

<b>Parts of a sentence:</b> <b>subject, verb, object.</b>	<b>Examples:</b> Every sentence must have a <b>subject</b> and <b>verb</b> .
<b>subject:</b> the person or thing carrying out the action. <b>object:</b> the person or thing that receives the action of the verb.	<b>John ran to the shops.</b> <b>The opera was sung by the soprano.</b>
<b>Active Voice:</b> When the subject of a sentence performs the verb's action, we say that the sentence is in the <i>active voice</i> .	<b>Passive voice:</b> When the subject is acted on by the verb. The passive voice is always constructed with a different form of <i>to be</i> plus the verb's past participle and contains <i>by</i> .
<b>Arthur read an interesting novel.</b>	<b>An interesting novel was read by Arthur.</b>
<b>The progressive tense:</b> a verb <b>tense</b> used to show an ongoing action in progress at some point in time.	<b>Examples:</b> The verbs in the <b>progressive form</b> use a <b>form</b> of "to be" + the present participle (an -ing verb).
Past progressive: contains <b>was, were</b> + an <b>-ing</b> verb.	She <b>was playing</b> football. We <b>were eating</b> dinner.
Present progressive: contains <b>is, are, am</b> + an <b>-ing</b> verb.	He <b>is reading</b> a book. They <b>are making</b> a cake. I <b>am painting</b> a picture.
<b>Main clause:</b> 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.	<b>Subordinate clause:</b> a clause, typically introduced by a subordinating conjunction, that adds extra information and cannot stand alone.
<b>I still had energy for my lessons.</b> <b>I crept inside the room.</b>	I still had energy for my lessons <b>even though I cycled to school.</b> <b>Although I was feeling scared,</b> I crept inside the room.
<b>Synonyms:</b> words that have the same or similar meanings.	<b>Antonyms:</b> words that have the opposite meaning
talk-speak big-large	hot-cold light-dark

<b>Hyphens:</b> are used to combine words that have a combined meaning or are linked in the grammar of a sentence. They help avoid confusion.	<b>Examples:</b> <b>three-year-old</b> <b>rock-forming minerals</b> <b>long-term</b>
<b>Man eating shark-</b> suggests the man is eating shark.	<b>Man-eating shark</b> – suggests the shark eats man.
<b>Semi colons, colons and dashes can be used to separate boundaries between two clauses.</b>	<b>Example:</b>
<b>Semi colons(;)</b> separate two main clauses and are normally used instead of a coordinating conjunction.	Some people like sweets; others like chocolate.
<b>Colons(:)</b> are used to introduce related information.	He was missing two things: his hat and his coat.
<b>Dashes-</b> 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.
<b>Semi colons, colons and bullet points can also be used in lists.</b>	<b>Example:</b>
<b>Semi colons(;)</b> 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.
<b>Colons(:)</b> they are also used to present a list.	I ordered the following: eggs, beans, sausage, bacon and a cup of tea.
<b>Bullet points.</b> make a list easier to read. There are no capital letters or full stops needed.	Remember to: <ul style="list-style-type: none"> <li>• wash up everything in the sink</li> <li>• dry the dishes with the towel</li> <li>• pack everything away on the shelf</li> </ul>
<b>Subjunctive form:</b> it is used to express wishes, hopes, commands, demands or suggestions. Usually it is the third-person <b>form</b> of the verb with the -s dropped, but the verb to be is a special case.	<b>Example:</b> I wish I <b>were</b> able to fly. It is vital that she <b>attend</b> the meeting. If I <b>were</b> you, I'd accept the offer. I demand that they <b>be</b> counted again.