Parts of a sentence: subject, verb, object.	**Examples:** Every sentence must have a **subject** and **verb.**
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 opera **was sung by the** soprano.

Active Voice: When the subject of a sentence performs the verb's action, we say that the sentence is in the *active voice.*	**Passive voice:** When the subject is acted on by the verb. The passive voice is always constructed with a different form of *to be* plus the verb's past participle and contains by.
Arthur read **an interesting** novel.	**An interesting** novel ***was*** **read by** Arthur.

The progressive tense: a verb **tense** used to show an ongoing action in progress at some point in time.	**Examples:** The verbs in **the progressive form** use a **form** of "to be" + the present participle (an -ing verb).
Past progressive: contains **was, were** + an **-ing** verb.	She **was playing** football. We **were eating** dinner.
Present progressive: contains **is, are, am** + an –**ing** verb.	He **is reading** a book. They **are making** a cake. I **am painting** a picture.

Main clause: a clause that can form a complete sentence standing alone. Contains a subject and verb. If the main clause comes first no comma is needed.	**Subordinate clause:** a clause, typically introduced by a subordinating conjunction, that adds extra information and cannot stand alone.
I still had energy for my lessons. **I crept inside the room.**	I still had energy for my lessons **even though I cycled to school.** **Although I was feeling scared,** I crept inside the room.

Synonyms: words that have the same or similar meanings.	**Antonyms:** words that have the opposite meaning
talk-speak big-large	hot-cold light-dark

Hyphens: are used to combine words that have a combined meaning or are linked in the grammar of a sentence. They help avoid confusion.	**Examples:** **three-year-old** **rock-forming minerals** **long-term**
Man eating shark- suggests the man is eating shark.	**Man-eating shark** – suggests the shark eats man.

Semi colons, colons and dashes can be used to separate boundaries between two clauses.	**Example:**
Semi colons(;) separate two main clauses and are normally used instead of a coordinating conjunction.	Some people like sweets**;** others like chocolate.
Colons(:) are used to introduce related information.	He was missing two things**:** his hat and his coat.
Dashes- can be used in place of a colon when you want to emphasize the conclusion of your sentence.	The house rule is simple**-** clean up after yourself.

Semi colons, colons and bullet points can also be used in lists.	**Example:**
Semi colons(;) they are also used to separate items in a list that contain commas already.	My dream band would be: Ray, vocals**;** Arthur, guitar and backing vocals**;** Rifat, bass**;** and Tom, drums.
Colons(:) they are also used to present a list.	I ordered the following**:** eggs, beans, sausage, bacon and a cup of tea.
Bullet points. make a list easier to read. There are no capital letters or full stops needed.	Remember to: • wash up everything in the sink • dry the dishes with the towel • pack everything away on the shelf

Subjunctive form: it is used to express wishes, hopes, commands, demands or suggestions. Usually it is the third-person **form** of the verb with the -s dropped, but the verb to be is a special case.	**Example**: I wish I **were** able to fly. It is vital that she **attend** the meeting. If I **were** you, I'd accept the offer. I demand that they **be** counted again.

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