



Glossary of Terms

Term	Meaning	Example
abstract noun	The name given to something that cannot be touched, such as a concept or sensation.	Showing Human Qualities or Characteristics beauty bravery calm coldness compassion Showing Emotions/Feelings anger happiness tiredness hate
accent	The way in which language is pronounced, which varies across geographic areas.	American accent
acronym	An abbreviation made up of the initial letters of the main words in a phrase. These letters are pronounced as a word (rather than as separate letters), which represents the meaning of the original phrase.	FYI – For Your Information ASAP – As Soon As Possible DIY – Do It Yourself
active voice	A sentence is written in active voice when the subject of the sentence is performing the action.	The cat was chasing the mouse. In this sentence, ' the cat ' is the subject , 'was chasing' is the verb and 'the mouse' is the object.
passive voice	A sentence is written in passive voice when the subject of the sentence has something done to it by someone or something.	The mouse was being chased by the cat. In this sentence ' the mouse ' has become the subject which is having something done to it by the cat.
adjectival phrase	A group of words that describe a noun or pronoun.	The final exams were <u>unbelievably difficult</u> . Everyone was <u>delighted</u> when the winner was announced.

<p>adjective</p>	<p>A word that describes a noun (the name of a thing or a place).</p> <p>Using more than one adjective</p> <p>If you want to describe a noun in detail, you can use more than one adjective.</p> <p>When you have a list of adjectives like this, separate them with commas.</p>	<p>It was a terrible book.</p> <p>The word terrible is an adjective. It tells us what the book (the noun) was like.</p> <p>He had a mouldy, smelly, overpriced sandwich for lunch.</p>
<p>adjective prepositional phrase</p>	<p>A prepositional phrase that describes a noun.</p>	<p>The book <u>with the tattered cover</u> has been read many times.</p> <p>All the passengers <u>aboard the runaway train</u> were frightened.</p> <p>The present <u>inside the big box</u> is mine.</p> <p>The extra blanket is in the box <u>under the bed.</u></p>
<p>adverb</p>	<p>An adverb is a word that describes a verb (an action or a doing word).</p>	<p>He ate his breakfast quickly.</p> <p>The word quickly is an adverb. It tells us how he ate (the verb) his breakfast.</p>
<p>adverb prepositional phrase</p>	<p>A prepositional phrase that describes a verb.</p>	<p>Racing <u>toward the finish line</u>, Sarah realized she just might win.</p> <p>My shopping list needs to be put <u>into my purse.</u></p> <p>The balloon drifted <u>up the stairs.</u></p>
<p>adverbial phrase</p>	<p>Sometimes more than one word can do the adverb's job. This is called an adverbial phrase.</p>	<p>He ate his lunch really quickly.</p> <p>The words really quickly are an adverbial phrase. Words like very, more, really and extremely are often used to make an adverb even stronger.</p>
<p>alliteration</p>	<p>The repetition of certain letters of sounds for effect.</p>	<p>Sally the slithering snake. Peter Piper picked a peck of pickled peppers. Sheep should sleep in a shed.</p>

antonym	A word that has the exact opposite meaning of another word.	good – bad night – day heavy – light
article	An article is a word that tells you whether a noun is specific or general, for example a, an, the.	She took a big suitcase on holiday. A tells you that the noun suitcase is general. It's not talking about any particular suitcase, it's any old big suitcase. She took the big suitcase on holiday. The tells you it was a particular suitcase. Perhaps she has a big suitcase and a small one. She took the big suitcase.
auxiliary verb	A 'helping' verb such as <i>be</i> or <i>have</i> that joins the main verb in a sentence to the subject. Auxiliary verbs are also used with other words to form contractions and negative sentences. The most common auxiliary verbs are have, be, and do.	Does Sam write all his own reports? The secretaries haven't written all the letters yet. Terry is writing an e-mail to a client at the moment.
clause	Some sentences can be broken up into smaller sentences. These simple sentences are called clauses.	She ran down the road but he chose to walk. This sentence is made up of two clauses, both of which could work on their own as simple sentences.
collective noun	The name given to a collection of individuals – people or things.	Herd Army Family Group Flock
colon	A colon is the mark made by stacking two periods (:). The <i>colon</i> can be used to separate the hour and minutes in time (7:30 a.m.) or to introduce a list or a quotation.	The colon is used to introduce a list of items. The bookstore specializes in three subjects: art, architecture, and graphic design. It can be used to separate two

		<p>independent clauses.</p> <p>I have very little time to learn the language: my new job starts in five weeks.</p>														
command	A sentence that gives an instruction.	<p>Get dressed.</p> <p>Stop talking.</p> <p>Eat your breakfast.</p>														
common noun	The name given to everyday objects, places, people and ideas.	<p>book</p> <p>plate</p> <p>mum</p> <p>dad</p>														
conjunction	<p>A word or phrase that joins two sentences or clauses together, for example:</p> <p><i>and</i></p> <p><i>but</i></p> <p><i>although</i></p> <p><i>whenever</i></p>	<p>He went to the cinema and she went swimming.</p> <p>Ben took his iPod with him but he forgot to charge it.</p>														
consonant	A letter of the alphabet that is not a vowel	b,c,d,f,g,h,j,k,l,m,n,p,q,r,s,t,v,w,x,y,z														
contraction	A shortened form of a word or words, in which letters are omitted from the middle and replaced with an apostrophe.	<table border="1"> <thead> <tr> <th>Without omission</th> <th>With omission</th> </tr> </thead> <tbody> <tr> <td>you have</td> <td>you've</td> </tr> <tr> <td>we have</td> <td>we've</td> </tr> <tr> <td>it is</td> <td>it's</td> </tr> <tr> <td>do not</td> <td>don't</td> </tr> <tr> <td>could not</td> <td>couldn't</td> </tr> <tr> <td>is not</td> <td>isn't</td> </tr> </tbody> </table>	Without omission	With omission	you have	you've	we have	we've	it is	it's	do not	don't	could not	couldn't	is not	isn't
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co-ordinating conjunction	A word that connects words, phrases and clauses of equal importance.	<p>and</p> <p>but</p> <p>for</p> <p>or</p> <p>so</p> <p>yet</p>														
determiner	A determiner is a word that introduces a noun, such as a/an, the, every, this, those, or many	a cat, the cat, this cat, those cats, every cat, many cats														

direct speech	Text that represents spoken words and is written in inverted commas.	“stop” cried the policeman.
ellipsis	Punctuation that is used to show where words have been left out. The <i>ellipsis</i> is usually formed by three periods (four if the <i>ellipsis</i> comes at the end of a sentence).	In informal writing, an ellipsis can be used to represent a trailing off of thought. If only she had . . . Oh, it doesn't matter now. An ellipsis can also indicate hesitation, though in this case the punctuation is more accurately described as suspension points. I wasn't really . . . well, what I mean . . .
embedded clause	An embedded clause is a clause (a group of words that includes a subject and a verb) that is within a main clause, usually marked by commas. Information related to the sentence topic is put into the middle of the sentence to give the reader more information and enhance the sentence.	The man was kind. main clause The man, who liked dogs , was kind. embedded clause The dog was fluffy. main clause The dog, that ate meat , was fluffy. embedded clause
exclamation	A sentence that expresses a strong emotion, such as surprise, or a raise voice, and ends in an exclamation mark (!).	“It's beautiful!” squealed the lady. I can't figure this out! Our team won the championship!
fact	A statement that can be proved.	There are 24 hours in a day.
fronted adverbial	A word or phrase at the start of a sentence that describes the action that follows. In other words, it is putting the adverb at the start of a sentence.	When = Time e.g. Before school started, I ate a bag of crunchy crisps. Where = place e.g. Walking down the street, I fell over my shoelace. How = manner e.g. Quickly and quietly, I slipped under the water. Why = reasoning e.g. Because he was bored, he went to the cinema.

hyphen	When you're writing, a hyphen is useful for forming a compound word or separating the syllables of a word at the end of a line of text. The word <i>merry-go-round</i> uses two hyphens.	The friendly-looking dog. A family-owned café.
inverted commas	Another term for speech marks. You use inverted commas around something someone has said.	“Will you stop playing games and come and eat your dinner” shouted mum.
main clause	A group of words that contains a subject and a verb and makes complete sense on its own.	<p>I like bananas.</p> <p>↑ main clause</p> <p><small>I like bananas, 'is a <u>simple sentence</u> which is made up of a main clause.</small></p> <p>I like bananas and I like grapes.</p> <p>↑ ↑ ↑ main clause connective main clause</p> <p><small>This is a <u>compound sentence</u>; it is made up of two main clauses: 'I like bananas' and 'I like grapes'. The two main clauses are joined by the <u>connective</u> 'and'.</small></p> <p><small>Sometimes a sentence is made up of two clauses: a main clause and a subordinate (or dependent) clause, which relies on the main clause.</small></p>
metaphor	A word or phrase that is used to describe something as if it were something else.	The snow is a white blanket. The classroom was a zoo. He is a shining star.
modal auxiliary verb	An auxiliary verb such as <i>could</i> that is used with an action verb to express a command, an obligation or a possibility.	can could may might will must would should
noun	Common nouns are the names of things, for example, people, places or objects. A proper noun is the name of a particular person, place or thing, and always begins with a capital letter.	Amy went to France on Saturday and took her camera with her. Amy , France and Saturday are proper nouns and camera is a common noun.
onomatopoeia	The use of words that mimic the sounds they represent.	Onomatopoeia: Sounds Animals Make Baa Bark Cheep Chirp Onomatopoeia: Sounds People Make Achoo Ahem Gasp

<p>personification</p>	<p>When human actions or feelings are given to objects or ideas.</p>	<p>The stars danced playfully in the moonlit sky.</p> <p>The run down house appeared depressed.</p> <p>The first rays of morning tiptoed through the meadow.</p>																		
<p>possessive pronoun</p>	<p>A pronoun indicating possession e.g. <i>mine, yours, hers, theirs</i></p>	<p>The house is theirs and its paint is flaking.</p> <p>The dog is mine.</p> <p>We shall finally have what is rightfully ours.</p>																		
<p>post modification</p>	<p>Post modification is when extra information is added after a noun itself.</p>	<p>He longed to own a big new gleaming red powerful Alfa Romeo sports car.</p> <p>Turns into:</p> <p>He longed to own a powerful sports car in gleaming red made by Alfa Romeo.</p>																		
<p>prefix</p>	<p>A group of letters you can add to the beginning of a word to change their meanings. For example, the prefix 'dis' means bad or wrong.</p>	<p>Common prefixes</p> <table border="1" data-bbox="970 1218 1516 1563"> <thead> <tr> <th>Prefix</th> <th>Meaning</th> <th>Example</th> </tr> </thead> <tbody> <tr> <td>Pre-</td> <td>Before</td> <td>Preview</td> </tr> <tr> <td>Re-</td> <td>Again</td> <td>Reappear, retry</td> </tr> <tr> <td>Un-</td> <td>Not, take away</td> <td>Unfair, uncomfortable</td> </tr> <tr> <td>De-</td> <td>The opposite of, undo</td> <td>Deactivate, decode</td> </tr> <tr> <td>Sub-</td> <td>Under</td> <td>Substandard, subatomic</td> </tr> </tbody> </table>	Prefix	Meaning	Example	Pre-	Before	Preview	Re-	Again	Reappear, retry	Un-	Not, take away	Unfair, uncomfortable	De-	The opposite of, undo	Deactivate, decode	Sub-	Under	Substandard, subatomic
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<p>preposition</p>	<p>A preposition is a word that tells you where or when something is in relation to something else, for example:</p> <p><i>after</i></p> <p><i>before</i></p> <p><i>on</i></p> <p><i>under</i></p> <p><i>inside</i></p>	<p>After walking for miles she rested on a small hill.</p> <p>After tells you when she rested and on tells you where she rested.</p>																		

<p>pronoun</p>	<p>A word that takes the place of a noun, for example:</p> <p><i>he</i> <i>she</i> <i>them</i> <i>there</i> <i>it</i></p>	<p>Amy took her camera to France. She took it there.</p> <p>She is a pronoun that takes the place of Amy, it takes the place of camera, and there takes the place of France.</p>																		
<p>relative pronoun</p>	<p>A pronoun such as <i>which</i> that links one part of a sentence to another by introducing a relative clause, which describes an earlier noun or pronoun.</p>	<table border="1"> <tr> <td><i>who</i></td> <td>people and sometimes pet animals</td> <td>defining and non-defining</td> </tr> <tr> <td><i>which</i></td> <td>animals and things</td> <td>defining and non-defining; clause referring to a whole sentence</td> </tr> <tr> <td><i>that</i></td> <td>people, animals and things; informal</td> <td>defining only</td> </tr> <tr> <td><i>whose</i></td> <td>possessive meaning; for people and animals usually; sometimes for things in formal situations</td> <td>defining and non-defining</td> </tr> <tr> <td><i>whom</i></td> <td>people in formal styles or in writing; often with a preposition; rarely in conversation; used instead of <i>who</i> if <i>who</i> is the object</td> <td>defining and non-defining</td> </tr> <tr> <td>no relative pronoun</td> <td>when the relative pronoun defines the object of the clause</td> <td>defining only</td> </tr> </table>	<i>who</i>	people and sometimes pet animals	defining and non-defining	<i>which</i>	animals and things	defining and non-defining; clause referring to a whole sentence	<i>that</i>	people, animals and things; informal	defining only	<i>whose</i>	possessive meaning; for people and animals usually; sometimes for things in formal situations	defining and non-defining	<i>whom</i>	people in formal styles or in writing; often with a preposition; rarely in conversation; used instead of <i>who</i> if <i>who</i> is the object	defining and non-defining	no relative pronoun	when the relative pronoun defines the object of the clause	defining only
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<p>relative clause</p>	<p>A relative clause is one kind of dependent clause. It has a subject and verb, but can't stand alone as a sentence. It is sometimes called an “adjective clause” because it functions like an adjective—it gives more information about a noun.</p> <p><i>who, that, which, whose, where, when.</i></p>	<p>Do you know the girl who ... He was a man that ... This is a book whose author ... Do you have a computer which ...</p>																		
<p>simile</p>	<p>A phrase that compares one thing to another using <i>as</i> or <i>like</i>.</p>	<p>as black as coal as blind as a bat sing like an angel</p>																		
<p>Standard English</p>	<p>The form of English that uses formal vocabulary and grammar.</p>	<p>Standard: I have never done anything like that.</p> <p>Non-standard: I ain't never done nothin' like that.</p>																		
<p>subordinate clause</p>	<p>A group of words that contains a subject and a verb but depends on a main clause for its meaning.</p>	<p>After Amy sneezed all over the tuna salad...</p> <p>After = subordinate conjunction Amy = subject sneezed = verb</p>																		

subject	The person or thing that is performing the action of the verb.	<p>The racoon climbed the tree.</p> <p>the racoon = subject</p> <p>A fire destroyed the forest.</p> <p>A fire = subject</p>															
suffix	Letters you can add to the end of words to change their meanings. For example, the suffix 'less' means without.	<p>Common suffixes</p> <table border="1" data-bbox="975 416 1517 712"> <thead> <tr> <th>Suffix</th> <th>Meaning</th> <th>Example</th> </tr> </thead> <tbody> <tr> <td>-ly</td> <td>Like, having the properties of</td> <td>Stupidly, strangely</td> </tr> <tr> <td>-ful</td> <td>Full of</td> <td>Forceful, hopeful</td> </tr> <tr> <td>-able</td> <td>Can do</td> <td>Sinkable, workable</td> </tr> <tr> <td>-er</td> <td>Changes a verb into a noun</td> <td>Fly becomes flyer run becomes runner</td> </tr> </tbody> </table>	Suffix	Meaning	Example	-ly	Like, having the properties of	Stupidly, strangely	-ful	Full of	Forceful, hopeful	-able	Can do	Sinkable, workable	-er	Changes a verb into a noun	Fly becomes flyer run becomes runner
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synonyms	Words that have the same or similar meanings.	<p>countless = many, numerous</p> <p>charming = delightful, pleasant, agreeable</p> <p>thrilling = amusing, entertaining, enjoyable</p>															
tone	The feeling or mood projected by a voice: for example, happy, sad, angry or excited.	<p>An example of a casual tone:</p> <p>The way I look at it, someone needs to start doing something about disease. What's the big deal? People are dying. But the average person doesn't think twice about it until it affects them. Or someone they know.</p> <p>An example of a formal tone:</p> <p>There was a delay in the start of the project, attributable to circumstances beyond the control of all relevant parties. Progress came to a standstill, and no one was prepared to undertake the assessment of the problem and determination of the solution.</p>															
verb	A doing or action word.	<p>Jack always runs to school.</p> <p>He went to the shops.</p> <p>She made a mess of her homework.</p> <p>That glass may fall off that wobbly table.</p> <p>Runs, went, made and fall are all verbs. They tell us what someone or something did. When you are writing, make sure every sentence has a verb in it.</p>															

