

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 <i>active voice</i> .	Passive voice: 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> .
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 still had energy for my lessons even though I cycled to school.
I crept inside the room.	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: <ul style="list-style-type: none"> • 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.