Grammar Glossary

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Term	Definition	Examples
Active voice	A verb in the active voice has its usual subject and object, where the subject performs the action.	*See passive voice.* Somebody **saw** you. We must **find** them.
Adverbial	Part of a clause that behaves like an adverb. (Adverbial phrases include time connectives, adverbs and prepositions).	They left **a few days ago**. **Suddenly**, ... **Under the clear blue sky**, ... **Yesterday**, ...
Ambiguity	A word or phrase which has one or more interpretation.	e.g Walking dogs can be fun.
Antonym	A word which has the opposite meaning.	Hot- cold. Dark- light.
Apostrophe	Show either: an omitted letter (contracted verb) or possession.	I'm ... Sophie's bag.
Clause	A group of words that express an event. A clause contains a verb.	It was raining. The boy ran home.
Colon	Punctuation used to introduce a list or following an example. It may also be used before a second clause that expands or illustrates the first.	He was very cold: the temperature was below zero.
Comma	Punctuation to separate parts of a sentence. • Used to separate items in a list • To mark off extra information (or 'drop ins') • After a subordinate clause. • After many connecting adverbs	I bought cheese, milk and bread. Jill, my boss, was away on holiday. Although it was cold, we didn't wear our coats. However, On the other hand, Anyway
Complex sentence	Consists of a main clause which itself includes one or more subordinate clauses.	**Although it was late**, I wasn't tired.
Compound sentence	Has two or more clauses joined by *and, or, but, so.*	It was late **but** I wasn't tired.

	The clauses are of equal weighting.	
Conjunction	A word used to link clauses in a sentence. Can be either: • co-ordinating conjunctions or • subordinating conjunctions	 *and, but* *when, while, before, after, since, if, because, although, that*
Connective	A word or phrase to link clauses or sentences. Connectives can be: • conjunctions or • connecting adverbs	 *but, when, because* *however, then, therefore*
Dash	Dashes may be used to replace other punctuation (colons, semi-colons, commas or brackets). Particularly used in informal writing.	It was a great day – everybody enjoyed it.
Determiner	Used with nouns and limit (i.e determine) the reference of the noun in some way.	e.g. a, the, this, any, my
Direct speech	Uses the speaker's original words using inverted commas (or speech marks)	*See indirect speech.* Helen said, "I'm going home." "What do you want?" I asked.
Ellipsis	Three dots to show that something is incomplete or omitted.	
Homophone	Words which have same sounds as another but a different meaning	Pair- pear Hare- hair
Hyphen	Used to join two parts of a compound noun (although usually the word is written as a single word e.g. football). Used in compound adjectives and longer phrases. Used in compound nouns where the second part is a short word. Many words beginning with the prefixes.	 Foul-smelling substance. A break- in Co-operative
Indirect speech	Report what was sad but do not use the exact	*See direct speech.*

	words.	Helen said **(that) she was going home.** I asked them **what they wanted.**
Inverted commas	Mark the beginning and end of direct speech. *Also known as speech marks or quotes.*	"What do you want?" I asked.
Modal verb	A modal verb only has finite forms and has no suffix –s in the present tense even when its subject is singular.	Can/could Will/would Shall/should May/might Must/ought
Noun	A word which denotes somebody or something. Includes: Proper nouns (represent a unique entity) Common nouns (describe a class of entities) Collective nouns (groups of nouns) Concrete nouns (physical entities) Abstract nouns (ideas, concepts, emotions)	 Earth, India table, person, car school of fish table, car, Janet anger, happiness,
Object	The person or thing affected by the action.	John kicked **the ball.**
Parenthesis	A word or phrase inserted into a sentence to explain or elaborate. Can be brackets, dashes or commas. Sometimes used as an alternative word for brackets.	Sam and Emma (his oldest children) are coming to visit him next weekend. Margaret is generally happy – she sings in the mornings! - but responsibility weighs her down. Sarah is, I believe, our best student.
Passive voice	Where the subject is on the receiving end of the action.	*See active voice.* It **has been repaired** They must **be found.**
Plural	More than one. • Includes both regular endings (-s) or • irregular changes. Some nouns do not occur in the plural.	 Trees, students Children, teeth Butter, money

Preposition	Usually followed by a noun phrase. They often indicate • time, • position or • direction. Many prepositions can also be used as adverbs.	At midnight/ during the film At the station/ in a field To the station/ over a fence We got on the bus.
Pronoun	Often replace a noun or noun phrase and avoid repetition. • Personal pronoun • Possessive pronoun • Reflexive pronoun • Relative pronoun	I/me, you, he/him, she/her, we/us, they/them, it Mine, yours, his, hers, ours, theirs, its Myself, herself, themselves Who/whom, whose, which, that
Relative clause	One that defines or gives information about somebody or something. Typically begin with relative pronouns.	Do you know the people **who live in the house on the corner?** (defines the people) The biscuits **that Tom bought this morning** have all gone. (defines the biscuits)
Semi-colon	Used to separate two main clauses in a sentence. Also used to separate items in a list if these items consist of longer phrases.	I like the book; it was a pleasure to read. I need large, juicy tomatoes; half a pound of unsalted butter; a kilo of fresh pasta, preferably tagliatelle; and a jar of black olives.
Sentence	Can be simple, compound or complex. Can be: • Declarative (statements) • Interrogative (questions) • Imperative (commands, instructions) • Exclamative (exclamations)	The class yelled in triumph. Is your sister here? Hold this! Take the second left. How peaceful she looks! What a pity!
Simple sentence	Consists of one clause.	It was late.
Subject	The person or thing in the sentence. Subject carries out an action.	**John** kicked the ball.

Subordinate clause	Does not always require a subject and verb (as a main clause does). Is reliant on the main clause for sense and clarity.	The weather, **although rather cold,** was pleasant enough. **When in Rome**, do as the Romans do.
Suffix	A morpheme which is added to the end of a word. • Inflectional (changes tense or grammatical status) • Derivational (changes the word class)	Present to past tense: work**ed** Singular to plural: accident**s** Verb to noun: work**er** Noun to adjective: accident**al**
Synonym	Words which have the same meaning as another word, or very similar.	Big, large, huge.
Tense	A verb form which indicates time. • Present • Past There is no specific future tense and can be expressed in a number of ways.	I play I played John **will arrive** tomorrow/ John **will be arriving** tomorrow.