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Key for definitions: **Bold** words are examples. Underlined words can be found in this Glossary. *Italic* words are important to the explanation.

TERM	DEFINITION
Active voice	The active voice is when the subject of the sentence 'does' the verb. For example: '**The dog chased the cat.**' The dog is the subject and it did the chasing, so this sentence is active. 
Adjective	An adjective is a describing word that adds detail to a noun. In '**the young girl**', the noun is '**girl**'. The adjective is '**young**', as it tells you more about the girl.
Adverb	An adverb is a describing word that adds detail to a verb, an adjective or another adverb. It can tell you *how*, *where* or *when* something happens. For example, '***Then*, he ran *upstairs*, *quickly*.**' The adverb '**then**' describes *when* he ran. The adverb '**quickly**' describes *how* he ran. The adverb '**upstairs**' describes *where* he ran.

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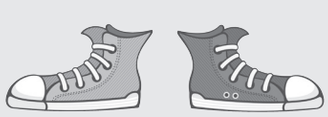
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Adverbial	An adverbial is a word, a phrase or a clause that acts as an adverb. It can tell you *how*, *where* or *why* something happens. For example, '***After the film*, Joe yawned.**' The phrase '**after the film**' describes *when* Joe yawned.
Agent	The agent is the thing 'doing' the verb. In '**the dog chased the cat**', the dog is the agent as it is *doing* the chasing. In '**the cat was chased by the dog**', the dog is still the agent, as it is still the one *doing* the chasing.
Ambiguity	Ambiguity is when meaning is unclear. If something is *ambiguous*, it can mean more than one thing. For example: '**Miss Sengupta told Jill off. She was very upset.**' In this last sentence, it is unclear whether it is Miss Sengupta or Jill who is upset!

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Antonym	Antonyms are words that have opposite meanings. For example, '**love**' and '**hate**' are antonyms.
Apostrophe **'**	Apostrophes can be used in two ways: - They can show where letters are missing, usually where two words have been joined together. For example, '**don't**' instead of '**do not**'. - They can show who owns something (when they are called *possessive apostrophes*). For example, '**Tom's shoes**'. 
Brackets **( )**	Brackets are punctuation marks that show that the words inside them are not as important as the rest of the sentence. Instead, they give *extra information* (see Parenthesis). Brackets are *always* used in pairs, with an opening bracket at the beginning of the extra information and a closing bracket at the end.

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Bullet points	Bullet points organise information into a list, with each bullet point starting on a new line. The big, bold dots are sometimes known as 'bullets' and the words or sentences following them are sometimes known as the 'points'.
Cause	Cause is *why* something happens. For example, '**because it was raining**'.

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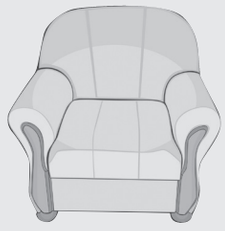
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Clause	A clause is a part of a sentence that contains a verb. It can help to think of it like a section of meaning. For example, look at this sentence: '**I packed my bag so that I would be ready to go.**' This contains two clauses: '**I packed my bag**' and '**so that I would be ready to go**'. You can often swap clauses around in a sentence without changing the meaning. For example: '**So that I would be ready to go, I packed my bag.**' Try doing this to check where the clauses are. For more about clauses, look up Main clause, Subordinate Clause and Relative Clause in this Glossary.
Cohesion	Cohesion is what makes a piece of writing fit together well. We link together the ideas in our writing with things like connectives, adverbials and pronouns to give it cohesion.

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Colon **:**	A colon is a punctuation mark used to introduce a list, a quotation, an example or an explanation. For example: '**It was cold in the room: the window had been open all day.**'
Comma **,**	A comma is a punctuation mark used to separate parts of a sentence, including items in a list and different clauses.
Compound word	A compound word is made from two smaller words. For example, '**armchair**' is a compound word made from the words '**arm**' and '**chair**'. 

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Conjunction	A conjunction is a word that links words, phrases and clauses together inside a sentence. In '**it was always cold *or* rainy**', the conjunction '**or**' links the words '**cold**' and '**rainy**'. In '**with bright eyes *and* red cheeks, she ran into the room**', the conjunction '**and**' links the phrases '**bright eyes**' and '**red cheeks**'. In '**she was tired *but* she wanted to stay up**', the conjunction '**but**' links the two clauses together.

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Connecting Adverb	A connecting adverb is an adverb that can connect a sentence to the one before. For example, '**It was too hot to run. *Moreover*, they were all too tired.**' The connecting adverb '**moreover**' links the two sentences. Sometimes, you can link two clauses in a sentence with a connecting adverb, too. To do this, you need to use a semicolon – never a comma! For example, '**It was raining; *therefore*, we could not go out to play**.' The connecting adverb '**therefore**' links the two clauses.
Connective	'Connective' is an informal name for words that can be used to link the ideas across different clauses. Conjunctions and connecting adverbs are types of connective.

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Consonant	'Consonant' can mean: - A sound that you use your lips, tongue or teeth to make, when speaking. - A letter that (usually) makes a consonant sound when read aloud. These are all the letters that are not vowels.
Contraction	Contraction is when two words are put together and letters are removed to make one word. An apostrophe is used to show where the letters are missing. For example, '**don't**' instead of '**do not**'.
Dash –	A dash can be used instead of a colon or a semicolon in informal writing. Dashes can also be put around parenthesis in informal writing. A dash is longer than a hyphen and always has a space before and after it.
Definition	A definition is an explanation of the exact meaning of a word.

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Derivation or **Derivative**	Derivation is when you make a new word from a root word, usually by adding prefixes or suffixes. The new word is called a derivative. For example, the adverb '**gladly**' is a derivative of the adjective '**glad**'.
Determiner	A determiner is a word, like '**the**', '**a**', '**this**', '**that**' and so on, that comes before a noun. It helps to make the noun more specific. For example, instead of '**book**', we can say '**that book**' so that we know which book we mean. Possessive pronouns, like '**his**' and '**my**', are determiners. Numbers can also be determiners, such as '**four mice**'.
Dialect	A dialect is a way of speaking that is only used in a particular area or region.
Dictionary	A dictionary is a book that lists the words of a language in alphabetical order, along with their meanings.

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Direct speech	Direct speech is what a person in a piece of writing actually says. It always goes inside inverted commas. For example, '**He said, "I like ice cream."**'. Don't confuse this with *indirect speech*, which is when the writer reports what a person said, e.g. '**He said that he liked ice cream.**' 
Ellipsis or **Elision**	Ellipsis, or elision, means missing out a word or phrase, so that the text still makes sense. For example, instead of '**I can whistle but you can't whistle**', you can simply say '**I can whistle but you can't**'. Sometimes, you can use three dots (…) to show where words or sentences are missing. This is also called ellipsis and can be used to create suspense in your writing.
Etymology	Etymology is the history of a word and how it has changed over time.

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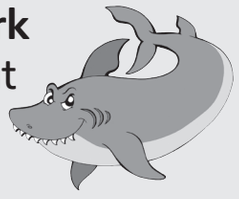
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Formal language	Formal language is language that is suitable for formal purposes. It uses Standard English rather than slang or dialect and uses more precise or polite words. Formal language avoids contraction and personal language or opinions.
Fronted	When a word or phrase that normally comes *after* a verb is put at the beginning of its clause or sentence, we say that it has been fronted. For example, '**Suddenly, he ran off.**' Here, the adverb comes before the verb, at the beginning of the sentence, so it is fronted.
Grammatical terminology	Grammatical terminology means technical words that can be used to talk about language.
Guide words	Guide words are the words that appear at the top of each page in a dictionary or thesaurus. They show the first and last words on the page.

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Head word	A head word is a word in a thesaurus that starts a new group of synonyms. It will usually be in bold.
Homophones	Homophones are words that sound the same but mean different things. For example, '**two**' is a number but '**too**' means '**as well**'.
Hyphen **-**	A hyphen is a punctuation mark used to make the meaning clear in some compound words and phrases. For example, instead of '**we saw a *man eating* shark at the aquarium**', we could write '**we saw a *man-eating* shark at the aquarium**'. This shows that we saw a shark that eats men, not a man eating a shark! 
Imperative verb	A type of verb that gives an instruction or a command. For example: '***Sit* in your chair and *read* this book.**'

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Inverted commas or **Speech marks** “ ” / ‘ ’	Inverted commas (also called ‘speech marks’) are a type of punctuation mark that goes around direct speech.
Lead-in phrase or **Lead-in sentence**	A lead-in phrase or sentence is used to introduce a list of bullet points. It usually ends in a colon. For example, ‘**I need to buy:** • **eggs,** • **bread,** • **milk.**’ ‘**I need to buy:**’ is the lead-in phrase.
Main clause	A main clause is a clause that could be used as a complete sentence on its own. For example, ‘**I eat fruit**’ is a main clause in the sentence ‘**I eat fruit when I am hungry.**’ 

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Modal verb	Modal verbs are verbs that come before another verb to show how possible, likely or necessary it is. Common modal verbs are '**will**', '**would**', '**can**', '**could**', '**may**', '**might**', '**shall**', '**should**' and '**must**'.
Morphology	Morphology is the structure of a word and how it is formed from smaller parts. For example, '**teacher**' is made from the verb '**teach**' and the suffix '**-er**'. The suffix could be changed to make, for example, '**teaches**' or '**teaching**'.
Noun	A noun is a word used to mean a person, a place or a thing. For example, '**boy**', '**home**' and '**bridge**' are all nouns. A noun can also be an *idea*, like '**love**' or '**happiness**'.

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Noun phrase	A noun phrase is a noun and all the words that describe it, which act together as a noun in a sentence. You can tell that something is a noun phrase if the sentence still makes sense when you replace it with a pronoun. For example, in '***that girl over there* is my cousin**', the noun phrase '**that girl over there**' can be replaced with the pronoun '**she**' to make '***she* is my cousin**'.
Object	The object of a sentence is usually the thing that the verb is being *done to* or *done with*. In '**the boy played the drums**', '**the drums**' are the object, as they are the thing being played. 

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Parenthesis	A parenthesis is extra information inserted into a sentence. It can be shown by brackets, dashes or commas. For example: '**Alicia had a hat – I think it was green – to match her dress.**' '**Tigers, unlike most cats, are happy to swim.**' '**The Eiffel Tower (located in Paris) is a very famous landmark.**' The sentence should always make sense if the parenthesis is taken away.

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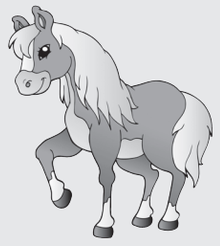
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Passive Voice	The passive voice is when the subject has the verb *done to* it. A sentence in the passive voice will often have the word '**by**' after the verb. For example, '**The cat was chased by the dog.**' The cat is the subject and had the verb ('**chased**') *done to* it, so this sentence is passive.
Past tense	A verb in the past tense is used to show that things happened in a past time. It is usually made by adding '**–ed**' to the verb. For example, '**play**' becomes '**played**'.
Perfect tense	The perfect tense is used to show that an action is complete but still meaningful. It is made by putting '**have**', '**has**' or '**had**' before a verb. For example: '**I have slept**' or '**He had eaten**'.

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Personal and impersonal language	Personal language uses pronouns such as '**I**' and '**you**'. Impersonal language avoids these pronouns. For example, '**when *I switch on the bulb*, it lights up**' is personal; '**when *the bulb is switched on*, it lights up**' is impersonal.
Phrase	A phrase is a group of words that means something on its own, without a verb. For example, '**the big horse**'. 
Plural	Plural nouns are nouns that describe more than one thing. They usually end in the letter 's', although there are many exceptions. For example, '**dogs**', '**boxes**' and '**houses**' are all plural nouns. So are '**mice**', '**geese**' and '**men**'.
Prefix	A prefix is a letter or letters added at the beginning of a word to turn it into a different word. For example, '**un-**' is added to the word '**friendly**' to make the new word '**unfriendly**'.

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Preposition	A preposition is a word that usually shows: - *where* one thing is in relation to another; - *when* one thing happened in relation to another; - *direction* of travel. For example: '**He walked *towards* the house *on* the hill *after* lunch.**' The words '**towards**', '**on**' and '**after**' are all prepositions.
Present tense	A verb in the present tense is used to show that a thing happens now, or is something that happens regularly. For example, '**I *go* to the park and I *play* football.**'
Possessive pronoun	A possessive pronoun (e.g. '**his**', '**her**' or '**my**') replaces a noun and a possessive apostrophe to show *who* or *what* owns something. For example, instead of '**Jane's bike**', we can say '**Her bike**'.

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Pronoun	A pronoun (e.g. '**I**', '**she**', '**it**' or '**him**') is a word that can be used in place of a noun. For example, '**the boy gave the apple to the girl**' could replace its nouns for pronouns to become '***he* gave *it* to *her***'.
Proper noun	A proper noun is a name. It can be the name of a person, a place, a day, and so on. Proper nouns almost always use capital letters. '**Mr Brown**', '**Tuesday**' and '**Scotland**' are all proper nouns.
Relative clause	A relative clause is a clause that adds detail to a noun. It always comes *after* the noun, and begins with a relative pronoun. For example: '**The lion, *who had been asleep*, opened its eyes.**' The relative clause in this sentence is '**who had been asleep**', as it adds detail to '**the lion**'. 

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Relative pronoun	A relative pronoun is a word that links a relative clause to the noun that it describes. For example: '**That's the girl *who* won the prize.**' '**She scored five goals, *which* impressed the team.**' The words '**that**', '**which**', '**who**', '**whose**' and '**whom**' are all relative pronouns. The words '**when**', '**where**' and '**why**' can also be relative pronouns.
Root word	A root word is the simplest form of a word, before any prefix or suffix is added to it. For example, '**friend**' is the root word of '**unfriendly**'.

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Semicolon **;**	A semicolon is a punctuation mark used to separate two main clauses in a sentence. It makes a shorter pause than a full stop but a longer one than a comma. For example: '**It was a lovely day; the sun shone all around.**' A semicolon can also separate items in a list of phrases.
Singular	Singular means that there is just one. A singular noun is noun that describes one single thing. For example, '**cat**' or '**boy**'.
Slang	Slang means casual language that is not Standard English. For example, '**quid**' instead of '**pounds**' is slang. Slang should not be used in writing except to create a casual and chatty effect, for example in direct speech.

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Standard English	Standard English is grammatically correct and avoids slang and dialect words. It is not always formal language so contractions can be used. For example, '**I ain't gonna go there**' is not Standard English but '**I'm not going to go there**' is.
Subject	The subject is the focus of a sentence. Try asking yourself: 'Who or what is this sentence *about*?' In '**The dog chased the cat**', the subject is the dog. The sentence is about what the dog did. In '**The cat was chased by the dog**', the subject is the cat. The sentence is about what happened to the cat. The subject is often the first thing mentioned in the sentence.

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Subjunctive	The subjunctive form of a verb creates a feeling of uncertainty. It is used to talk about something that hasn't actually happened. For example: '**I insist that Tom *write* to his aunt.**' The verb '**write**' is in the subjunctive form. Tom isn't actually writing to his aunt; the sentence says that he should, but he might not. 
Subordinate clause or **Sub-clause**	A subordinate clause (or sub-clause) is a clause that only makes sense along with the main clause. It does not make sense as a sentence on its own. For example, in '**I eat fruit when I am hungry**', the sub-clause is '**when I am hungry**'. A subordinate clause can come before or after a main clause.

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Suffix	A suffix is a letter or letters added at the end of a word to turn it into a different word. For example, '**-ed**' is added to the end of the word '**look**' to make the new word '**looked**'.
Synonym	Synonyms are words that have the same or very similar meanings, such as '**happy**' and '**cheerful**'.
Tense	Tense shows *when* a verb takes place. We show tense by using different forms of the verb. For example, '**I swim**' is in the present tense and '**I swam**' is in the past tense. 
Thesaurus	A thesaurus is a reference book that lists words in groups of synonyms.
Time	Time is *when* something happens. For example, '**In the morning**'.

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Verb	Verbs are often called 'doing' words, but can also describe what something is 'being'. For example '**It *was* cold.**' They may have a past, present or future tense. The words '**looked**', '**look**' and '**will look**' are all forms of the verb '**to look**', but are in different tenses.
Vowel	'Vowel' can mean: - A sound that you do not use your lips, tongue or teeth to make, when speaking. - A letter that, when read aloud, make a vowel sound. '**a**', '**e**', '**i**', '**o**', and '**u**' are vowel letters. '**y**' can be a vowel letter or a consonant letter.
Word family	A word family is a group of words that are linked by spelling, meaning or a grammatical rule. For example, '**teach**', '**teacher**' and '**teaching**' all share the root word '**teach**'. The words '**blue**', '**true**' and '**glue**' all share the '**ue**' letter string.

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