

Table 1: Grammar concepts and their meaning for developing written communication with students

Grammar concept	Meaning	Example
Tense (past, present and future)	Forms make reference to time.	to be (she is, she was, she will ...)
Conjunction (linking words)	Words that join clauses	<i>It was hard to write a book together <u>because</u> we lived so far apart.</i> [and, but, because, although]
Word group	Groups of words that occur together in a clause. Stick together for meaning.	<i>so far apart</i>
Clauses	The building blocks of a text. They are made up of word groups and join together to form sentences. Basic unit of meaning.	<i>Mary danced very gracefully.</i> <i>The building collapsed.</i>
Types of clauses (simple sentences)	Statement Question Command Exclamation	<i>Mary danced.</i> <i>What did Mary do?</i> <i>Dance, Mary.</i> <i>That's great!</i>
Simple sentence	Made up of a single clause only	<i>The building collapsed.</i> <i>She wrote him a letter.</i>
Compound sentence	Made up of two or more independent clauses of equal importance. They are often linked together by a conjunction. Could stand alone.	<i>He went to the party but I stayed home.</i>
Complex sentence	Made up of a main clause and an independent clause.	<i>Peggy frequently calls because she wants to stay in touch.</i>
Dependent clause	Depends on, or requires the presence of, another clause to which it is attached in some way – imbedded into independent clauses.	<i>The dealer promised <u>that</u> my car would be fixed for free.</i> <i>Since we've fallen a week behind, we'll skip the first chapter.</i>
Independent clause	Clauses that can get by on their own without any help.	<i>We'll skip the second paper.</i>
Subject / verb agreement	Number agreement between the subject and the verb – associated with form, meaning and use.	<i>The boy runs.</i> <i>The boys run.</i> <i>He eats breakfast.</i> <i>They eat breakfast.</i>

Modality	Words that express degree of stance.	Modals: Possibly, often, maybe, usually, always, never
Referent	Refer to/ point to something in a text. Make links by referring back to something previously mentioned by using personal pronouns, demonstratives comparatives	<i>The boy wanted a new bike. One day he...</i> [he refers <u>back</u> to the boy]
Pronoun	Refers to or replaces a noun or noun phrase. There are many different kinds of pronouns.	<i>My aunt ... <u>She</u> ...</i>
Personal pronouns	Refer to a person or more than one person.	Personal pronouns: I, me, you, they, them.
Demonstratives	Give the referent more emphasis	Demonstratives: the, this, these, those, that
Comparatives		Comparatives: same, other, more
Ellipsis	A word used to replace a component of a clause when it is missed out rather than repeated	<i>Who wrote the letter?</i> <i>Marty did.</i> (<u>did</u> replaces <i>wrote the letter</i>)
Substitution	A word used to replace a clause component omitted.	<i>I plan to enter college next year. If I do ...</i> (<u>do</u> replaces <u>enter college next year</u>)
Text connectives	Words that hold a text together so as to make the development and relationship of ideas in a text explicit.	Connectives: then, in addition, furthermore, in conclusion, therefore, then ...
Direct speech	The exact words a speaker used.	<i>"Drink the milk," she said.</i> <i>"Could you join us for lunch?"</i>
Indirect speech	Reports what a speaker said without using the exact words.	<i>She told me to drink the milk.</i> <i>He invited me to join them for lunch.</i>