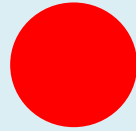


Full Stop



Used to mark the end of a sentence

Also used in abbreviations

Using Full Stops

End of a sentence:

The sunset was beautiful.

I'm not a good cook, but I try my best.

In abbreviations:

You can buy tea, coffee, etc. at the cafe.

Please return it by 29th Oct. at the latest.



Comma



Used in four main ways:

- 1) Lists
- 2) Direct speech
- 3) To separate clauses
- 4) To mark off parts of a sentence

Using Commas

In lists:

There's a choice of duck, pork, beef or fish.

In direct speech:

"Pass the salt," he said.

To separate clauses in complex sentences:

We met in York, where I was living then.

To mark off parts of a sentence:

My brother, David, will be joining us.



Apostrophe



Used in two main ways:

1) to show possession
(belonging to)

2) to show omission
(missing letters)

Using apostrophes

Showing possession:

This pen is Priya's.

Showing possession (plural ending in 's'):

She attends a girls' school.

Showing omission:

Don't use those stairs.

It's cold today.

““ Speech Marks ””



Used in two main ways:

- 1) to indicate direct speech
- 2) to show quotation.

Can be single ‘ ’ or double “ ”

Using speech marks:

Direct speech: “You never listen to me,” she said.

“Why should I?” he replied.

Quotation: The minister’s plans were described as ‘too ambitious.’

Exclamation mark



Used in two main ways:

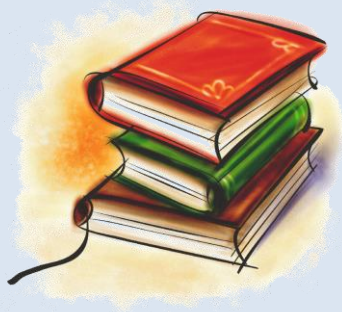
- 1) Used to end a sentence expressing an exclamation (emotion)
- 2) In direct speech

These are best avoided in non-fiction writing

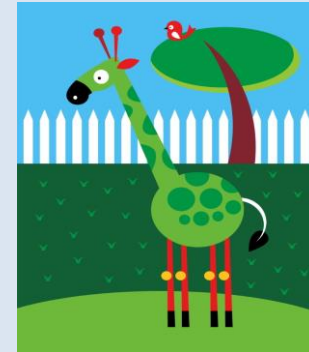
Using exclamation marks:

An exclamation: Ryan turned – the monster was behind him!

Direct speech: “Look out!” he cried.



Question mark



Used to end a sentence or statement which poses a question

Question words: **how, why, where, when, who, what**

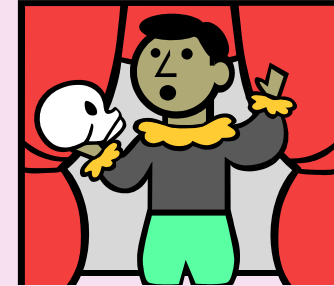
Using question marks:

How do I get to the library?

Why do giraffes have long necks?



Colon :



Used in three main ways:

- 1) Used in between two related clauses, where the second clause can't stand alone.
- 2) to introduce a list
- 3) before quotation or direct speech

Between two clauses: I knew what I had to do: confess my crime.

Introducing a list: You will need the following ingredients: flour, sugar, eggs, milk

Before a quote: Everyone remembers Hamlet's dilemma:
"to be or not to be."



Semicolon



Used in between two equal clauses, which are closely related but could stand alone

Using semicolons

Call me tomorrow; I'll know the answer then.

The flight was long; Australia is very far away.



Subject



The person or thing a sentence is about.

Sarah plays football.

(subject)

(object)

Subject Examples

Skiing is an exciting sport.

Mark came to our house for dinner.

Is **your aunt** feeling better?



Object



The person or thing affected by the sentence's verb.

We were listening to music.

(subject) (verb) (object)

Object Examples:

Direct object: (*directly affected by verb action*)

I bought her **some flowers** to say sorry.

Indirect object: (*person or thing benefiting from action of main verb*)

I bought **her** some flowers to say sorry.



Phrase



A small group of words that act as a meaningful unit within a clause but do not stand alone

Phrase examples:

Noun phrase:

A pile of books was on the desk.

Verb phrase:

Tomorrow, we **will be going** to the park.

Adjective phrase:

The wedding was **really beautiful**.



Main Clause



A group of words that contains a verb and can stand alone

I was living in York, where I worked.
(main clause)

Main clause examples

I am eating a piece of cake.

It will be sunny today.

There was no answer.



Subordinate Clause



A secondary clause, which depends on a main clause for meaning

*I was living in York, **where I worked.***

(subordinate clause)

Subordinate clause examples

I went to visit my sister, **who has just had a baby.**

Venice, **where we went last year,** is a beautiful city.

We celebrated at the pub, **which was just down the road.**



Simple Sentence



A group of words which contains a verb and makes sense on its own, with one main clause

I love cats.

(main clause)

Simple sentence examples

I went shopping.

She grew up in London.

I took him to the park.





Compound Sentence



Two or more main clauses that are usually joined by a conjunction.

I love cats, but I'm allergic to cat hair.

(clause 1) (conjunction) (clause 2)

Compound Sentence Examples:

I went shopping and I bought some shoes.

She grew up in London, but her family are Irish.

I took him to the park and he enjoyed playing on the swings.





Complex Sentence



A main clause joined to one or more subordinate clauses.



I love cats, having owned several.
(main clause) (subordinate clause)

Complex Sentence Examples:

I went shopping, which is my favourite activity.

She grew up in London, after her family moved from Ireland.

I took him to the park, where he enjoyed playing on the swings.





Nouns



Words that identify a person, idea or thing.

woman, tree, love, city, computer

'Naming' words



Types of noun

Common: refers to things in general	<i>friendship, dog, night, road, education</i>
Proper: a specific person/place/thing	<i>Edinburgh, Asia, Clare, Tuesday</i>
Abstract: intangible idea	<i>love, friendship, education, time</i>
Collective: groups of people or things	<i>audience, team, family, class</i>



Verbs



Words that express the actions of a person or thing

run, breathe, grow, have, be

'Doing' words



Using Verbs to Describe...

Actions: She is **laughing**

Events: It **rained** for days

Situations: We **had** a lovely time.

Change: Children **grow** up quickly.



Adjectives



Words that are used to modify nouns

small, quick, annoying, beautiful

‘Modifying’ words

Using Adjectives:

Placed before a noun:

I have **brown** hair.

It was an **interesting** book.

Placed after a **link verb**:

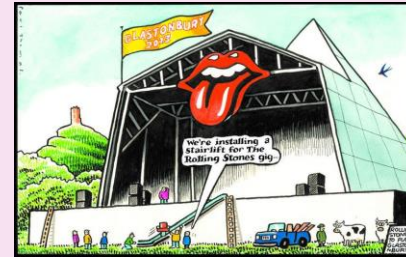
This cake **is delicious**.

The snow **feels cold**.





Adverbs



Gives information about a verb, adjective or another adverb

clearly, soon, hopefully, there, really

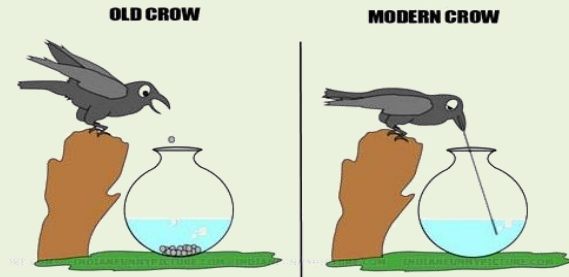


Using Adverbs to Describe:

How something happens:	We watched the match hopefully .
When something happens:	The film will be starting soon .
Where something happens:	We will set up the stage over there .



Pronouns



Update Yourself - It saves a lot of extra effort

Used in place of a noun that is already known.

I, you, we, her, mine, them, ours

Types of Pronoun:

Subjective: subjects of verbs *I, you, we, he, she, it, they*

Objective: objects of verbs/prepositions *me, you, us, him, her, it, them*

Possessive: refer to something owned *mine, yours, hers, his, ours, theirs*

Reflexive: refer back to subject of clause

myself, himself, herself, itself, ourselves, yourselves, themselves



Connectives



Used to connect phrases, clauses and sentences.

and, because, if, but, or, until

'Joining' words



Using connectives

Coordinating conjunctions: *join items of equal importance*

You can have coffee **or** tea.

Subordinating conjunctions: *connect a subordinate clause to a main clause.*

I made a sandwich **because** I was hungry.



Prepositions



Used to show relationships between nouns and the other words in a sentence.

under, over, between, on, in, with

Using Prepositions:

Positioning: Your shoes are **under** the table.

Timing: The party is **on** Saturday.

A way of doing things: We had to go **without** them.

Determiners

Used to introduce nouns or phrases.

a, the, those, this, every



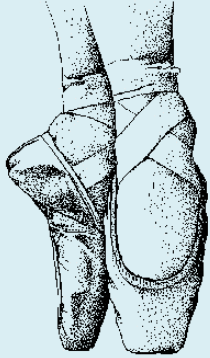
Types of Determiner

Definite article: **the**

The indefinite article: **a/an**

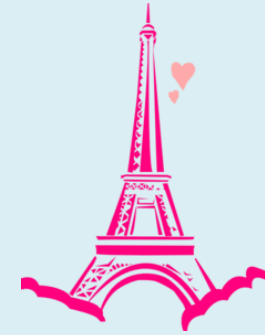
Possessive determiners: (show ownership)

my, your, his, her, our, their, its



Present Simple

I go



Used to describe permanent or regular activities.

Subject + Verb

Using the Present Simple Tense

- 1.) **We live** in Paris.
- 2.) **She practises** every day.
- 3.) **I like** chocolate.





Present Continuous



I am going

Used to describe activities happening in the present moment.

Subject + IS + Verb (continuous - ing)

Using the Present Continuous Tense

- 1.) **I am training** to be a teacher.
- 2.) **The rain is falling.**
- 3.) **We're driving** home





Present Perfect



I have gone

Used to indicate a connection between the past and the present, where the action is complete.

Subject + HAS + Verb (past participle)

Using the Present Perfect Tense:

- 1.) **I've** already **read** that book.
- 2.) **We have finished** painting the house.
- 3.) **He has called** the doctor to come as soon as he can.



Present Perfect Continuous

I have been going

Used to indicate a connection between the past and the present, where the action is unfinished.



*Subject + HAS + BEEN
+ Verb (continuous - ing)*



Using the Present Perfect Continuous Tense

- 1.) **She has been working** here for three years.
- 2.) **I've been listening** to everything you're saying.
- 3.) How long **have you been waiting**?

Future Simple



I will go / I am going to go

Used to describe future events.

Subject + IS + GOING + TO + Verb
(future events already decided)

Subject + WILL + Verb
(future unplanned events)



Using the Future Simple Tense:

Future unplanned events:

- 1.) Do you think **we'll win**?
- 2.) **She will look** wonderful in that dress.
- 3.) **It will be** a nice day.

Future events already decided:

- 1.) **I am going to take** the bus.
- 2.) **Are you going to stay** here tonight?
- 3.) It looks like **it is going to rain**.



Future Continuous

I will be going

Used to indicate being in the middle of something at a specified point in the future.

*Subject + WILL + BE
+ Verb (continuous - ing)*



Using the Future Continuous Tense:

- 1.) This time next week, **I will be going** to the beach.
- 2.) **They won't be arriving** until after ten.
- 3.) **Will you be coming** to the party tonight?

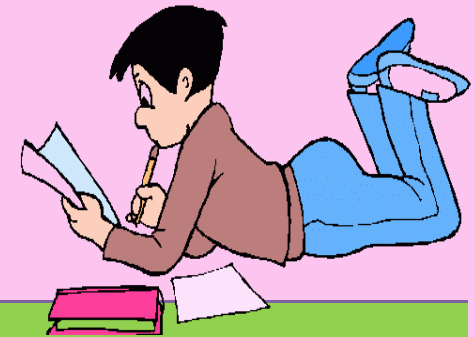


Future Perfect

I will have gone

Used to describe actions that will be finished by a specified time in the future.

*Subject + WILL + HAVE
+ Verb (past participle)*



Using the Future Perfect Tense:

- 1.) **They will have parked** the car at your house.
- 2.) **I'm sure she will have left** by now.
- 3.) **Will you have finished** the report by tomorrow morning?

Future Perfect Continuous

I will have been going

Used to describe how long an action will have lasted by a specified point in the future.



*Subject + WILL + HAVE + BEEN
+ Verb (continuous -ing)*

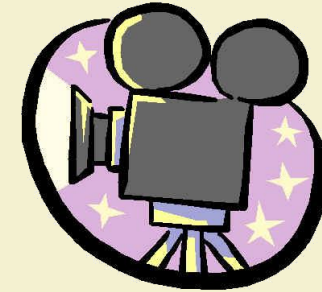


Using the Future Perfect Continuous Tense:

- 1.) **They will have been running** this event for ten years in May.
- 2.) This year, **we will have been coming** to the south of France for six years.
- 3.) If it gets to ten o'clock, **I will have been waiting** for two hours.



Past Simple



I went

Used to describe actions which occurred in the past and are now completed.

Subject + Verb (past form)

Using Past Simple Tense:

- 1.) **I saw** that film yesterday.
- 2.) **She ran** for miles.
- 3.) **We danced** the night away.





Past Continuous

I was going

Used to describe past actions which lasted for an extended period of time.

Subject + WAS + Verb (continuous – ing)



Using the Past Continuous Tense:

- 1.) **I was trying** to keep it a secret.
- 2.) **Were you hoping** to catch the three o'clock train?
- 3.) **She wasn't coping** very well with the stress.





Past Perfect



I had gone

Used to describe a past action which was started and completed before another past action began.

Subject + HAD + Verb (past form)

Using the Past Perfect Tense:



- 1.) **I had** already **gone** to bed by then.
- 2.) **He had taken** the day off work to look after his daughter.
- 3.) **We'd started** eating by the time she arrived.

Past Perfect Continuous

had been going

Used to describe past actions which continued up until a specified point in time.



*Subject + HAD + BEEN
+ Verb (continuous - ing)*



Using the Past Perfect Continuous Tense:

- 1.) **They had been waiting** for a long time.
- 2.) **I had been studying** French for two years.
- 3.) **She had been keeping** the money safe for years.

