

Key Messages

1. Don't overwrite your paragraphs: 120–150 words per paragraph is a useful guide.
2. Keep your first sentence in each paragraph concise: 12 words or less for an opening sentence will help writing to stay focused.
3. Don't generalise, use specific names, dates, places, details, amounts, etc...
4. Use at least 3 sentence styles per paragraph; this will keep your writing interesting.
5. Clarity is the goal of great writing; aim to be clear first.

<p>PLAN BEFORE YOU WRITE</p>	<p>Outline Your Ideas: Before you start writing, jot down your main points and ideas. This helps you organise your thoughts and ensures your writing is clear and logical.</p> <p>Know Your Purpose: Understand why you are writing. Is it to inform, persuade, entertain, or describe? Knowing your purpose will guide your writing style and content.</p>
<p>WRITE CLEAR AND SIMPLE SENTENCES</p>	<p>Be Concise: Use simple words and short sentences to express your ideas. Avoid unnecessary words that can confuse the reader.</p> <p>Stay on Topic: Each paragraph should focus on one main idea. Start with a clear topic sentence and support it with relevant details.</p>
<p>USE DESCRIPTIVE LANGUAGE</p>	<p>Show, Don't Tell: Use descriptive words to create vivid images in the reader's mind. Instead of saying "The game was exciting," describe what made it exciting.</p> <p>Example: <i>"The crowd cheered loudly as the player scored the winning goal in the last minute."</i></p>
<p>VARY YOUR SENTENCE STRUCTURE</p>	<p>Mix It Up: Use different types of sentences (simple, compound, complex) to make your writing more interesting and dynamic.</p> <p>Example: <i>"Kī-o-rahi is a fun sport. It requires teamwork and skill. When players work together, they can achieve great things."</i></p>
<p>USE PROPER GRAMMAR & PUNCTUATION</p>	<p>Proofread Your Work: Always check your writing for grammar and punctuation errors. Use tools like spell check, but also read your work out loud to catch mistakes.</p> <p>Learn the Rules: Understand basic grammar rules, such as subject-verb agreement and proper use of commas.</p>
<p>STAY ORGANISED</p>	<p>Use Paragraphs: Break your writing into paragraphs, each focusing on a single idea. This makes it easier for the reader to follow your thoughts.</p> <p>Use Headings and Subheadings: For longer pieces of writing, use headings and subheadings to organise your content.</p>
<p>EDIT AND REVISE</p>	<p>First Drafts Are Not Final: Don't be afraid to make changes to your writing. Editing and revising help you improve clarity and coherence.</p> <p>Get Feedback: Ask a teacher, parent, or friend to read your work and provide feedback. Different perspectives can help you see things you might have missed.</p>
<p>BE AUTHENTIC</p>	<p>Use Your Own Voice: Write in a way that feels natural to you. Your unique voice and perspective are important.</p> <p>Be Honest: Write truthfully and from your own experience. Authentic writing is more engaging and believable.</p>
<p>PRACTISE REGULARLY</p>	<p>Write Often: The more you write, the better you will become. Practice writing essays, stories, and even journals to improve your skills.</p> <p>Read Widely: Reading different types of writing can help you understand what good writing looks like and inspire your own work.</p>
<p>UNDERSTAND YOUR AUDIENCE</p>	<p>Know Who You're Writing For: Consider who will read your writing and what they need to know. Adjust your language and tone to suit your audience.</p>



DIFFERENT WAYS TO WRITE A SENTENCE

SIMPLE SENTENCE

A simple sentence has one main idea.

Example: "Exercise makes you healthier."

COMPOUND SENTENCE

A compound sentence has two main ideas joined by a word like "and," "but," or "so."

Example: "Exercise makes you healthier, and it gives you more energy."

COMPLEX SENTENCE

A complex sentence has one main idea and one extra detail that starts with words like "because," or "when."

Example: "Although exercise makes you healthier, it can be hard to do regularly."

COMPOUND-COMPLEX SENTENCE

A compound-complex sentence has two main ideas and one extra detail.

Example: "Exercise makes you healthier, and it gives you more energy, even though it can be hard to stick with."

DECLARATIVE SENTENCE

A declarative sentence makes a statement.

Example: "Running makes your heart stronger."

IMPERATIVE SENTENCE

An imperative sentence gives a command or advice.

Example: "Start your workout with a warm-up."

EXCLAMATORY SENTENCE

An exclamatory sentence shows strong feeling.

Example: "I can't believe I ran five miles today!"

INTERROGATIVE SENTENCE

An interrogative sentence asks a question.

Example: "How does running make your heart stronger?"

ACTIVE VOICE SENTENCE

An active voice sentence focuses on who did the action.

Example: "Our team won the netball game."

DESCRIPTIVE SENTENCE

A descriptive sentence gives lots of details to help you imagine something.

Example: "The basketball court was full of energy as players dribbled, passed, and shot the ball."

PASSIVE VOICE SENTENCE

A passive voice sentence focuses on the action or the result, not who did it.

Example: "The rugby game was won by our team."

COMPARATIVE SENTENCE

A comparative sentence shows how two things are alike or different.

Example: "Running is better for your heart than walking."

CAUSE AND EFFECT SENTENCE

A cause and effect sentence shows why something happens and what happens because of it.

Example: "Because he practised every day, he got much better at basketball."

CONDITIONAL SENTENCE

A conditional sentence talks about something that might happen if something else happens.

Example: "If you practise every day, you will get better at swimming."