specific needs;
- Encouraging students who are part of intervention programmes and **rewarding** successes in them;
- Using assessment data to **tailor** instructions to students’ skills and needs, particularly in terms of reading;
- Providing tailored **feedback** on students’ written work;
- Prioritising feedback to focus on a **particular** area or learning point;
- Utilising the NGRT reading test to identify student **reading ages** and make these available to all staff;
- Engaging with **KS2 data and Y7 CAT score data** to gain a better idea of our students’ literacy levels;
- Utilising **Teaching Assistants** effectively;
- **Timetabling** Literacy Support sessions and rooming them appropriately;
- Having **coloured** paper and overlays available in classrooms;
- Making recommendations to the **SENDCo**, where appropriate, based on findings from lessons. These may link to Access Arrangements;
- **Investing** in appropriate programmes and staffing to support students;
- Giving appropriate training to **Sixth Form** students to support the **Reading Buddies** and **Literacy Buddies** programs;
- Allowing for the timetabling of **Reading and Literacy** lessons in the school library;

- Where appropriate, looking at **alternatives** to GCSE English Language and English Literature for students whose low literacy levels will be a hindrance in them achieving a grade;
- Encouraging students in our tutor groups to attend **Reading Buddies** where selected;
- Delivering interventions such as Lexonik and Pearson progress with fidelity and a high level of quality;
- Delivering handwriting interventions and clear guidance on how students can help themselves with posture etc.;
- Focusing on synthetic phonics via the read, write, inc. programme.

Outline of Interventions:



10: Helpful Literacy Reminders

Commonly confused:

Accept and Except:

'Accept' is a **verb** — it means
'to agree with something' or
'to receive something'.

America refused to accept the Versailles Treaty.

Manufacturers will only accept components that are within a particular size range.

'Except' means 'not including'.

All prime numbers, except 2 and 5, end in 1, 3, 7 or 9.

Everyone's DNA is unique, except the DNA of identical twins and clones.

Imply and Infer:

'Imply' means 'to suggest or hint at something'. Writers and speakers often use implied meaning.

Danforth asks Rebecca, "Are you stone?", implying that she is cold and hard.

Danforth suggests that Rebecca is cold and hard.

'Infer' means 'to draw a conclusion'. Readers and listeners infer meaning.

We can infer that the Inspector's main function is to explore the theme of social responsibility.

The audience draws its own conclusions about the author's message.

Affect and Effect:

'Affect' is a verb — one thing **affects** another.

Birth rate and death rate affect the size of the world's population.

'Effect' is a noun — something can have knock-on **effects**.

Widespread unemployment was an effect of the Great Depression.

Exception

'Effect' can also be used as a **verb**, meaning 'to put into effect':

The best way to effect change is to work with existing stakeholders.

Less and fewer:

Common Mistake

There are less health and safety regulations in Newly Industrialising Countries.



This isn't Standard English. It should be "fewer health and safety regulations".

Use 'fewer' when you're talking about **plural** things that **could be counted**.

Use 'less' when you're talking about something that **couldn't be counted**.

Spend less time on the questions worth fewer marks.

Exception

For a **number** with **time**, **distance** or **money**, you need to use 'less' rather than 'fewer'.

There are less than five miles to go. ✓

Soldiers were paid less than 10 shillings a week. ✓

Practice and Practise:

'Practise' is a verb —
it's spelt with an 's'.

Musicians attend rehearsals and practise regularly to improve their performance.

'Practice' is a noun —
it's spelt with a 'c'.

Praying the rosary is a Roman Catholic religious practice.

Other word pairs follow this pattern

With an 's' → **advise / advice** ← With a 'c'
the word is the word is
a verb. → **devise / device** ← a noun.

It's and Its:

'It's' is short for 'it is' or 'it has'.

Jem is given a flower; it's a symbol of forgiveness.

The rock is smooth; it's been eroded by the waves.

'Its' means belonging to 'it'.

A PLC is legally obliged to publish its yearly accounts.

There, Their and They're:

'There' refers to places and positions.

There is a story about a good Samaritan in the Bible.

'Their' means 'belonging to them'.

Some businesses try to be the biggest in their market.

'They're' is short for 'they are'.

The main disadvantage of USB sticks is that they're easily lost or stolen.

Of and Have:

Common Mistake

Haig could of saved lives by waiting for more tanks to arrive.

→ This isn't Standard English. It should be "could have saved lives".

Non-standard X

might of

should of

would of

Standard ✓

might have

should have

would have

Rule of thumb

Use 'have' after words like 'would', 'could' and 'might'. Use 'of' to link words or phrases.

The Earth's core is made of iron and nickel.

Punctuation

Comma Splicing:

A comma splice is where a comma is used to connect two sentences:

The outer layer of the Earth is called the crust, it is about 20 kilometres thick. **X**

It can be fixed by splitting the clauses into separate sentences:

The outer layer of the Earth is called the crust. It is about 20 kilometres thick. **✓**

You can also use a colon or semicolon

Or a connective can be added after the comma:

The outer layer of the Earth is called the crust, and it is about 20 kilometres thick. **✓**

Semicolons:

Use **semicolons** to **break up lists** of long phrases.

Eroded material is transported downstream by traction, when large particles are pushed along by the force of the river; by suspension, when small particles move along with the flow of water; and by solution, when soluble materials dissolve in the water and are carried along.

 You need a semicolon before the final 'and' in the list.

Use a **semicolon** to **join two sentences** together.

The two sentences must be equally important, and they must be closely related.

Lord Montague, Romeo's father, is aggressive; Lady Montague is peaceful and tries to stop the fighting.

Colons:

Use a **colon** to **introduce a list**.

Tectonic plates are made of two types of crust: continental and oceanic.

Atoms are composed of three types of particle: protons, neutrons and electrons.

Use a **colon** to **introduce an explanation**.

Men and women's roles in society have gradually changed: women now have the same rights as men.

Public limited companies have a distinct advantage: they can raise a large amount of capital.

Semicolons vs colons:

Colons introduce an **explanation**.

Macbeth feels guilty: Duncan has been murdered.

 explanation

In this sentence, the colon shows that Macbeth feels guilty because Duncan has been murdered.

Semicolons show **both parts** of the sentence are **related**, but there's no **explanation**.

Macbeth feels guilty; Duncan has been murdered.

In this sentence, the semicolon shows that the two parts of the sentence are related, but it doesn't mean that Duncan's murder is the cause of Macbeth's guilt.

Apostrophes - Contractions:

Use an **apostrophe** to show where **letters** are **missing** from a word.

Scientists don't know how tropical storms form.



The apostrophe shows the 'o' from 'not' is missing.

Don't use **shortened forms** in your **essays** — try to use the **full form** instead.

Some plastics can't be glued because they're too smooth. ❌

Some plastics cannot be glued because they are too smooth. ✅

Apostrophes - Possessive:

Use an **apostrophe** and an **'s'** to show that something **'belongs'** to **someone**.

Hitler's climb to power started in 1932.



The climb to power 'belongs' to Hitler.

If a word is **singular** and **ends** in an **'s'**, add an **apostrophe** and an **'s'**.



The wife 'belongs' to Tsar Nicholas.

Tsar Nicholas's wife was influenced by Rasputin.

Exception

Names ending in an **'iz' sound** and **classical names** ending in **'s'** often just **add an apostrophe**.

Mr Bridges' physics class has been cancelled.

Socrates' enemies sentenced him to death.

Apostrophes - Plurals:

If the **plural** word **doesn't end** in **'s'**, add an **apostrophe** and an **'s'**.

Feminist movements fight for women's rights.

If the **plural** word **ends** in **'s'**, just add an **apostrophe** to the end.

The Southern Christian Leadership Conference of 1957 used the churches' strength for protests.

Never use an **apostrophe** to show that a word is **plural**.

Hurricane's can destroy entire towns and cities. ❌

Hurricanes can destroy entire towns and cities. ✅

Difficult Spellings:

General:

accept able	develop ment
act ually	evalu ation
arg ument	event ually
bec ause	evid ence
begin ning	exa ggerate
conclu sion	exper ience
conse quences	expla nation
critic ism	fulf il
dec ide	independ ent
definit ely	inter esting

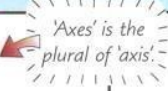
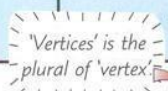
necess ary	relev ant
opin ion	rememb er
particu larly	respons ible
perman ent	separ ate
persu ade	simil ar
presen ce	streng ths
prior ity	succes sf ul
probab ly	techn ique
recomm end	tempor ary
refer ence	unfortun ately

English:

alliteration	conson ance
ambigu ous	diale ct
anal ogy	dialog ue
apostrop he	enjamb ment
asser tion	figur ative
asson ance	gen re
audien ce	homoph ones
bias	hyper bole
caesur a	imag ery
colloqu ial	iron y

literat ure	scen e
metaph or	sibil ance
onomatopoe ia	simil e
oxymor on	soliloqu y
personification	stanza
playwri ght	superlat ives
protagon ist	syll able
quotation	symbol ism
rh etoric	synt ax
rh yme	traged y

Maths:

adjacent	cylinder	numerator	rhombus
algebraic	denominator	parallelogram	simultaneous
alternate	diameter	perpendicular	sphere
axes 	discrete	probability	symmetrical
circumference	equilateral	Pythagoras	tangent
congruent	hypotenuse	quadrilateral	tessellate
continuous	inequalities	quartiles	trapezium
correlation	integer	questionnaire	trigonometry
corresponding	isometric	reciprocal	vector
cumulative	isosceles	recurring	vertices 

Science:

acceleration	chloroplasts	homeostasis	photosynthesis
aerodynamic	chromatography	hydraulic	precipitation
alkaline	combustion	hypothesis	reliability
alleles	electrolysis	laboratory	respiration
aluminium	electromagnetic	meiosis	sustainable
ammonia	environment	mitochondria	temperature
anaerobic	enzyme	momentum	titration
anomalous	equilibrium	nucleus	transition
bacteria	ethanol	nutrients	variable
biofuel	gravitational	organism	vertebrate

Business Studies/Enterprise:

appraisal	depreciation	interdependence	recession
audit	distribution	investor	recruitment
bankruptcy	diversification	legislation	redundancy
business	dividends	liability	remuneration
collateral	entrepreneur	management	revenue
commodity	franchise	manufacturer	stakeholder
competitors	government	multinational	subsidies
consumer	hierarchies	portfolio	sustainability
corporation	insolvency	profitability	tertiary
debenture	integration	questionnaire	unemployment

Technology:

abrasive	development	manipulate	soldering
adhesive	disassemble	manufacture	specification
aesthetic	embroidery	mechanism	sustainable
aluminium	emulsifier	modification	synthetic
biodegradable	ergonomic	nutrients	technique
circuit	evaluation	perspective	technology
component	hygiene	presentation	temperature
contaminate	ingredient	prototype	tessellate
corrosion	innovation	recipe	texture
deteriorate	malleable	sieve	thermochromic

Geography:

ablation	climate	erosion	pollution
abrasion	commuter	estuary	precipitation
accumulation	contour	glaciers	regeneration
agriculture	deciduous	impermeable	regional
altitude	deforestation	infrastructure	reservoirs
aquifers	deposition	irrigation	subsistence
attrition	desert	isolines	temperature
avalanche	droughts	latitude	topological
bilateral	ecosystems	moraine	tourism
choropleth	environment	physical	tsunami

Don't confuse
'desert' and
'dessert' (pudding).

IT/Computing:

algorithm	connections	interface	resolution
alignment	cursor	memory	router
alphanumeric	cyber	modem	satellite
attachments	digital	moderators	security
binary	encryption	multimedia	sensor
byte	formatting	operating	stylus
cartridges	fraud	peripherals	surveillance
circuit	hyperlink	phishing	system
compression	installation	processor	technical
confidentiality	interactive	prototypes	terrestrial

Don't be tempted
to write 'bite' —
that's for eating.

Don't get
this confused
with 'fishing'.

History:

agriculture	conscription	fascist	political
armistice	constitutional	ghetto	propaganda
artillery	coup	government	rebellion
bias	defence	Holocaust	reign
capitalism	democracy	hyperinflation	reliability
cavalry	dictatorship	imperialism	revolution
censorship	diplomacy	invasion	segregation
chronological	dynasty	isolationism	siege
communism	economic	military	source
conflict	emperor	parliament	suffrage

When you're talking about 'the Holocaust', always use a capital letter.

Music:

acciaccatura	chord	fugue	portamento
anacrusis	chromatic	glissando	recapitulation
antiphonal	composition	heterophonic	rhythms
appoggiatura	concerto	homophonic	staccato
arpeggio	contralto	legato	strophic
articulation	contrapuntal	musician	symphony
atonal	descant	orchestra	syncopation
Baroque	dissonance	ostinato	timbre
cadence	dynamics	pizzicato	tremolo
cadenza	falsestto	polyphonic	vibrato

Remember, 'vocal cord' is spelt without the 'h'.

RE:

agnosticism	conversion
akhirah	cremation
atheism	deterrence
benevolence	disciple
catechism	discrimination
celibacy	euthanasia
ceremony	humanity
commandments	laity
commitment	literalism
conscience	miracle

mosque	reconciliation
mourning	reincarnation
numinous	resurrection
omnipotent	sanctity
omniscience	society
pacifism	spiritual
prayer	surrogacy
prejudice	synagogue
promiscuity	Tzedakah
prophet	usury

Don't get 'profit' confused with 'prophet'.

PE:

abdominal	carbohydrates
aerobic	cardiac
agility	cardiovascular
amateurs	cartilage
anaerobic	cholesterol
antagonistic	circuit
arteries	contraction
athlete	endurance
balance	exercise
capillaries	facilities

fatigue	participation
gymnastics	performance
hypertrophy	physical
inflammation	quadriceps
injuries	referee
league	respiratory
ligament	somatotypes
mesomorphs	synergist
muscle	testosterone
nutrition	triceps

Don't confuse 'muscles' with 'mussels' (the shellfish).