| Simple Past | Simple Present | Simple Future | Active Voice | Passive Voice | Punctuating Bullet Points | Brackets, Dashes and Commas (for parenthesis) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Lily licked the lolly. | Paul kicks the ball. | - Paul will kick the ball. <br> - Lily is going to lick the lolly. | Paul kicked the ball. <br> Eva licked the lolly. | The ball was kicked by Paul. <br> The lolly was licked by Eva. | Eva is hoping to: <br> - make lollies <br> - play football with Paul <br> The plan for this lesson is: <br> - We will learn more about SPaG. <br> - The class will have fun. | - Eva (the lolly fan) is ten. <br> - Paul - the football fan - plays in goal. <br> - Eva and Paul, my friends, are kind. |
| Past Perfect | Present Perfect | Future Perfect | Modal Verbs (indicating possibility) | Adverbs (indicating possibility) |  |  |
| Paul had kicked the ball past the goalkeeper. | Paul has kicked the football. <br> I have eaten the lolly. | Paul will have kicked the ball. | could, should, would, can, may, might, must, shall, ought, will | never, always, often, rarely, maybe, perhaps, probably |  |  |
| Past Progressive | Present Progressive | Future Progressive | Colons | Colons <br> (to introduce a list) | Semi-Colons | Hyphens <br> (to avoid ambiguity) |
| Paul was kicking the ball. <br> Eva was licking the lolly. | Paul is kicking the ball. <br> Eva is licking the lolly. | Paul will be kicking the ball. | Paul likes two things: football and reading. | The children will need several items: lollies, footballs and books. | Eva loves lollies; strawberry flavoured ones are her favourite. | a man eating snake a man-eating snake |
| Subjunctive | Expanded Noun Phrase | Relative Clause | Relative used at the beginni | Pronouns of a relative clause | Dashes | Commas <br> (to clarify meaning) |
| If Paul were a better footballer, he could kick the ball straight. | the dark-haired girl with a taste for frozen lollies | Paul, who enjoyed football, played every week. | who, whom, which, whose, where, when <br> Cheetahs, which are the fa decreasing population. | st land mammals, have a | Eva and Paul are friends - they have known each other for years. | Eva likes fruit pasta and a drink for lunch. <br> 'Fruit pasta!?' <br> Eva likes fruit, pasta and a drink for lunch. |

