



Parts of a sentence: subject, verb, object	Example:	Hyphens: are used to combine words that have a combined meaning or are linked in the grammar of a sentence. They help to avoid confusion.	Example: three-year-old rock-forming minerals long-term
Subject: the person or thing carrying out the action. Object: the person or thing that receives the action of the verb.	John ran to the shops. The shop was opened by the mayor.	Man eating shark - suggests the man eats the shark.	Man-eating shark – suggests that the shark eats the man.
Active voice: when the subject of a sentence performs the verb’s action, we say that the sentence is in the active voice.	Arthur read an interesting novel.	Semi-colons, colons and dashes can be used to separate boundaries between two clauses.	Example:
Passive voice: when the subject is acted on by the verb. The passive voice is constructed with a different form of to be plus the verb’s past participle. Often it contains the word by.	An interesting novel was read by Arthur.	Semi-colon (;) separate two main clauses and can be used instead of a coordinating conjunction.	Some people like sweets; others prefer chocolate.
The progressive tense: a verb tense used to show an ongoing in progress at some point in time.	The verbs in the progressive tense use a form of ‘to be’ + the present participle (an –ing verb).	Colon (:) are used to introduce related information.	He was missing two things: his hat and his coat.
Past progressive: contains was/were + an –ing verb.	She was playing football. We were eating dinner.	Dash (-) can be used in place of a colon when you want to emphasise the conclusion of your sentence.	The house rule is simple – clean up after yourself.
Present progressive: contains is/are/am + an –ing verb.	He is reading a book. They are baking a cake. I am painting a picture.	Semi-colons, colons and bullet points can also be used in lists.	Example:
Main clause: a clause which can form a complete sentence on its own. It contains a subject and a verb.	I still had energy for my lessons. I crept inside the room.	Semi-colon: they are also used to separate items in a list that contain commas already to add detail.	My dream band would be: Ray, vocals; Arthur, guitar and backing vocals; Jim, bass; and Tom, drums.
Subordinate clause: a clause, typically introduced by a subordinating conjunction, that adds extra information and can not stand alone. If the main clause comes first, no comma is needed.	I still had energy for my lessons even though I had cycled to school. Although I was scared, I crept inside the room.	Colon: they are also used to present a list. Bullet points: make a list easier to read. Capital letters and full stops are not needed (this must be consistent).	I ordered the following: eggs, bacon, beans and a cup of tea. Remember to: <ul style="list-style-type: none"> • wash up thoroughly • dry your dishes • put everything away
Synonyms: words that have the same or similar meaning.	talk – speak big - large	Subjunctive form: used to express wishes, hopes, commands, demands or suggestions. Usually it is in the third-person form of the verb.	I wish I were able to fly. It is vital that she attend the meeting.
Antonyms: words that have the opposite meaning.	hot – cold light - dark		If I were you, I would accept the offer. I demand that they be counted again.

