

Vocabulary, Grammar and Punctuation Terminology

Formal and Informal Language

Formal language uses unabbreviated words and an appropriate choice of vocabulary and grammar whereas informal language uses relative clauses with no relative pronouns and contractions. It is important to select the correct language for writing.

find out – **discover**

ask for – **request**

go in – **enter**

Punctuation Marks

Punctuation marks are important because they give writing flow. They also help to change how the reader understands the writing.

Synonym

A synonym is a word or phrase with the same or similar meaning to another. You can find synonyms in a **thesaurus**.

Talk = speak = mention

sleep = doze = kip

Antonym

An antonym is a word or phrase with the opposite meaning.

young – old

straight – bendy

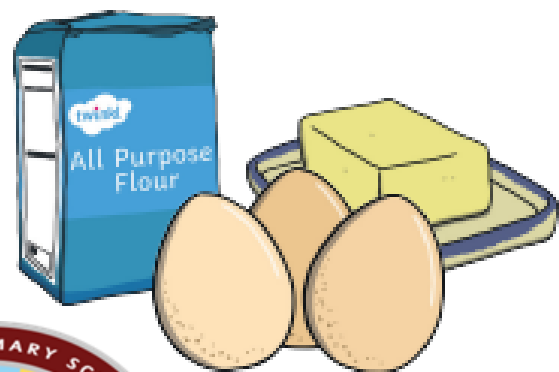
full – empty

Colon

A colon is used to tell the reader 'this is what I mean' or 'as follows' and indicates the information following it.

I ordered the following ingredients (and they are):
eggs, butter and flour.

Would simply be written as,
I ordered the following ingredients: eggs, butter and flour.



Passive and Active voices

A voice describes whether the subject of a clause performs or receives the action of the verb.

If a clause is in an active voice, the subject of the sentence is performing the verb

Active – **Johnny broke** the vase.

In this sentence, Johnny is the subject of the sentence who is performing the verb (broke), Johnny broke the vase.

When a clause is in the passive voice, the verb is being done to the subject.

Passive – **The vase** was broken by Johnny.

In this sentence, the vase is the subject of the sentence but the verb is being performed on it (was broken). The vase didn't break itself.

Cohesive devices

A text which has cohesion fits logically together. A writer may use repetition of word or phrase, adverbials or ellipsis to build on writing.

The day was **fun, fun, fun**.

I love chocolate but **on the other hand**, I like cake.

He walked to the edge of the cliff...



Semi-colon

A semi-colon joins two independent clauses without using a conjunction such as 'and'.

We can go to the library in the morning; Mondays are usually quiet.

A semi-colon may be used in a list to divide the items where commas are already used to avoid ambiguity.

I have been to Birmingham, England; Paris, France; New York, USA; and Moscow, Russia.

;



Bullet Points

Bullet points can be used to break up complicated information, make the text easier to read or turn it into a list. A colon must be used before a list.

I need to buy:

- mushrooms
- toothpaste
- popcorn



Subject

The subject is the person, noun phrase, pronoun or thing which does the verb in a clause.

Wednesday is my favourite day.

Sam's mum is picking me up today.

Are **you** coming to the sleepover?

Object

The object is the person, noun, pronoun or thing which usually comes directly after the verb.

Wednesday is **my favourite day**.

Sam's mum is picking **me** up today.

Are you coming to **the sleepover**?

