

Modal Verbs (indicating possibility)	Active Voice	Passive Voice	Past Progressive	Present Progressive
could, should, would, can, may, might, must, shall, ought, will	Will kicked the ball. Eva licked the lolly.	The ball was kicked by Will. The lolly was licked by Eva.	Will was kicking the ball. Eva was licking the lolly.	Will is kicking the ball. Eva is licking the lolly.
Subjunctive	Adverbs (indicating possibility)	Present Perfect	Relative Clause	Expanded Noun Phrase
If Will were a better footballer, he could kick the ball straight.	never, always, often, rarely, maybe, perhaps, probably	Will has kicked the football.	Will, who enjoyed football , played every week.	The dark-haired girl with a taste for frozen lollies.
Commas (to clarify meaning)	Colons	Colons (to introduce a list)	Hyphens (to avoid ambiguity)	Brackets, Dashes and Commas (for parenthesis)
Eva likes fruit pasta and a drink for lunch. 'Fruit pasta!?' Eva likes fruit, pasta and a drink for lunch.	Will likes two things: football and reading	The children will need several items: lollies, footballs and books.	✗ a man eating snake ✓ a man-eating snake	<ul style="list-style-type: none"> • Eva (the lolly fan) is ten. • Will - the football fan - plays in goal. • Eva and Will, my friends, are kind.
Dashes	Punctuating Bullet Points	Punctuating Bullet Points	Semi-Colons	
Eva and Will are friends - they have known each other for years.	Eva is hoping to: <ul style="list-style-type: none"> • make lollies • play football with Will 	The plan for this lesson is: <ul style="list-style-type: none"> • We will learn more about SPaG. • The class will have fun. 	Eva loves lollies; strawberry-flavoured ones are her favourite.	