

a question title

question mark

full stop

an introduction

correct form of  
past tense

capital letter for a  
proper noun

facts to explain how  
something works  
or why something  
happens

correct form of  
present tense

co-ordinating  
conjunction

information in  
ordered sections

suffix -ment,  
-ness, -ful, -less or  
-ly

subordinating  
conjunction

a picture to  
explain something

sentence  
punctuated with  
capital letter

expanded noun  
phrase for  
description  
or detail

exclamation mark

apostrophe for  
possession

sentence type:  
question

commas in a list

common  
exception word

sentence type:  
statement

apostrophe for  
contraction

sentence type:  
exclamation