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# Study Guide

# Grades 4-7

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# Parts of Speech

| Name | Function | Clue | e.g. |
|---|---|---|---|
| **Noun** | Naming word | | |
| Common noun | Names of ordinary everyday things. | Can use 'a', 'an', 'the', before the word. | There is an **apple** and a **pear** in the **basket**. |
| Proper Noun | Special names of people, places, days, months etc. | They begin with a capital letter. | **Bongani** comes from **Soweto**. |
| Abstract Noun | Something you can't touch or see. | You can give it to someone but not in a box. He/she is full of ... | Thabo's **intelligence** and **perseverance** won him the trophy. |
| Collective Noun | Names groups of people or things. | Replaces 'lots of ...' | A **pride** of lions. |
| **Pronoun** | Stands in the place of a noun | A small word that can replace a noun. | Selina does **her** work to the best of **her** ability because **she** wants to do well. |
| **Adjective** | A word that describes a noun | The ... boy, girl, house, dog, land. | The **big fat** cat caught the **tiny** mouse. |
| **Verb** | Doing word | Can you do it? | We **work** and **play** while they **sit** and paint. |
| **Adverb** | Tells you more about the verb. | Tells you where, when and how something is done. | He ran **fast** (how) **at the track** (where) **yesterday**. (when) |
| **Conjunction** | Joining word | Joins 2 words, phrases or clauses. | She went to school **although** she felt ill. |
| **Preposition** | Small words used before nouns or pronouns to show where, when or how | These words usually precede nouns, pronouns or articles | The teacher sat **on** the chair **behind** the table **in** her class and spoke **to** her learners. |
| **Article** | '**a**', '**an**', '**the**' which precede nouns or adjectives | '**a**', '**an**' – indefinite '**the**' - definite | Sipho won **a** prize. (indefinite) Thabo won **the** English prize. (defininte) |
| **Interjection** | It shows surprise, joy or pain | | **Oh**, what a lie! **Ah**; **Ouch**; **Ha**; **Wow**! |
| ***Every word in a sentence is named according to its function.*** | | | |


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# Nouns

*A noun is a naming word. It names people, animals, things and ideas. There are 4 different kinds of nouns.*

1. **Common nouns**
   These are words that name a person, place or thing,
   e.g. girl, teacher, shop, town, tree, dog, horse, table etc.
2. **Proper nouns**
   They name specific people, places and things and always begin with a **capital letter**.
   - Days of the week e.g. **M**onday
   - Months of the year e.g. **J**uly
   - Names, surnames and titles e.g. Jim, **D**r **T. M**okoena
   - Places e.g. **A**merica, **G**auteng, **T**able **M**ountain
   - Names of books and movies e.g. **T**he **L**ion **K**ing
   - Religious festivals e.g. **C**hristmas, Ramadan
3. **Collective nouns**
   These are the names for a group of people, animals or objects, e.g. a **crowd** of people, a **pack** of cards.

4. **Abstract nouns**
   These words are often ideas, feelings or emotions. You can think about, but not see, smell or touch them. E.g.
   He has **respect** for his teacher.

| ***Some abstract nouns*** | | | | |
|---|---|---|---|---|
| beauty<br>fear | friendship<br>fun | happiness<br>jealousy | kindness<br>love | peace<br>time |

**Nouns** can also be grouped into:

| ***Type*** | **Countable nouns** | **Uncountable nouns** |
|---|---|---|
| ***Definition*** | They can be counted. They can be singular or plural. | They exist as a mass or a single entity – they cannot be counted. They do not have a plural form. |
| ***Examples*** | books, tables, trees, house, apple, girl, keys<br> | hair, dust, milk, flour, air, homework, water, glue<br> |

**What are the following?**

| | |
|---|---|
| **Concrete noun:**<br>They are things you can see, hear, smell or touch e.g. ball, man, sea, Durban. | **Compound nouns:**<br>They are combinations of two nouns e.g. raindrop, hairdryer, teacup, doorbell. |

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**Determiners** *are words placed in front of a noun to make it clear what the noun refers to.*

## Articles

*They are **'the'**, **'a'**, **'an'** and are used before nouns or adjectives.*

**'The'** is a **definite article** and refers to one specific object or person.

E.g. Please return **the** book you borrowed from me. (specific book)

| |
|---|
| **The** is pronounced **thee** when the word following it begins with a vowel: **The(e)** egg is delicious. |

**'A'** is an **indefinite article** and refers to one non-specific thing or person beginning with a consonant sound.
I have **a** cell phone. (any cell phone)

| | |
|---|---|
| **a** uniform<br>**a** used car | Use **'a'** if the first letter of the word is **u** /**eu** but sounds like the 'you'. |

**'An'** is an **indefinite article** and refers to one non-specific thing or person beginning with a vowel sound.

E.g. I have **an** apple in my bag. (any apple)

| | |
|---|---|
| an heir<br>an hour<br>an honest boy | Use **'an'** if the first letter of the word is a consonant but sounds like the vowel 'e' and 'o'. |

*Indefinite articles* **are not** used with uncountable nouns**.**
E.g. I see **water** in the glass.

## Determiners for Countable and Uncountable Nouns

| Countable nouns | Uncountable nouns |
|---|---|
| ***Definite article 'the'***<br><br>E.g. I put **the** apples into **the** basket. | ***Definite article 'the'***<br><br>E.g. I used **the** glue you gave me. |
| ***Indefinite article 'a' and 'an'***<br><br>E.g. I own **a** bicycle. | ***No indefinite articles are used.***<br><br>My mom likes tea. |
| ***Numbers:*** (cardinal and ordinal)<br><br>E.g. She has **three** dogs.<br><br>Use the **first** line for the date. | ***Cardinal numbers*** *e.g. one, two, three are not used because these nouns cannot be counted.*<br><br>***Ordinals*** *e.g. first, second, third*<br>E.g. The children enjoyed the **first** snow of the season. |
| ***many***<br><br>E.g. How **many** friends do you have?<br>I don't have **many**. | ***much***<br><br>E.g. How **much** rice do you need?<br>I don't need **much**. |
| ***a few or fewer***<br><br>E.g. There are **a few** sweets left.<br>I have **fewer** sweets than you. | ***a little or less***<br><br>There is **a little** sugar in the bowl.<br>I take **less** than you. |
| ***some/any*** *(used with plural nouns)*<br><br>E.g. I have got **some** apples.<br>Would you like **some** bananas?<br>I don't have **any** oranges. | ***some/any***<br><br>I have got **some** time.<br>Would you like **some** tea?<br>I don't have **any** sugar. |
| ***enough/no***<br><br>E.g. I have **enough** sweets<br>I have **no** sweets. | ***enough/no***<br><br>E.g. I have **enough** tea.<br>I have **no** tea. |


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# Pronouns

*A pronoun is used in place of a noun.*
*This avoids repeating nouns over and over again*

**Paul** danced with **Selina**.
**He** danced with **her**.

| Personal Pronouns | | Possessive | Reflexive |
|---|---|---|---|
| I | me | mine | myself |
| we | us | ours | ourselves |
| you | you | yours | yourself (singular) |
| you | you | yours | yourselves(plural) |
| he (male) | him | his | himself |
| she (female) | her | hers | herself |
| it | it | its | itself |
| they | them | theirs | themselves |
| They are the **subject** in a sentence. | They are the **object** in a sentence. | They show that something belongs to someone. | They reflect back to the noun or pronoun. |
| **She** invited **them** to the party. | | This is **his**. | I wash **myself**. |

**You and yours** can refer to one or to more than one person.

| Demonstrative Pronouns | Where? | Number | Examples |
|---|---|---|---|
| **this** | Near | singular | **This** is my pen. |
| **that** | Far | singular | **That** is a boat. |
| **these** | Near | plural | **These** are my cats. |
| **those** | Far | plural | **Those** are stars. |

- **That** box has to go! (***That*** describes the box.)

When a demonstrative pronoun is followed by a noun it becomes an adjective.

# Adjectives

*An adjective is a 'describing' word. It describes the noun or pronoun by adding interest and meaning.*

The **short** pencil is mine. (It can be used before or after a noun.)
The **small** insect is **dark** and **ugly**.

***Adjectives give more information about aspects such as:***

- Age : **old** man
- Colour : **brownish** water
- Direction : **north** wind
- Size : **short** pencil
- Loudness : **deafening** music
  or quietness : **whispering** voice
- Number : **fifteen** horses
  or amount : **several** taxis
- Taste : **salty** chips
- Temperature : **hot** water
- Weight : **heavy** load
- Material/type : **wooden** table


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# Degrees of Comparison

Adjectives can also be compared to each other.
E.g. Jane is **pretty**, Mary is **prettier** but Thandi is the **prettiest**.

There are three degrees of comparison:

| **Positive**<br>refers to **one** thing | **Comparative**<br>compares **two** things | **Superlative**<br>compares **more than two** things |
|---|---|---|
| ***Most adjectives*** | ***Add –er*** | ***Add –est*** |
| clever | cleverer | cleverest |
| cold | colder | coldest |
| dark | darker | darkest |
| fast | faster | fastest |
| old | older/elder* | oldest/eldest* |
| | | |
| ***Ending with –e*** | ***Add only –r*** | ***Add –st*** |
| large | larger | largest |
| late | later | latest |
| ripe | riper | ripest |
| safe | safer | safest |
| wide | wider | widest |
| | | |
| ***Short vowel sound*** | ***Double last letter + er*** | ***Double + est*** |
| big | bigger | biggest |
| fat | fatter | fattest |
| hot | hotter | hottest |
| thin | thinner | thinnest |
| wet | wetter | wettest |

| ***Ending with -y*** | ***Change –y to i +er*** | ***Change –y to i +est*** |
|---|---|---|
| easy | easier | easiest |
| happy | happier | happiest |
| naughty | naughtier | naughtiest |
| pretty | prettier | prettiest |
| ugly | ugliest | ugliest |
| | | |
| ***Some words with 2 or 3 and more syllables*** | ***Add more*** | ***Add most*** |
| beau/ti/ful | more beautiful | most beautiful |
| care/ful | more careful | most careful |
| dif/fi/cult | more difficult | most difficult |
| ex/pen/sive | more expensive | most expensive |
| in/te/res/ting | more interesting | most interesting |
| | | |
| ***No rule*** | | |
| bad | worse | worst |
| good | better | best |
| little | less | least |
| much/many | more | most |

**Remember:**

1. Where two things are compared, we use the comparative degree, e.g. He is the **taller** of the two brothers.
2. We use **than** with the comparative degree, e.g. I am taller **than** you.
3. **Elder** and **eldest** are used only for relations, e.g. Mary is my **elder** sister. My **eldest** sister is married. **BUT** I am **older** than my sister Susan.
4. We use **few** and **many** with countable nouns and **little** and **much** with uncountable nouns.
5. Where more than two things/items/people are compared, we use the superlative degree.


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# Verbs

*A verb is a word or a group of words that tells you what a person or thing is being or doing. It is often called a **doing word**. A verb is the most important word in a sentence; without it a sentence does not make any sense.*

She **drinks** water. ✓

She water. **X**

| What is a verb? | Examples | Sentences |
|---|---|---|
| It is a doing or action word. | run, play, walk, eat, go, sweep, smell | The children **run** in the park. |
| It can tell you when the action takes place. (It gives the tense) | reads<br>went<br>is washing | She **reads** stories every day. (Simple present tense)<br>We **went** to town yesterday. (Simple past tense)<br>Grace **is washing** the dishes now. (Present progressive tense) |
| It can also express a state of being.<br>The verb "**to be**". | be, is, am, are, being, was, were, been | He **is** tall.<br>I **am** hungry.<br>They **were** alone at home. |

# Concord (subject-verb agreement)

*A **verb** must always **agree** with the **subject** in a sentence.*

| | ***Present tense***<br>*Today...* | ***Past tense***<br>*Yesterday...* |
|---|---|---|
| Singular subject<br>**am**<br>**is**<br>**was** | *I* **am** late for school.<br>*He* **is** absent.<br>*She* **is** writing a letter.<br>*It* **is** hot. | *I* **was** late for school.<br>*He* **was** absent.<br>*She* **was** writing a letter.<br>*It* **was** hot. |
| Plural subject<br>**are**<br>**were** | *We* **are** hungry.<br>*You* **are** noisy.<br>*They* **are** writing a test. | *We* **were** hungry.<br>*You* **were** noisy.<br>*They* **were** writing a test. |

**Remember:** In the present tense, when the subject is singular, the verb must be singular (end in '**-s**').

| | ***Present tense***<br>*Today...* | ***Past tense***<br>*Yesterday...* |
|---|---|---|
| Singular subject<br>**-s** | Mr Xaba **walks** to work.<br>Sally **runs** fast.<br>My dog **chases** cats. | Mr Xaba **walked** to work.<br>Sally **ran** fast.<br>My dog **chased** cats. |
| Plural subject | I **do** my homework.<br>We **walk** to school.<br>My parents **wash** the car.<br>You **run** fast. | I **did** my homework.<br>We **walked** to school.<br>My parents **washed** the car.<br>You **ran** fast. |

**'I'** is a singular subject but it takes a plural verb.
**'You'** is a singular/plural subject and takes a plural verb.


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## Regular verbs

| Present Tense | Past Tense | Past Participle |
|---|---|---|
| ***Today I …*** | ***Yesterday I …*** | ***I have …*** |
| **1. To most verbs: add –ed** | | |
| cook | cooked | cooked |
| jump | jumped | jumped |
| laugh | laughed | laughed |
| play | played | played |
| wash | washed | washed |
| | | |
| **2. Verbs ending in –e: add -d** | | |
| hope | hoped | hoped |
| love | loved | loved |
| smile | smiled | smiled |
| smoke | smoked | smoked |
| use | used | used |
| | | |
| **3. Double the last consonant +-ed** (verbs with a short vowel sound) | | |
| bat | batted | batted |
| clap | clapped | clapped |
| hop | hopped | hopped |
| slip | slipped | slipped |
| trip | tripped | tripped |
| | | |
| **4. Change –y to –ied** | | |
| carry | carried | carried |
| cry | cried | cried |
| dry | dried | dried |
| fry | fried | fried |
| try | tried | tried |

## Irregular verbs

| Present Tense | Past Tense | Past Participle |
|---|---|---|
| ***Today I …*** | ***Yesterday I …*** | ***I have …*** |
| am | was | been |
| are | were | been |
| awake | awoke | awaken |
| begin | began | begun |
| bite | bit | bitten |
| bleed | bled | bled |
| blow | blew | blown |
| break | broke | broken |
| bring | brought | brought |
| build | built | built |
| burn | burnt | burnt |
| buy | bought | bought |
| catch | caught | caught |
| choose | chose | chosen |
| come | came | come |
| creep | crept | crept |
| cut | cut | cut |
| dig | dug | dug |
| do | did | done |
| draw | drew | drawn |
| dream | dreamt/dreamed | dreamt/dreamed |
| drink | drank | drunk |
| drive | drove | driven |
| eat | ate | eaten |
| fall | fell | fallen |
| feed | fed | fed |
| feel | felt | felt |
| fight | fought | fought |
| find | found | found |
| | | |


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| Present Tense | Past Tense | Past Participle |
|---|---|---|
| fly | flew | flown |
| forget | forgot | forgotten |
| get | got | got |
| give | gave | given |
| go | went | gone |
| grow | grew | grown |
| hang (things) | hung | hung |
| has/have | had | had |
| hear | heard | heard |
| hide | hid | hidden |
| hold | held | held |
| hurt | hurt | hurt |
| is | was | been |
| keep | kept | kept |
| kneel | knelt | knelt |
| know | knew | known |
| lay (a table/eggs) | laid | laid |
| lead | led | led |
| lend | lent | lent |
| learn | learnt/learned | learnt/learned |
| leave | left | left |
| lie (down) | lay | lain |
| lie (tell lies) | lied | lied |
| light | lit | lit |
| lose | lost | lost |
| make | made | made |
| meet | met | met |
| pay | paid | paid |
| read | read say 'red' | read say 'red' |
| ride | rode | ridden |
| ring | rang | rung |
| rise | rose | risen |
| run | ran | run |

| Present Tense | Past Tense | Past Participle |
|---|---|---|
| say | said | said |
| see | saw | seen |
| sell | sold | sold |
| send | sent | sent |
| shake | shook | shaken |
| shine | shone say 'shon' | shone say 'shon' |
| shoot | shot | shot |
| sing | sang | sung |
| sink | sank | sunk |
| sit | sat | sat |
| sleep | slept | slept |
| smell | smelt/smelled | smelt/smelled |
| speak | spoke | spoken |
| spell | spelt/spelled | spelt/spelled |
| spend | spent | spent |
| stand | stood | stood |
| steal | stole | stolen |
| sting | stung | stung |
| stink | stank | stunk |
| swear | swore | sworn |
| sweep | swept | swept |
| swim | swam | swum |
| swing | swung | swung |
| take | took | taken |
| teach | taught | taught |
| tear | tore | torn |
| tell | told | told |
| think | thought | thought |
| throw | threw | thrown |
| wake | woke | woken |
| wear | wore | worn |
| win | won | won |
| write | wrote | written |


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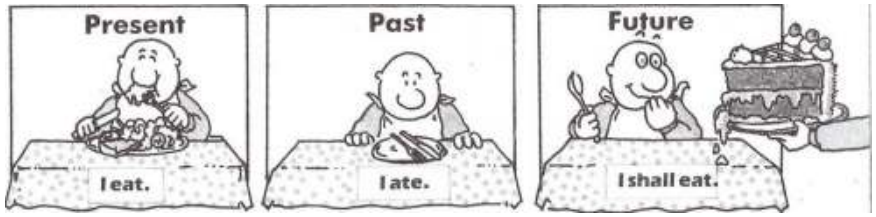
**Tense:** The **tense** of a verb tells you **when** the action takes place. There are three main forms of tenses:




| Simple Tense | | |
|---|---|---|
| He/she/it eats.<br>I/we eat.<br>You/they eat. | He/she/it ate.<br>I/we ate<br>You/they ate. | He/she/it will eat.<br>I/we shall/will eat.<br>You/they will eat. |
| **Progressive/Continuous Tense** | | |
| He/she/it is eating.<br>I am eating.<br>We are eating<br>You/they are eating. | He/she/it was eating.<br>I was eating.<br>We are eating<br>You/they were eating. | He/she/it will be eating.<br>I shall/will be eating.<br>We shall/will be eating.<br>You/they will be eating. |
| **Perfect Tense** | | |
| He/she/it has eaten.<br>I/we have eaten.<br>You/they have eaten | He/she/it had eaten.<br>I/we had eaten<br>You/they had eaten. | He/she/it will have eaten.<br>I/we shall/will have eaten.<br>You/they will have eaten. |

| **Simple Tense:** | **Simple Present Tense** |
|---|---|
| ***Time words*** | every day, often, sometimes, usually, always |
| ***Rules*** | • He/she/It + verb + **s** (*Singular subject*)<br>• I/you/we/they + verb (*Plural subject*) |
| ***Statement*** | Thabo **plays** soccer every day.<br>The boys **play** soccer every day. |
| ***Negative Form***<br>does **not**/do **not** | Thabo **does not** (doesn't) **play** soccer every day.<br>The boys **do not** (don't) **play** soccer every day. |
| ***Question Form***<br>Does/Do ...? | **Does** Thabo **play** soccer every day?<br>**Do** the boys **play** soccer every day? |

| **Simple Past Tense** | |
|---|---|
| ***Time words*** | yesterday, long, ago, last week, in 2005 |
| ***Rules*** | • Use past tense form of the verb (2nd column) |
| ***Statement*** | He **played** soccer yesterday.<br>They **played** soccer yesterday. |
| ***Negative Form***<br>did **not** | He **did not play** soccer yesterday.<br>They **did not play** soccer yesterday. |
| ***Question Form***<br>Did...? | **Did** he **play** soccer yesterday**?**<br>**Did** they **play** soccer yesterday**?** |

The verb returns to the standard form (without 's') in the negative and question forms.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| Simple Future Tense | |
|---|---|
| ***Time words*** | tomorrow, next week, later today, in 2025 |
| ***Rules*** | • I/we + **shall/will** + verb (column 1)<br>• He/she/it/you/they + **will** + verb (column 1) |
| ***Statement*** | I **shall/will play** soccer tomorrow night.<br>They **will play** soccer tomorrow night. |
| ***Negative Form***<br>Shall **not**/will **not** | I **shall/will not play** soccer tomorrow night.<br>They **will not play** soccer tomorrow night |

## Universal Truths

We use the **Simple Present Tense** to talk about Universal Truths e.g. laws of nature or things we believe are, or are not true. It is also used to generalize about something or somebody.

- Water **boils** at 100°C. (Universal Truth)
- The sun **sets** in the west. (Universal Truth)
- Dogs **are** better than cats. (Generalization)
- Pretoria **is** the capital city of South Africa. (Fact)
- Honesty **is** the best policy. (General truth)

| **Progressive Tense: Present Progressive Tense** | |
|---|---|
| ***Time*** | This tense is for actions going on now, at this moment. |
| ***Rules*** | • I: **am** + verb + **ing**<br>• He/ she/ it: **is** + verb + **ing**<br>• You/we/they: **are** + verb + **ing** |
| ***Statement*** | I **am reading** an interesting story.<br>He **is riding** his bike.<br>The girls **are washing** the dishes now |
| ***Negative Form***<br>am **not**/is **not**/<br>are **not** | I **am not reading** an interesting story.<br>He **is not** (isn't) **riding** his bike.<br>The girls **are not** (aren't) **washing** the dishes now. |
| ***Question Form***<br>Am/Is/Are ...? | **Am** I **reading** an interesting story**?**<br>**Is** he **riding** his bike**?**<br>**Are** the girls **washing** the dishes now**?** |

| Past Progressive Tense | |
|---|---|
| ***Time*** | At a certain time in the past or an action going on when another action took place. |
| ***Rules*** | • I: **was** + verb + **ing**<br>• He/ she/ it: **was** + verb + **ing**<br>• You/we/they: **were** + verb + **ing** |
| ***Statement*** | I **was reading** at nine o'clock.<br>He **was riding** his bike when I arrived.<br>They **were washing** the dishes while I watched TV. |
| ***Negative Form***<br>was **not**/were **not** | I **was not** (wasn't) **reading** at nine o'clock.<br>He **was not** (wasn't) **riding** his bike when I arrived.<br>They **were not** (weren't) **washing** the dishes while I watched TV. |


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| | |
|---|---|
| ***Question Form***<br>Was/Were ...? | **Was** I **reading** an interesting story**?**<br>**Was** he **riding** his bike when I arrived**?**<br>**Were** they **washing** the dishes while I watched TV**?** |

| **Future Progressive Tense** | |
|---|---|
| ***Time*** | At a certain time in the future. |
| ***Rules*** | • He/she/it/you/we they + **will be** + verb + **ing**<br>• I/we + **shall**/**will** be + verb + **ing** |
| ***Statement*** | Lindiwe **will be eating** an apple.<br>The girls **will be washing** the dishes at ten o'clock. |
| ***Negative Form***<br>shall **not**/will **not** | Lindiwe **will not** (won't) **be eating** an apple.<br>The girls **will not** (won't) **be washing** the dishes at ten o'clock |
| ***Question Form***<br>Shall/Will ...? | **Will** Lindiwe **be eating** an apple**?**<br>**Will** the girls **be washing** the dishes at ten o'clock**?** |

| **Future Tense using the Present Progressive** | |
|---|---|
| Sometimes we use the **present progressive tense** to indicate that something will or will not happen in the near **future**. | |
| ***Statement*** | I **am meeting** friends after school.<br>She **is coming** to visit us tonight.<br>They **are going** to Durban next week. |
| ***Negative Form***<br>am **not**/is **not**/<br>are **not** | I **am not meeting** friends after school.<br>She **is not** (isn't) **coming** to visit us tonight.<br>They **are not** (aren't) **going** to Durban next week. |

| | |
|---|---|
| ***Question Form***<br>Am /Is/Are ...? | **Am** I **meeting** friends after school**?**<br>**Is** she **coming** to visit us tonight**?**<br>**Are** they **going** to Durban next week**?** |

## Adding –ing to the main verb

| | | |
|---|---|---|
| Verbs that end in **–e**:<br>**Drop the –e**<br><br>come - **coming**<br>live – **living**<br>use - **using** | | Verbs with a short vowel sound:<br>**Double the last consonant**<br><br>put - **putting**<br>sit – **sitting**<br>stop – **stopping** |
| | The **–ing** form of the verb | |
| Verbs that end in –l after a vowel:<br>**Double the –l**<br><br>travel – **travelling**<br>signal – **signalling**<br>excel - **excelling** | | Verbs that end in –ie:<br>**Drop the –e and change the 'i' to 'y'**<br><br>die - **dying**<br>lie – **lying**<br>tie – **tying** |


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| Present Perfect Tense | |
|---|---|
| ***Time*** | *It happened at some time in the past (not specific time), but has importance in the present.* |
| ***Rules*** | • He/ she/ it: **has** + **past participle**<br>• I/You/we/they: **have** + **past participle** |
| ***Statement*** | My mother **has bought** my uniform.<br>They **have** just **eaten** the cake. |
| ***Negative Form***<br>has **not**/have **not** | My mother **has not** (hasn't) **bought** my uniform.<br>They **have not** (haven't) just **eaten** the cake. |
| ***Question Form***<br>Has / Have ...? | **Has** my mother **bought** my uniform**?**<br>**Have** they just **eaten** the cake**?** |

| Past Perfect Tense | |
|---|---|
| ***Time*** | *Something happened before another action in the past. It can also show that something happened before a specific time in the past.* The action which happened first is put into the past perfect, the other action into the simple past. |
| ***Rules*** | • He/ she/ it/ I/you/ we/ they: **had** + **past participle** |
| ***Statement*** | I **had seen** her before the wedding.<br>She **had eaten** before she went to bed. |
| ***Negative Form***<br>had **not** | I **had not seen** her before the wedding.<br>She **had not eaten** before she went to bed |
| ***Question Form***<br>Had ...? | **Had** I **seen** her before the wedding**?**<br>**Had** she **eaten** before she went to bed**?** |

# Modals

A modal verb is a kind of auxiliary (helping) verb.

| Modal verb | Purpose | Sentence |
|---|---|---|
| **can** | To show ability | I **can** write my name. |
| **may** | To express possibility<br>To ask for permission<br>To give permission | I **may** go to town on Saturday.<br>**May** I leave the room?<br>Yes, you **may** leave the room. |
| **must**<br>**should**<br>**have to** | To show obligation | I **should** go to her party. |
| **must** | To show necessity/ recommendation | I **must** go to the dentist to have my tooth extracted. |
| **shall**<br>**will** | To show intention | I **shall** paint this tomorrow. |
| **might** | To convey possibility | It **might** rain today. |


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# Adverbs

*An adverb tells us more about a verb.*
*Most adverbs are formed by adding –ly to an adjective.*

| Types<br><br>Adverb of: | Answer to the question: | Examples | Sentence |
|---|---|---|---|
| **Manner** | ***How?*** | slowly, fast, loudly, easily, quietly, quickly | Snails move **slowly**.<br>She held the kitten **lovingly**. |
| **Time** | ***When?*** | now, then, yesterday, soon tomorrow, immediately, today, early | The train arrived **early**.<br>I will see you **tomorrow**. |
| **Place** | ***Where?*** | outside, inside, north, nowhere everywhere, here, there | I have not been **there** before.<br>He played **outside**. |
| **Degree** | ***How much?***<br>***To what extent?*** | almost, completely, less, very, hardly, too, entirely, so | He is **very** naughty<br>She is **too** fat. |
| **Frequency** | ***How often?*** | always, never, often, seldom, once, usually, frequently | I **always** make up my bed.<br>He **never** does his homework. |

# Prepositions

*Prepositions are the "small words" that show the relationship of one thing to another. Prepositions usually refer to place, position, direction, time, manner or reason.*

| **Position** | |
|---|---|
| **above** | The sky is **above** the earth. |
| **against** | I stood **against** the wall. |
| **at** | I met him **at** the shop. |
| **behind** | The dustbin is **behind** the door. |
| **on** | The cat is **on** the mat. |
| **under** | My slippers are **under** the bed. |
| **Direction** | |
| **around** | He ran **around** the block. |
| **down** | He ran **down** the hill. |
| **past** | They walked **past** the garage. |
| **towards** | The dog walked **towards** me. |
| **up** | I went **up** the stairs. |
| **Time** | |
| **after** | We play **after** school. |
| **at** | The meeting is **at** ten o'clock. |
| **before** | I eat **before** I go to school. |
| **during** | We play **during** break. |
| **for** | He stayed for a month. |
| **since** | It has been raining since this morning. |
| **Possession** | |
| **of** | Delhi is the capital **of** India.<br>She is a friend **of** mine. |
| **with** | I saw a boy **with** red hair. |


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***Some more common prepositions***

| | |
|---|---|
| **about** | Think **about** the sea. |
| **across** | I ran **across** the street. |
| **after** | He takes **after** his father. |
| **at** | Don't throw stones **at** the dog.<br>They laughed **at** me when I fell. |
| **behind** | I am **behind** with my work. |
| **below** | The floor is **below** the ceiling. |
| **by** | He came to school **by** bus. |
| **for** | I feel sorry **for** you.<br>This book is **for** you.<br>The Kruger National Park is famous **for** its wild animals. |
| **from** | Dad fetched me **from** school.<br>Boys are different **from** girls.<br>May I *borrow* a pen **from** you?<br>She is absent **from** school because she has flu.<br>He suffers **from** asthma. |
| **in** | He is **in** big trouble.<br>I don't *believe* **in** ghosts.<br>He is *interested* **in** the stars. |
| **of** | I am *afraid* **of** snakes.<br>I am *proud* **of** myself.<br>*Beware* **of** the dog.<br>My grandfather *died* **of** cancer.<br>He is *guilty* **of** murder.<br>She is *jealous* **of** her sister. |
| **off** | I fell **off** my bed.<br>Switch **off** the light. |
| **on** | She comes to school **on** foot.<br>I *congratulated* him **on** his birthday.<br>*Concentrate* **on** your work.<br>He arrived **on** time. |
| **onto** | He climbed **onto** the roof. |
| **over** | He jumped **over** the fence. |
| **since** | She has been absent **since** last Monday. |
| **to** | She gives the book **to** her teacher.<br>I will *lend* my pen **to** you.<br>Always listen **to** your teacher. |
| **through** | I look **through** the window. |
| **with** | We stayed **with** friends.<br>I am *angry* **with** her.<br>I *agree* **with** you.<br>I'm *busy* **with** my work. |

**Note** how each of the following prepositions is used:

1. **Between** is used for TWO persons (things) only.
   **Among** is used for more than two.
   She divided the sweets **between** him and me.
   She divided the apples **among** all the children.

2. **Into** expresses movement; **in** does not.
   The man dived **into** the water. (movement)
   Vuyo sat **in** the water. (no movement)

3. *Stay* **at** a place; *stay* **with** somebody.
   I am going to **stay at** home today. (place)
   I am going to **stay with** Sipho tomorrow. (somebody)


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# Connecting Words (conjunctions)

*A conjunction joins words, phrases or sentences together.*
*They are usually placed in the middle of two sentences.*

| | |
|---|---|
| **and** shows addition | I saw Vuyo. I saw John.<br>I saw Vuyo **and** John |
| **then** shows sequence | We had breakfast. We left for school.<br>We had breakfast **then** we left for school. |
| **before/after** refers to time/sequence | I woke up. The sun rose.<br>I woke up **before** the sun rose. |
| **because** tells us the reason | You cannot play outside. It is raining.<br>You cannot play outside **because** it is raining. |
| **so that** shows purpose | I learnt hard. I could pass the exam.<br>I learnt hard **so that** I could pass the exam. |
| **although** shows contrast | Ann studies hard. She sometimes gets bad marks.<br>**Although** Ann studies hard, she sometimes gets bad marks. |
| **but** shows contrast | The car was repaired. The car still gave trouble.<br>The car was repaired **but** it still gave trouble. |
| **therefore** shows cause and effect | It rained on Saturday. The match was cancelled<br>It rained on Saturday therefore the match was cancelled. |
| **either ... or** shows a choice | You can have tea. You can have coffee.<br>You can have **either** tea **or** coffee. |
| **If** shows condition | I can play with my friends. I finish my homework.<br>I can play with my friends **if** I finish my homework. |

# Sentence Structure

A sentence is a group of words which expresses a complete thought.
It contains a verb.
A sentence has two parts:

***James fell off his motorbike.***

| Part | Explanation | Example |
|---|---|---|
| **Subject** noun or pronoun | The person or thing which the sentence is about. | ***James*** |
| **Predicate** must contain a verb | The word or group of words that come after the subject to complete the meaning of the sentence. It begins with the verb. | ***fell off his motorbike.*** |

**The simple sentence**: It has **one verb** and deals with one idea.

E.g. *The chef baked a cake.*

**The compound sentence:** It has **two or more verbs**. It may be made up of two or more simple sentences joined by a conjunction or separated by a comma.

*E.g. The ship hit the rocks. It sank to the bottom of the sea.*
The ship hit the rocks **and** it sank to the bottom of the sea.

**Note** that the separate parts of the compound sentence still make completes sentence if you take away the conjunction or punctuation.


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# Types of Sentences

| | Type | Explanation | Example |
|---|---|---|---|
| 1 | ***Statements*** | They supply information. | Thabo is doing his homework.<br>It is windy today. |
| 2 | ***Questions*** | They ask for information. | Where do you live?<br>What is the time? |
| 3 | ***Exclamations*** | They show emotions such as surprise, fear, panic or anger. | This work is unacceptable!<br>Wow, what a beautiful flower! |
| 4 | ***Commands*** | They tell someone to do something.<br>They can begin with a verb and end with an object.<br>They can tell you not to do something.<br>You can soften the command by using 'please'. | Sit down!<br><br>Go clean your room!<br><br>Don't do that!<br><br>Pick up the papers, please. |

# Question Forms

*The following question words are also called 'wh' words because they include the letters 'w' and 'h'.*

| Question word | Meaning | Example |
|---|---|---|
| **Who** | person | **Who**'s that? That's Nancy. |
| **What** | object | **What** pet do you have? I have a dog. |
| **When** | time | **When** do you leave for school? At seven o'clock. |
| **Where** | place | **Where** do you live? In Senekal. |
| **Why** | reason | **Why** do you go to bed so early? I have to get up early. |
| **How** | manner | **How** do you go to school? By car. |
| **Which** | choice | **Which** one do you prefer? The red one. |
| **Whose** | possession | **Whose** book is this? It's Thabo's. |

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# Conditional Form

*In these sentences, the first part with **if** didn't happen. So there is no possibility of the second part of the sentence happening. This type of sentence is used to show how things could have been different.*

| **If + present**<br>(use **will, can, may**) |
|---|
| **If** I am late, I **will** call.<br>**If** you are tired, you **may** sleep.<br>**If** she is fast, she **can** win the race. |
| **If + past**<br>(use **would, could, might**) |
| **If** I won the lotto, I **would buy** myself a car.<br>**If** you lived in Durban, you **could swim** every day.<br>**If** you were nicer, he **might lend** you the money |
| **If + past perfect**<br>(use **would, could, might + past participle**) |
| **If** I had revised, I **would have passed** my exam.<br>**If** we had left earlier, we **would have been** on time.<br>**If** you had told me you were hungry, you **could have eaten**. |

# Active and Passive Voice

*We can use verbs in two different ways. These are often called voices.*
***Note:** Only sentences containing subject, verb and object (SVO) can be written in passive voice.*

| **The Active Voice** | | | **The Passive Voice** | | |
|---|---|---|---|---|---|
| The first noun (subject) in the sentence performs the action. | | | The first noun does not perform the action but something is done to it. | | |
| **subject** | **verb** | **object** | | **verb** | |
| Sipho | **kicks** | the ball. | The ball | **is kicked** | by Sipho. |
| The dog | **chased** | the boys. | The boys | **were chased** | by the dog. |
| She | **will fry** | fish. | Fish | **will be fried** | by her. |

**When changing active voice to passive voice:**

1. Put the **first noun** (subject) **last** and the **last noun** (object) **first**.
2. **Pronouns change** from the subject form to the object form.

| Subject | Object |
|---|---|
| I | me |
| he | him |
| she | her |
| it | it |
| we | us |
| you | you |
| they | them |

3. Use the **past participle** (3rd column) in the passive voice.
4. Use the word **'by'.**
5. **Changing sentences to the passive voice**


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| **Simple Present Tense** (passive voice)<br>use: **am/ is/ are** | |
|---|---|
| She sings a song. | A song **is sung** by her. |

| **Present Progressive Tense** (passive voice)<br>use: **am being /is being /are being** | |
|---|---|
| I am writing a letter. | A letter **is being written** by me. |

| **Present Perfect Tense** (passive voice)<br>use: **has been/ have been** | |
|---|---|
| He has eaten two apple. | Two apples **have been eaten** by him. |

| **Simple Past Tense** (passive voice)<br>use: **was/ were** | |
|---|---|
| He killed a snake. | A song **was killed** by him. |

| **Past Progressive Tense** (passive voice)<br>use: **was being/ were being** | |
|---|---|
| He was driving a car | A car was being driven by him. |

| **Simple Future Tense** (passive voice)<br>use: **will be** | |
|---|---|
| She will buy a car. | A car will be bought by her. |

**Note**: The verb must always agree with the first noun (concord).

# Direct and Indirect (reported) Speech

## Direct speech

- *Direct speech indicates the exact words of the speaker.*
- *Only the words actually spoken are put inside inverted commas.*
- *The unspoken words can be written before **or** after the spoken words.*
- *Note how the sentences are punctuated.*

"I am not feeling well today," said James.

## Indirect (reported) speech

- *The spoken words are reported by another person.*
- *Inverted commas are not used.*

James said that he was not feeling well that day.

## Changing sentences from direct to indirect speech

**1.** The word **that** can link the introductory verb to the spoken words.

She said, "I am eating an apple."
She said that she was eating an apple.

**2.** Pronouns that **change** from direct to indirect speech:

| Direct | Indirect |
|---|---|
| I | he/she |
| you | I/we |
| we | they |
| my | his/her |
| your | my/our |
| our | their |


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3. **Questions** which begin with '**wh-**' words.

He asked, "What is the time?"
He asked **what** the time was.

4. **Questions** which **do not** begin with 'wh-' words, use **if/whether**.

"Do you write stories, Mpho?" asked Mrs Mokoena.
Mrs Mokoena asked Mpho **if** she wrote stories..

**5.1 Tenses of the introductory verb**

*If the reporting verb is in the present tense (e.g. He **says**, "...") the main verb does not change its tense.*

*If the reporting verb is in the past tense (e.g. He **said**, "...") these are the changes:*

| **Adverbs of time and place change in the past tense** | |
|---|---|
| **Direct** | **Indirect** |
| now | then |
| this | that |
| these | those |
| here | there |
| today | that day |
| tomorrow | the next day |
| yesterday | the day before |
| last night | the night before |

| **Direct** | **Indirect** |
|---|---|
| shall | should |
| will | would |
| may | might |
| can | could |

**5.2** The spoken words are put back one stage in terms of tense.

| **Tense** | **Example sentence** |
|---|---|
| Simple present | He said, "I **sing** in the choir." |
| to | |
| Simple past | He said that he **sang** in the choir. |

| | |
|---|---|
| Simple past | They said, "We **ate** chicken for lunch." |
| to | |
| Past perfect | They said that they **had eaten** chicken for lunch. |

| | |
|---|---|
| Present progressive | "I **am doing** my homework now," she said. |
| to | |
| Past progressive | She said that she **was doing** her homework then. |

| | |
|---|---|
| Present perfect | Mom said, "I **have paid** Vuyo's school fees." |
| to | |
| Past perfect | Mom said that she **had paid** Vuyo's school fees. |

| | |
|---|---|
| Simple future | She said, "I **will bake** a cake." |
| to | |
| shall/will = should/would | She said that she **would bake** a cake. |


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# Punctuation

*Punctuation marks make the written texts easier to read and understand. Without punctuation, writing would not make sense.*

| Capital letters | |
|---|---|
| • used to begin sentences | **W**e wrote a test today. |
| • used for proper nouns | We visited **T**habo in **C**ape **T**own. |
| • used for titles and initials of people | We saw **M**r **J**.**J**. Moloi at the function. |
| • used to write the word '**I**' | Lindiwe and **I** will go together. |
| • used for names of days and months | It is my birthday on the first **F**riday in **S**eptember this year. |
| • used for the first word in direct speech | The teacher asked, "**W**ho is absent today?" |
| **Full stops ( . )** | |
| • used at the end of a sentence | Mom cooked chicken and rice**.** |
| • used after certain abbreviations | abbr**.** e.g**.** adj**.** |
| **Commas ( , )** | |
| • used to separate words in a list | We need books**,** pens**,** pencils and rulers for school.<br>(No comma before ***and*** or ***or***.) |

| Question marks ( ? ) | |
|---|---|
| • used at the end of questions | What is the time**?** |
| **Exclamation marks ( ! )** | |
| • used to show sudden emotions such as anger, fear, pain, happiness, anxiety, shock, misery, humour and surprise | I don't believe it**!**<br>Ouch**!**<br>What a beautiful day**!** |
| • used when someone is giving an order or shouting | The policeman shouted, "Stop**!**" |
| **Apostrophes ( ' )** | |
| • used to show possession | This is Tumi's pen.<br>Where are the girls' bathrooms? |
| • used to show the short form of some words (contractions) | I've got a new school bag.<br>She doesn't like cats. |
| **Quotation marks ( " " )** | |
| • used in direct speech to show the actual words of the speaker | Thandi said, **"**The test was easy.**"** |
| **Colons ( : )** | |
| • used in script writing (dialogue), it follows the speaker | Mrs Moloi**:** Are you playing soccer on Saturday?<br>Thabiso**:** If I make the team. |
| • used to indicate that a list is following | I need to buy the following items**:** pens, pencils, rulers and books. |

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# The Apostrophe

## Showing Possession

*The apostrophe is used to show possession.*

- If the owner is singular, the apostrophe comes before the **s**.
  *e.g. The pen of Tumi = Tumi's pen.*
  *The school of the boy = the boy's school.*

- If the owners are plural, the apostrophe comes after the **s**.
  *e.g. the school of the boys = the boys' school*
  *The books of the girls = the girls' books*
  (Note: the plural 'books' is not written with an apostrophe.)

- If the word is already in the plural form, we add **'s**.
  *e.g. women's clothing*
  *children's rights*
  *men's shoes*

**Check by using the *finger tip test*.**

Place your finger over the apostrophe and see what comes before the apostrophe.

Examples

A gold ring dangled from a ***cow's*** nose.

(one cow)

Gold rings dangled from four ***cows'*** noses.

(more than one cow)

# Contractions

*A contraction is a short form of two words.*
*The **apostrophe** ( ' ) shows where the letters have been omitted.*

| | |
|---|---|
| **+ am**<br>I am = **I'm**<br><br>E.g. **I'm** on my way to school. | **+ are**<br>You are = **you're**<br>We are = **we're**<br>They are = **they're**<br><br>E.g. **You're** my best friend. |
| **+ had**<br>I had = I'd<br>We had = we'd<br>You had = you'd<br>They had = they'd<br><br>E.g. **We'd** been there before. | **+ have**<br>I have = **I've**<br>We have = **we've**<br>You have = **you've**<br>They have = **they've**<br>Should have = **should've**<br>Would have = **would've**<br><br>E.g. You **should've** locked the door. |
| **+ is**<br>He is = **he's**<br>It is = **it's**<br>She is = **she's**<br>That is = **that's**<br>What is = **what's**<br>Who is = **who's**<br><br>E.g. **What's** the time? | **+ shall**<br>I shall = **I'll**<br>We shall = **we'll**<br><br>E.g. **We'll** see you later. |


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| + will | + not |
|---|---|
| I will = **I'll**<br>We will = **we'll**<br>you will = **you'll**<br>they will = **they'll**<br>that will = **that'll** | cannot = **can't**<br>could not = **couldn't**<br>does not = **doesn't**<br>do not = **don't**<br>have not = **haven't**<br>must not = **mustn't**<br>will not = **won't**<br>would not = **wouldn't** |
| E.g. **They'll** have to pick up the papers. | E.g. She **doesn't** like spinach. |

## Names for sets of words

| Living things | |
|---|---|
| **amphibians** | toads and frogs |
| **carnivores** | meat eating animals e.g. tigers, lions etc. |
| **creatures** | animals and insects |
| **herbivores** | plant-eating animals e.g. horse, sheep etc. |
| **insects** | flies, moths, ants, butterflies, bees etc. |
| **mammals** | warm blooded animals that suckle their young e.g. dogs, cats, sheep etc. |
| **omnivores** | animals that are both meat and plant-eating e.g. bears, monkeys, rats etc |
| **relations** | brother, sister, uncle, aunt, cousin etc. |
| **reptiles** | cold-blooded animals with dry scales on their bodies e.g. lizards, crocodiles, snakes etc. |
| **predators** | creatures that prey upon smaller animals and birds for food e.g. tigers, lions, eagles etc. |
| **poultry** | chickens, ducks, turkeys etc. |
| **Non-living things** | |
| **beverages** | tea, coffee and other drinks |
| **cereals** | wheat, barley, rice, maize etc. |
| **cities** | Durban, Cape Town, New York |
| **clothes** | shirt, pants, dress, jersey |
| **colours** | red, orange, yellow, green, blue etc. |
| **crockery** | plates, side plates, soup bowls etc. |
| **cutlery** | knives, forks, spoons etc. |
| **continents** | Africa, North America, Asia, Europe |
| **flowers** | rose, daisy, violet, protea etc. |
| **footwear** | sandals, boots, shoes, slippers etc. |
| **fruit** | apple, mango, banana, orange |
| **furniture** | chairs, tables, beds, |
| **gases** | oxygen, carbon dioxide, nitrogen etc. |
| **homes/houses** | mansion, hut, igloo, flats, tent |
| **jewels** | diamonds, rubies, sapphires etc. |
| **jewellery** | ring, earrings, necklace, bracelet |
| **meals** | breakfast, lunch, dinner |
| **meat** | mutton, pork, beef, chicken |
| **metals** | copper, gold, tin, iron |
| **names** | Thabo, Sipho, Lindiwe, Vuyo etc. |
| **planets** | Mercury, mars, Earth, Pluto etc. |
| **seasons** | summer, autumn, winter, spring |
| **shapes** | circle, square, rectangle, |
| **stationery** | writing material e.g. pens, pencils, ruler etc. |
| **utensils** | pots, pans and other cooking containers |
| **vegetables** | carrots, cabbage, spinach, potatoes etc. |
| **vehicles** | cars, buses, trains, taxis |


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# Synonyms *(words with a **similar** meaning)*

| | | | |
|---|---|---|---|
| abroad | overseas | custom | habit |
| accuse | blame | dangerous | unsafe |
| adult | grown-up | deceive | cheat/mislead |
| affectionate | loving | delicious | tasty |
| afraid | scared | difficult | hard |
| alike | similar | dirty | filthy |
| all | everything | disappear | vanish |
| ancient | old | drinks | beverages |
| angry | cross/furious | easy | simple |
| answer | reply | end | conclusion |
| assemble | gather | enemy | foe |
| ask | enquire | enormous | huge/colossal |
| astonished | surprised | enough | sufficient |
| awful | bad/terrible | exterior | outside |
| beautiful | pretty | fall | drop |
| begin | start | famous | well-known |
| big | large | favourite | best |
| boring | uninteresting | fierce | vicious |
| bright | shiny | glance | look |
| broad | wide | grab | snatch |
| calm | peaceful/quiet | help | assist |
| chat | talk | heroic | brave |
| cheap | inexpensive | immediately | at once |
| cheerful | happy | imitate | copy |
| circular | round | intention | purpose |
| close | near | interior | inside |
| coarse | rough | kind | generous |
| correct | right | lean | thin |
| curious | inquisitive | loyal | true/sincere |

| | | | |
|---|---|---|---|
| mad | insane | request | ask |
| maximum | most | rich | wealthy |
| minimum | least | sad | unhappy |
| mistake | error/fault | shout | scream/yell |
| modern | new | slender | slim |
| naughty | disobedient | small | little |
| noisy | rowdy | smell (good) | aroma |
| one | single | smell (bad) | odour/stench |
| painful | sore | soft | gentle |
| polite | well-mannered | story | tale |
| powerful | strong | stop | halt |
| profit | gain | taste | flavour |
| protect | guard | try | attempt |
| purchase | buy | unkind | cruel |
| quantity | amount | vacant | open |
| rapid | quick | wealth | riches |
| remedy | cure | wicked | bad |
| repair | mend/fix | yearly | annually |

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# Antonyms *(words with the **opposite** meaning)*

| | | | |
|---|---|---|---|
| above | below | clever | stupid |
| absent | present | cold | hot |
| accept | refuse | colourful | dull |
| alike | different | come | go |
| alive | dead | cooked | raw |
| always | never | cool | warm |
| answer | question | cruel | kind |
| apart | together | damage | repair |
| arrive | depart/leave | dangerous | safe |
| ask | reply/answer | day | night |
| asleep | awake | deep | shallow |
| attack | defend | die | live |
| bad | good | difficult | easy |
| backwards | forwards | divide | unite/multiply |
| beautiful | ugly | drunk | sober |
| begin | end | dry | wet |
| bent | straight | dwarf | giant |
| better | worse | early | late |
| big/large | small | east | west |
| bitter | sweet | empty | full |
| black | white | enemy | friend |
| blunt | sharp | entrance | exit |
| borrow (from) | lend (to) | evening | morning |
| bright | dull/dark | everything | nothing |
| broad | narrow | fail | pass/succeed |
| buy | sell | false | true |
| cheap | expensive | famous | unknown |
| clean | dirty | far | near |
| fat | thin/lean | moving | stationary |

| | | | |
|---|---|---|---|
| few | many/several | narrow | wide |
| first | last | neat | untidy |
| foolish | wise | noise | silence |
| forget | remember | noisy | quiet |
| found | lost | north | south |
| front | back | often | seldom |
| future | past | old | new/young |
| generous | selfish | open | close/shut |
| give | take | peace | war |
| guilty | innocent | play | work/fight |
| hard | soft | polite | rude/impolite |
| hate | love | poor | rich/wealthy |
| healthy | sick | pretty | ugly |
| here | there | punish | reward |
| high | low | quickly | slowly |
| hollow | solid | ripe | green |
| huge | tiny | save | waste |
| humble | proud | short | long/tall |
| in | out | sink | float |
| include | exclude | smile | frown |
| interesting | boring | smooth | rough |
| laugh | cry | straight | crooked |
| learn | teach | strong | weak |
| light | heavy/dark | summer | winter |
| listen | speak | sweet | bitter/sour |
| long | short | tame | wild |
| loose | tight | thick | thin |
| lose | find | truth | lies |
| loud | soft | up | down |
| maximum | minimum | win | lose |


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# Adding prefixes to form opposites

| dis- | | im- | |
|---|---|---|---|
| advantage | disadvantage | mobile | immobile |
| agree | disagree | moral | immoral |
| appear | disappear | patient | impatient |
| connect | disconnect | perfect | imperfect |
| honest | dishonest | polite | impolite |
| like | dislike | possible | impossible |
| obey | disobey | proper | improper |
| qualify | disqualify | pure | impure |
| **il-** | | **in-** | |
| legal | illegal | accurate | inaccurate |
| legible | illegible | correct | incorrect |
| legitimate | illegitimate | dependent | independent |
| literate | illiterate | fertile | infertile |
| | | sufficient | insufficient |
| | | visible | invisible |
| ir- | | **un-** | |
| regular | irregular | aware | unaware |
| reparable | irreparable | certain | uncertain |
| responsible | irresponsible | common | uncommon |
| **mis-** | | conscious | unconscious |
| behave | misbehave | countable | uncountable |
| direct | misdirect | do | undo |
| fire | misfire | dress | undress |
| fit | misfit | fit | unfit |
| manage | mismanage | healthy | unhealthy |
| | | popular | unpopular |
| | | tidy | untidy |
| | | tie | untie |
| | | usual | unusual |

# Homophones *(Words that sound the same but are spelt differently and have different meanings.)*

| | |
|---|---|
| 1. | I am **allowed** to go to my friends on Saturday.<br>I read the story **aloud** to my teacher. |
| 2. | I **ate** fish and chips for supper.<br>My sister is **eight** years old. |
| 3. | He wind **blew** the roof off the school.<br>The sky is **blue** today. |
| 4. | Thomas **bored** us with his long story.<br>The teacher wrote the answers on the **board**. |
| 5. | The books were packed away **by** Susan.<br>I need to **buy** another pen. |
| 6. | She **dyed** her hair brown.<br>She was sad when her grandfather **died**. |
| 7. | The **ewe** and her lamb are under the tree.<br>**You** and I must go to town today. |
| 8. | I stayed in bed when I had **flu**.<br>Thabiso **flew** to Cape Town in an aeroplane. |
| 9. | I use 2 cups of **flour** to bake a cake.<br>She picked the red **flower** in her garden. |
| 10. | The boys must keep their **hair** short.<br>The tortoise beat the **hare** in a race. |
| 11. | Come **here**!<br>Can you **hear** the music? |
| 12. | I **heard** the bell ring.<br>The **herd** of cattle are grazing in the valley. |
| 13. | I gave **him** a book to read.<br>We sang a **hymn** before the church service. |
| 14. | There is a **hole** in my shoe.<br>My brother ate the **whole** cake. |
| 15. | There are 60 minutes in one **hour**.<br>This is **our** house. |


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| | |
|---|---|
| 16. | She **knew** that we were coming.<br>He has a **new** bicycle. |
| 17. | She **knows** my name.<br>He broke his **nose** when he fell. |
| 18. | We ate **meat**, rice and vegetables for lunch.<br>**Meet** me at the soccer field at four o'clock. |
| 19. | I have a sharp **pain** in my leg.<br>The boys broke a window **pane** with a cricket ball. |
| 20. | I have a new **pair** of shoes.<br>I ate a juicy **pear** after lunch. |
| 21 | We walked **past** the school.<br>Everyone **passed** the English test. |
| 22. | All people should live in **peace** with one another.<br>May I please have another **piece** of cake? |
| 23. | Our teachers **praise** us when we pass out tests.<br>The minster **prays** in church every Sunday. |
| 24. | Turn **right** at the stop street.<br>We **write** an English test every week. |
| 25. | This is the **road** to Bloemfontein.<br>He **rode** his bicycle to school.<br>Paul **rowed** his boat across the dam. |
| 26. | Lions **roar**.<br>I will not eat the meat because it is still **raw**. |
| 27. | He gave his girlfriend a beautiful red **rose**.<br>We stand in **rows** before we may enter the classroom. |
| 28. | We want to **sail** to India.<br>My mom bought these shoes at the Jets' **sale**. |
| 29. | She loves swimming in the **sea**.<br>Some people are blind and cannot **see**. |
| 30. | Mom can **sew** on a button.<br>Speak up **so** we can all hear you.<br>We want to **sow** beans in the garden. |
| 31. | **Some** of us can swim, others can't.<br>This **sum** is difficult. |

| | |
|---|---|
| 32. | Mr Dhlamini's **son** looks like him.<br>The **sun** rises every morning. |
| 33. | I went up the **stairs**.<br>She **stares** at the new boy in the class. |
| 34. | Thieves **steal** cell phones every day.<br>Knives and forks are made of **steel**. |
| 35. | My dog wags its **tail** when it is happy.<br>Vuyo's grandmother tells him an old Xhosa **tale**. |
| 36. | They took off **their** shoes.<br>You can sit **there**. |
| 37. | He **threw** a stone at me.<br>The stone went **through** the window. |
| 38 | I am going **to** school.<br>Mary has **too** many dresses. Can I come **too**?<br>Sipho has **two** sisters. |
| 39 | I wear a belt in my **waist**.<br>You must not **waste** water. |
| 40 | I am too **weak** to pick up that box.<br>There are seven days in a **week**. |
| 41 | The shop assistant will **weigh** the bananas.<br>This is the **way** to the taxi rank. |
| 42 | He asked **whether** I was going to the party.<br>The **weather** is cool and rainy today. |
| 43 | **Where** do you live?<br>I **wear** my uniform to school every day. |
| 44 | **Which** way did he go?<br>A **witch** rides on a broomstick. |
| 45 | This is the boy **whose** bicycle I borrowed.<br>**Who's** knocking at the door? |
| 46 | He **won** the race.<br>I have only **one** sweet left. |
| 47 | He chopped **wood** to make a fire.<br>I **would** like an ice-cream. |


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## Homonyms *(Words that have more than one meaning.)*

| | | |
|---|---|---|
| 1. | **back** | I hurt my **back** when I fell down the stairs.<br>She went **back** to school to fetch her books. |
| 2. | **ball** | He hit the **ball** over the net.<br>The prince met Cinderella at the **ball**. |
| 3. | **bank** | I save my money in the **bank**.<br>We had a picnic on the river **bank**. |
| 4. | **bark** | My dogs **bark** at strangers.<br>The **bark** of the tree is hard. |
| 5. | **bat** | Thabo got a new cricket **bat** for his birthday.<br>Sipho will **bat** after Vuyo.<br>A **bat** flies around at night. |
| 6. | **bear** | I can't **bear** the pain any more.<br>We could hear the **bear** growling in its cage. |
| 7. | **cold** | Put the juice in the fridge so it gets **cold**.<br>I sneeze when I have a **cold**. |
| 8. | **cricket** | The Proteas are playing **cricket** on Saturday.<br>The **cricket** chirped all night. |
| 9. | **fine** | The weather is **fine** today.<br>Zweli had to pay a **fine** of R100 for speeding. |
| 10. | **glasses** | We poured the juice into **glasses**.<br>Granny wears **glasses**. |
| 11. | **jam** | I like toast with apricot **jam**.<br>I was late because the taxi was stuck in a traffic **jam**. |
| 12. | **match** | He uses a **match** to light the fire.<br>We won the cricket **match**.<br>Her shoes **match** her dress. |
| 13. | **present** | Mary is **present** today but her sister is absent.<br>I gave may teacher a **present** for her birthday. |
| 14. | **race** | Thuli is running in a **race**.<br>People of the Chinese **race** come from Asia. |
| 16. | **ring** | She wears a beautiful diamond **ring**.<br>The bell will **ring** at eight o'clock. |
| 17. | **right** | I write with my **right** hand.<br>Your answer is **right**.<br>Everyone has the **right** to education. |
| 18. | **rock** | He cannot move that big **rock**.<br>I **rock** the baby to help him sleep. |
| 20. | **tip** | The **tip** of my pencil is sharp.<br>Let us give the car-guard a **tip**. |
| 21. | **trip** | We went on a school **trip** to Durban.<br>Be careful not to **trip** over the stone. |

## Names for meat

| | |
|---|---|
| **beef** | meat from a cow |
| **chicken** | meat from a fowl |
| **mutton** | meat from a sheep |
| **pork** | meat from a pig |
| **veal** | meat from a calf |
| **venison** | meat from a buck |

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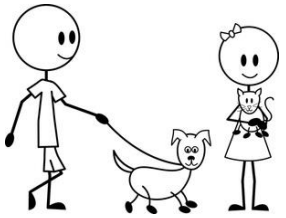
## Collective Nouns

*These are the names for a group of people, animals or objects.*

| | |
|---|---|
| an **army** of soldiers/ants | a **gathering/circle** of friends |
| a **band** of musicians | a **herd** of cattle/elephants |
| a **batch** of bread | a **library** of books |
| a **block** of flats | a **litter** of kittens/puppies |
| a **bouquet** of flowers | a **mall** of shops |
| a **bunch** of bananas/grapes | a **pack** of cards/wolves |
| a **bunch** of flowers/keys | a **patch** of vegetables |
| a **bundle** of sticks/washing | a **pocket** of oranges/potatoes |
| a **choir** of singers | a **pride** of lions |
| a **class** of learners | a **range** of mountains |
| a **colony** of ants | a **ream** of paper |
| a **column** of smoke | a **school** of dolphins/fish |
| a **crowd** of people | a **set** of tools |
| a **heap** of stones | a **shower** of rain |
| a **fleet** of cars/ships | a **string** of pearls |
| a **flight** of stairs | a **swarm** of bees/insects |
| a **flock** of birds/sheep | a **staff** of teachers/workers |
| a **forest/clump** of trees | a **team** of players |
| a **gang** of thieves | a **troop** of monkeys |

## Gender (male and female)

| People | | | |
|---|---|---|---|
| **Male** | **Female** | **Male** | **Female** |
| actor | actress | king | queen |
| bachelor | spinster | man | woman |
| boy | girl | manager | manageress |
| bridegroom | bride | monk | nun |
| brother | sister | Mr | Mrs |
| brother-in-law | sister-in-law | nephew | niece |
| father | mother | policeman | policewoman |
| father-in-law | mother-in-law | prince | princess |
| gentleman | lady | sir | madam |
| grandfather | grandmother | son | daughter |
| grandson | granddaughter | uncle | aunt |
| hero | heroine | waiter | waitress |
| host | hostess | widower | widow |
| husband | wife | wizard | witch |

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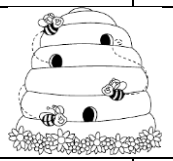
# Animal Families

| Male | Female | Young |
|---|---|---|
| boar (pig) | sow (rhymes with cow) | piglet |
| buck (deer) | doe | fawn |
| bull | cow | calf |
| bull-elephant | cow-elephant | calf |
| cock | hen | chicken |
| dog | bitch | puppy |
| drake | duck | duckling |
| drone | queen bee | larva/grub |
| fox | vixen | cub |
| gander | goose | gosling |
| he-bear | she-bear | cub |
| he-goat/billy-goat | she- goat/nanny-goat | kid |
| lion | lioness | cub |
| peacock | peahen | peachick |
| ram (sheep) | ewe (say 'you') | lamb |
| stallion (horse) | mare | foal |
| tiger | tigress | cub |
| tomcat | tabby/queen | kitten |

| Adult | Young | Adult | Young |
|---|---|---|---|
| ant | grub | frog | tadpole |
| bird | chick/nestling | kangaroo | joey |
| butterfly | caterpillar | moth | caterpillar |
| fish | fry | wasp | grub |

# Animal Sounds (good examples of **onomatopoeia**)

| Animal | Sound | Animal | sound |
|---|---|---|---|
| bears | growl | geese | cackle, hiss |
| bees | buzz, hum | goats | bleat |
| birds | sing, chirp | hens | cackle, cluck |
| bulls | below | horses | neigh, whinny |
| cats | purr, mew | lions | roar |
| chickens | peep | mice | squeak |
| cocks | crow | monkeys | chatter |
| cows | low | owls | hoot |
| crickets | chirp | pigs | grunt, squeal |
| crows | caw | puppies | yelp |
| dogs | bark | sheep | bleat |
| donkeys | bray | snakes | hiss |
| doves | coo | swallows | twitter |
| ducks | quack | turkeys | gobble |
| elephants | trumpet | wolves | howl |
| frogs | croak | | |



# Animal Homes

| Animal | Home | Animal | Home |
|---|---|---|---|
| ants | anthill, nest | horses | stable |
| bees | hive | lions | den |
| birds | nest | mice | hole |
| cats | basket | pigs | sty |
| dogs | kennel | snail | shell |
| fowls | run, coop | spiders | web |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## People

| | | |
|---|---|---|
| 1 | bachelor | a man who is not married |
| 2 | spinster | a woman who has never married |
| 3 | citizen | a person who belongs in a country or city |
| 4 | civilian | one who is not in the armed forces |
| 5 | culprit | a person guilty of a crime |
| 6 | fiancé/fiancée | a man/woman to whom someone is engaged |
| 7 | fugitive | one who hides from the police |
| 8 | hypocrite | one who pretends to be what he is not |
| 9 | host | one who entertains guests |
| 10 | linguist | one who speaks many languages |
| 11 | optimist | one who expects good things to happen |
| 12 | orphan | a child whose parents are dead |
| 13 | patriot | one who loves his country |
| 14 | pedestrian | one who walks along the roads |
| 15 | pessimist | one who believes that bad things will happen |
| 16 | principal | a person in charge of a school |
| 17 | rebel | one who does not obey rules |
| 18 | refugee | one who flees for safety to another country |
| 19 | tenant | one who rents a room or house from another |
| 20 | tourist | one who goes on holiday to visit places |
| 21 | traitor | one who is not loyal to a friend or country |
| 22 | usher | one who shows people where to sit |
| 23 | vandal | one who likes to destroy property |
| 24 | vegetarian | one who eats no meat |
| 25 | volunteer | one who willingly offers his services |
| 26 | widow | a woman whose husband has died |
| 27 | widower | a man whose wife has died |

## Occupations

| | | |
|---|---|---|
| 1 | actor/actress | one who acts in a play or film |
| 2 | architect | one who designs buildings |
| 3 | artist | one who draws and paints |
| 4 | author | one who writes books |
| 5 | butcher | one who sells meat |
| 6 | baker | one who bakes/ sells bread and cakes |
| 7 | carpenter | one who makes furniture |
| 8 | chef | one who cooks in a hotel or restaurant |
| 9 | comedian | one who tells jokes to make people laugh |
| 10 | chauffeur | one who drives a car for someone else |
| 11 | dentist | one who fills and extracts teeth |
| 12 | detective | one who investigates crime |
| 13 | doctor | one who treats sick people |
| 14 | engineer | one who makes machines/plans roads etc. |
| 15 | fireman | one who puts out fire |
| 16 | florist | one who sells flowers |
| 17 | hawker | one who sells things along the street |
| 18 | jeweller | one who makes or sells jewellery |
| 19 | journalist | one who writes for a newspaper |
| 20 | judge | one who sits and decides cases in a court |
| 21 | mechanic | one who repairs vehicles |
| 22 | nurse | one who looks after sick people |
| 23 | optician | one who tests eyesight and sell spectacles |
| 24 | pilot | one who flies an aeroplane |
| 25 | poet | one who writes poems |
| 26 | surgeon | a doctor who performs operations |
| 27 | undertaker | one who takes charge of a funeral |
| 28 | veterinary surgeon | a doctor who treats animals |
| 29 | waiter/waitress | one who serves in a restaurant |


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## Places

| | | |
|---|---|---|
| 1 | aquarium | where fish are kept |
| 2 | bakery | where bread and cakes are baked and sold |
| 3 | butchery | where meat is sold |
| 4 | cemetery | where the dead people are buried |
| 5 | cinema | where films are shown |
| 6 | clinic | where patients are treated by doctors/nurses |
| 7 | court | where criminals are tried |
| 8 | dairy | where milk, cream and butter are processed |
| 9 | factory | where things are manufactured |
| 10 | game reserve | where wild animals are protected |
| 11 | garage | where cars are kept |
| 12 | harbour | where ships are kept |
| 13 | hangar | where aeroplanes are kept |
| 14 | hospital | where sick people are treated |
| 15 | jail/prison | where criminals are kept |
| 16 | laundry | where clothes are washed and ironed |
| 17 | library | where books are kept for use by public |
| 18 | laboratory | where scientific experiments are performed |
| 19 | mosque | where Muslims pray |
| 20 | museum | where historical things are kept/displayed |
| 21 | orchard | where fruit trees are grown |
| 22 | orphanage | where orphans live |
| 23 | pharmacy | where medicines are prepared and sold |
| 24 | restaurant | where you can buy and eat a meal |
| 25 | stadium | where people can watch sports and games |
| 26 | studio | where an artist and photographer work |
| 27 | supermarket | where you buy food and household goods |
| 28 | theatre | where operations are performed |
| 29 | zoo | where wild animals are kept in cages |

## Substitutions of words

| | |
|---|---|
| go with | accompany |
| by oneself | alone |
| once a year | annually |
| come in sight | appear |
| cheer and clap | applaud |
| loud enough to be heard | audible |
| keep away from | avoid |
| people who watch a play or show | audience |
| a period of 100 years | century |
| at a very low price | cheap |
| a lame person | cripple |
| go out of sight | disappear |
| very dry season without water | drought |
| fit to be eaten | edible |
| way by which one enters | entrance |
| way by which one goes out | exit |
| easily broken | fragile |
| writing that is difficult to read | illegible |
| unable to read or write | illiterate |
| no knowledge of a particular subject | ignorant |
| not guilty | innocent |
| that which cannot be seen | invisible |
| writing that is neat and easy to read | legible |
| from time to time | occasionally |
| one who sees the bright side of things | optimist |
| one who sees the bad side of things | pessimist |
| liked by everyone | popular |
| not fresh | stale |
| speak very softly | whisper |


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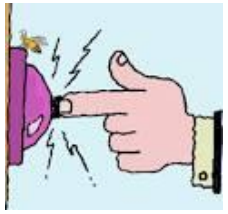
## Compound words

*These are two nouns put together.*

| | | | |
|---|---|---|---|
| 1 | ash + tray = ashtray | 14 | head + ache = headache |
| 2 | bath + room = bathroom | 15 | play + ground = playground |
| 3 | butter + fly = butterfly | 16 | rain + bow = rainbow |
| 4 | bull + frog = bullfrog | 17 | rain + drop = raindrop |
| 5 | cat + fish = catfish | 18 | snow + man = snowman |
| 6 | class + room = classroom | 19 | star + fish = starfish |
| 7 | cup + cake = cupcake | 20 | sun + glasses = sunglasses |
| 8 | door + bell = doorbell | 21 | tea + pot = teapot |
| 9 | ear + phones = earphones | 22 | tea + spoon = teaspoon |
| 10 | ear + ring = earring | 23 | text + book = textbook |
| 11 | fire + man = fireman | 24 | thunder + storm = thunderstorm |
| 12 | foot + ball = football | 25 | tooth + brush = toothbrush |
| 13 | hair + dryer = hairdryer | 26 | wheel + barrow = wheelbarrow |



## A Prefix

*It is a word part added at the **beginning** of a root (base) word to change the meaning of that word. Every prefix has its own meaning.*

| Prefix | + | Root word | = | New word |
|---|---|---|---|---|
| un | | happy | | unhappy |

| | |
|---|---|
| **un-**<br>(not)<br>**un**happy<br>**un**tidy<br>**un**dress | **dis-**<br>(not)<br>**dis**agree<br>**dis**appear<br>**dis**able |
| **re-**<br>(again)<br>**re**cycle<br>**re**move<br>**re**write | **pre-**<br>(before)<br>**pre**cooked<br>**pre**heat<br>**pre**paid |
| **mis-**<br>(wrong)<br>**mis**use<br>**mis**behave<br>**mis**place | **tri-**<br>(three)<br>**tri**cycle<br>**tri**angle<br>**tri**pod |



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## A Suffix

*It is a word part added at the **end** of a root (base) word to change the meaning of that word meaning.*

| Root word | + | Suffix | = | New word |
|---|---|---|---|---|
| neat | | ly | | neatly |

**-ful**
(full of)

beauti**ful**
colour**ful**
play**ful**

**-less**
(without)

fear**less**
hope**less**
reck**less**

**-able**
(can be done)

read**able**
chew**able**
understand**able**

**-ing**
(progressive tense)

eat**ing**
sing**ing**
walk**ing**

**-ly**
(the way its done)

neat**ly**
quiet**ly**
slow**ly**

**-ed**
(past tense)

clapp**ed**
jump**ed**
walk**ed**

## Abbreviations

*An abbreviation is the shortening of a word to a few letters.*

| | | | |
|---|---|---|---|
| **Days** | | ASAP | As soon as possible |
| Mon. | Monday | BC | Before Christ |
| Tues. | Tuesday | °C | Degrees Celsius |
| Wed. | Wednesday | CD | Compact Disc |
| Thurs. | Thursday | cm | centimetre |
| Fri. | Friday | dep. | department |
| Sat. | Saturday | DVD | Digital Video Disc |
| Sun | Sunday | e.g. | example |
| **Months** | | ICU | Intensive Care Unit |
| Jan. | January | IOU | I owe you |
| Feb. | February | IT | Information Technology |
| Mar. | March | kg | kilogram |
| Apr. | April | km | kilometre |
| May | May | kph | kilometres per hour |
| Jun. | June | mm | millimetres |
| Jul. | July | pc | personal computer |
| Aug. | August | pg./p. | page |
| Sept. | September | PO | Post Office |
| Oct. | October | p.m. | after midday |
| Nov. | November | PTO | please turn over |
| Dec. | December | RIP | Rest in Peace |
| **Titles** | | RSA | Republic of South Africa |
| Dr | Doctor | RSVP | Please reply |
| Miss | Mistress | sms | short message service |
| Mr | Mister | St | Street |
| Mrs | Mistress (married) | TV | Television |
| Ms | Mrs or Miss | USA | United States of America |
| **General** | | VIP | Very Important Person |
| a.m. | before midday | www | world wide web |


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| Acronyms | |
|---|---|
| AIDS | Acquired Immune Deficiency Syndrome |
| SARS | South African Revenue Services |
| VAT | Value Added Tax |
| | |
| **Shortening of words** | |
| disc | diskette |
| exam | examination |
| fridge | refrigerator |
| gym | gymnasium |
| phone | telephone |
| photo | photograph |
| plane | aeroplane |
| specs | spectacles |

# Phrasal verbs

*A phrasal verb is a combination of **a verb** + **preposition** or **adverb**.*

| Phrasal verb | Meaning | Sentence |
|---|---|---|
| broke into | force an entry | Someone **broke into** our house last night |
| break down | get a mechanical problem<br>cry | Our car **broke down** on the way to Reitz<br>She **broke down** when she failed the exam. |
| beat up | hurt | The gang **beat up** the old man. |
| carry on | continue | Please **carry on** working until break time. |
| count on | depend on someone | The teachers **count on** us to win the match. |
| divide up | share | **Divide up** the sweets among you. |
| fill in | complete | You must **fill in** this form. |
| gave up | stopped | My dad **gave up** smoking last month |
| look over | examine in detail | Always **look over** your test before you hand it in. |
| look after | take care of | I have to **look after** my baby sister this afternoon. |
| look up | refer to something | **Look up** the meaning of the word in the dictionary. |
| moved into | go to live into a new house | They **moved into** their house last week. |
| put out | extinguish | The firemen struggled to **put out** the fire |
| stand for | represent | What does COD **stand for**? |
| turn into | become | Tadpoles **turn into** frogs. |
| turn down | refuse | I have to **turn down** his invitation to his party as I am going to Durban. |


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# Idioms

*An idiom is a group of words that means something different from words themselves.*

| Idiom | Meaning |
|---|---|
| He is **a chip off the old block**. | He is very much like his father. |
| That is **a cock and bull story**. | It is an unbelievable story. |
| The doctor says that my granny is **as fit as a fiddle**. | In very good health. |
| This is **a hard nut to crack**. | It is a difficult problem. |
| She nearly **bit my head off**. | To answer angrily. |
| I **can't make head or tail of** this sum. | Can't understand it at all. |
| You **drive me up the wall**. | You annoy me very much. |
| You must **face the music**. | You must take your punishment. |
| I **got into hot water** for arriving late for school. | Got into trouble. |
| I **have a frog in my throat**. | My voice is croaky. |
| Fixing a bike **isn't rocket science.** | You do not have to be clever to do it. |
| She **let the cat out of the bag**. | Tell what should be kept a secret. |
| She visits me **once in a blue moon**. | Very seldom |
| I am **over the moon**. | Very pleased and excited. |
| Are you **pulling my leg**? | To tease someone by telling the untruth as a joke. |
| It **rained cats and dogs** here yesterday. | Rained very heavily. |
| This story **rings a bell**. | It reminds me of something I've heard before. |
| **Take the bull by the horns.** | Do something even if it is difficult. |
| He thinks he's **the bee's knees**. | He thinks he is very important. |

# Similes *(comparisons)*

| | | | |
|---|---|---|---|
| 1 | as alike as two peas | 24 | as hot as fire |
| 2 | as beautiful as the rainbow | 25 | as light as a feather |
| 3 | as bitter as gall | 26 | as loud as thunder |
| 4 | as black as coal | 27 | as old as the hills |
| 5 | as blind as a bat | 28 | as playful as a kitten |
| 6 | as brave as a lion | 29 | as proud as a peacock |
| 7 | as busy as a bee | 30 | as quick as lightning |
| 8 | as changeable as the weather | 31 | as quiet as a mouse |
| 9 | as cheap as dirt | 32 | as red as blood |
| 10 | as cold as ice | 33 | as sharp as a needle |
| 11 | as deaf as a doorpost | 34 | as sick as a dog |
| 12 | as dry as a bone | 35 | as silent as the grave |
| 13 | as easy as ABC/winking | 36 | as silly as a sheep |
| 14 | as faithful as a dog | 37 | as slippery as an eel |
| 15 | as fat as a pig | 38 | as slow as a snail/tortoise |
| 16 | as fit as a fiddle | 39 | as smooth as glass |
| 17 | as flat as a pancake | 40 | as sweet as honey |
| 18 | as gentle as a lamb | 41 | as thin as a rake |
| 19 | as good as gold | 42 | as tough as leather |
| 20 | as green as grass | 43 | as ugly as sin |
| 21 | as greedy as a pig | 44 | as wide as the ocean |
| 22 | as hard as nails | 45 | as white as snow |
| 23 | as happy as a king | 46 | as wise as an owl/Solomon |


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# Proverbs

*A proverb is a very popular saying expressed in a clever, brief way. It usually conveys advice, warning or the truth.*

| Proverb | Meaning |
|---|---|
| All that glitters is not gold. | Some things look nice but are worthless. |
| All work and no play makes Jack a dull boy. | People who work all the time and never have fun are boring. |
| A rolling stone gathers no moss. | A person who is always moving does not gather friends, success or money. |
| Beggars cannot be choosers. | People with no other option must be content with what is offered. |
| Birds of a feather flock together. | Birds of the same type stay together. People are also like that. |
| Don't count your chickens before they hatch. | You cannot be sure about something until it has happened. |
| Empty vessels make the most noise. | People who talk a lot and frequently express their opinions are often stupid. |
| Every cloud has a silver lining. | Never feel hopeless because difficult times always lead to better days. |
| Look before you leap. | Think carefully before you do something. |
| Many hands make light work. | If many people help, a job is easier. |
| One good turn deserves another. | If someone does you a favour, you should take the chance to repay it. |
| The early bird catches the worm. | A person who acts quickly gets what he wants, before others take it. |
| There's no smoke without a fire. | If unpleasant things are said about someone or something, there is probably a good reason for it. |
| Two heads are better than one. | Two people working together have a better chance of solving a problem than one person working alone. |
| Two wrongs don't make a right. | If someone harms you, you will not make things right by harming them. |
| When the cat's away the mice will play. | Without supervision, people tend to do as they please. |

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# Sight Words

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | the | 26 | are | 51 | do | 76 | about |
| 2 | and | 27 | up | 52 | me | 77 | got |
| 3 | a | 28 | had | 53 | down | 78 | their |
| 4 | to | 29 | my | 54 | dad | 79 | people |
| 5 | said | 30 | her | 55 | big | 80 | your |
| 6 | in | 31 | what | 56 | when | 81 | put |
| 7 | he | 32 | there | 57 | it's | 82 | could |
| 8 | I | 33 | out | 58 | see | 83 | house |
| 9 | of | 34 | this | 59 | looked | 84 | old |
| 10 | it | 35 | have | 60 | very | 85 | too |
| 11 | was | 36 | went | 61 | look | 86 | by |
| 12 | you | 37 | be | 62 | don't | 87 | day |
| 13 | they | 38 | like | 63 | come | 88 | made |
| 14 | on | 39 | some | 64 | will | 89 | time |
| 15 | she | 40 | so | 65 | into | 90 | I'm |
| 16 | is | 41 | not | 66 | back | 91 | if |
| 17 | for | 42 | then | 67 | from | 92 | help |
| 18 | at | 43 | were | 68 | children | 93 | Mrs |
| 19 | his | 44 | go | 69 | him | 94 | called |
| 20 | but | 45 | little | 70 | Mr | 95 | here |
| 21 | that | 46 | as | 71 | get | 96 | off |
| 22 | with | 47 | mom | 72 | just | 97 | asks |
| 23 | all | 48 | one | 73 | now | 98 | saw |
| 24 | we | 49 | an | 74 | came | 99 | make |
| 25 | can | 50 | them | 75 | oh | 100 | water |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 101 | away | 126 | things | 151 | no | 176 | something |
| 102 | good | 127 | new | 152 | through | 177 | bed |
| 103 | good | 128 | after | 153 | way | 178 | may |
| 104 | want | 129 | wanted | 154 | been | 179 | still |
| 105 | over | 130 | eat | 155 | stop | 180 | found |
| 106 | how | 131 | everyone | 156 | must | 181 | live |
| 107 | did | 132 | our | 157 | red | 182 | say |
| 108 | man | 133 | two | 158 | door | 183 | soon |
| 109 | going | 134 | has | 159 | right | 184 | night |
| 110 | where | 135 | yes | 160 | sea | 185 | name |
| 111 | would | 136 | play | 161 | these | 186 | small |
| 112 | or | 137 | take | 162 | began | 187 | car |
| 113 | took | 138 | thought | 163 | boy | 188 | couldn't |
| 114 | school | 138 | dog | 164 | animals | 189 | three |
| 115 | think | 140 | well | 165 | never | 190 | head |
| 116 | home | 141 | find | 166 | next | 191 | king |
| 117 | who | 142 | more | 167 | first | 192 | town |
| 118 | didn't | 143 | I'll | 168 | work | 193 | I've |
| 119 | ran | 144 | round | 169 | lots | 194 | around |
| 120 | know | 145 | tree | 170 | need | 195 | every |
| 121 | bear | 146 | magic | 171 | that's | 196 | garden |
| 122 | can't | 147 | shouted | 172 | baby | 197 | fast |
| 123 | again | 148 | us | 173 | fish | 198 | only |
| 124 | cat | 149 | other | 174 | gave | 199 | many |
| 125 | long | 150 | food | 175 | mouse | 200 | laughed |


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# Sight Words

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 201 | let's | 226 | window | 251 | fell | 276 | ever |
| 202 | much | 227 | sleep | 252 | friends | 277 | miss |
| 203 | suddenly | 228 | feet | 253 | box | 278 | most |
| 204 | told | 229 | morning | 254 | dark | 279 | cold |
| 205 | another | 230 | queen | 255 | men | 280 | park |
| 206 | great | 231 | each | 256 | there's | 281 | lived |
| 207 | why | 232 | book | 257 | looking | 282 | birds |
| 208 | cried | 232 | its | 258 | end | 283 | duck |
| 209 | keep | 234 | green | 259 | than | 284 | horse |
| 210 | room | 235 | different | 260 | best | 285 | rabbit |
| 211 | last | 236 | let | 261 | better | 286 | white |
| 212 | jumped | 237 | girl | 262 | hot | 287 | coming |
| 213 | because | 238 | which | 263 | sun | 288 | he's |
| 214 | even | 239 | inside | 264 | across | 289 | river |
| 215 | am | 240 | run | 265 | gone | 290 | liked |
| 216 | before | 241 | any | 266 | hard | 291 | giant |
| 217 | often | 242 | under | 267 | same | 292 | looks |
| 218 | clothes | 243 | hat | 268 | really | 293 | use |
| 219 | tell | 244 | snow | 269 | wind | 294 | along |
| 220 | key | 245 | air | 270 | wish | 295 | plants |
| 221 | fun | 246 | trees | 271 | eggs | 296 | dragon |
| 222 | place | 247 | bad | 272 | once | 297 | pulled |
| 223 | mother | 248 | tee | 273 | please | 298 | we're |
| 224 | sat | 249 | top | 274 | thing | 299 | fly |
| 225 | boat | 250 | eyes | 275 | stopped | 300 | grow |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 301 | move | 326 | mean | 351 | point | 376 | mountain |
| 302 | own | 327 | part | 352 | read | 377 | sometimes |
| 303 | near | 328 | spell | 353 | later | 378 | while |
| 304 | add | 329 | start | 354 | line | 379 | learn |
| 305 | city | 330 | write | 355 | group | 380 | example |
| 306 | give | 331 | teacher | 356 | farm | 381 | together |
| 307 | four | 332 | always | 357 | below | 382 | second |
| 308 | hand | 333 | also | 358 | almost | 383 | picture |
| 309 | life | 334 | follow | 359 | might | 384 | answer |
| 310 | does | 335 | heard | 360 | story | 385 | change |
| 311 | call | 336 | brother | 361 | turn | 386 | close |
| 312 | page | 337 | cut | 362 | walk | 387 | between |
| 313 | year | 338 | family | 363 | letter | 388 | important |
| 314 | until | 338 | kind | 364 | earth | 389 | country |
| 315 | talk | 340 | large | 365 | left | 390 | follow |
| 316 | seem | 341 | way | 366 | less | 391 | land |
| 317 | set | 342 | word | 367 | should | 392 | enough |
| 318 | begin | 343 | those | 368 | watch | 393 | world |
| 319 | sister | 344 | song | 369 | without | 394 | sound |
| 320 | such | 345 | open | 370 | light | 395 | sentence |
| 321 | try | 346 | show | 371 | study | 396 | father |
| 322 | face | 347 | above | 372 | both | 397 | young |
| 323 | list | 348 | carry | 373 | leave | 398 | usually |
| 324 | high | 349 | far | 374 | soccer | 399 | busy |
| 325 | hear | 350 | few | 375 | number | 400 | quickly |


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# Phonics

## Consonant blends

| | |
|---|---|
| **sh** | cash, ship, shop, shoe, wish |
| **ch** | chat, chin, chips, rich, church |
| **th** (hard 'th') | that, then, these, this, those |
| **th** (soft 'th') | path, thank, think, with |
| **wh** | what, when, where, who, why |
| **nk** | blink, think, pink, stink, wink, |
| **ck** | black, cricket, duck, lucky |
| **tch** | catch, ditch, fetch, hatch, match, watch |
| **dge** | bridge, fridge, hedge, judge, ridge |
| **ph** (say 'f') | elephant, photo, phone, photosynthesis |
| **gh** (say 'f') | enough, cough, rough, tough |
| **Silent b** | bomb, comb, climb, crumb, lamb, thumb |
| **Silent k** | knit, knob, knot, know, knowledge, knuckle |

## Vowel sounds

| Short vowel sounds | | |
|---|---|---|
| **a** | **e** | **i** |
| **a**pple<br>c**a**t<br>m**a**n | b**e**d<br>**e**gg<br>r**e**d | p**i**g<br>**i**gloo<br>**I**ndian |
| **o** | **u** | **y** |
| p**o**t<br>sh**o**p<br>**o**range | b**u**s<br>j**u**g<br>**u**mbrella | bab**y** (ie)<br>cr**y** (eye)<br>yellow **X**<br>('y' is a consonant here.) |

| Silent 'e'<br>When we have a **short vowel** followed by a consonant and an **e**, the short vowel changes to its alphabet name. | | |
|---|---|---|
| **a – e**<br>(say ay) | **e – e**<br>(say ee) | **i – e**<br>(say eye) |
| c**a**k**e**<br>t**a**m**e**<br>t**a**bl**e** | th**e**s**e**<br>athl**e**t**e**<br>compl**e**t**e** | **i**c**e**<br>p**i**p**e**<br>t**i**m**e** |
| **o – e**<br>(say oh) | **u – e**<br>(say you) | **y – e**<br>(say why) |
| n**o**s**e**<br>r**o**s**e**<br>sm**o**k**e** | t**u**b**e**<br>**u**s**e**<br>ref**u**s**e** | t**y**p**e**<br>st**y**l**e**<br>K**y**l**e** |


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| The sound **'a'** as in **late** | |
|---|---|
| **a** | apron, baby, lady, shady |
| **ai** | again, brain, paint, rain, tail, train |
| **ay** | clay, crayon, day, pray, say, tray |
| **a – e** | cake, bake, date, game, name, shade |

| The sound **'a'** as in **car** | |
|---|---|
| **a** | glass, last, pass, past, vase |
| **ar** | car, carpet, garden, shark, sharp |

| The sound **'air'** as in **fair** | |
|---|---|
| **air** | chair, fairy, hair, pair, repair, stairs |
| **are** | beware, care, dare, mare, |
| **ere** | nowhere, somewhere, there, where |

| The sound **'aw'** as in **yawn** | |
|---|---|
| **all** | ball, fall, mall, small, tallest, wall |
| **al** | chalk, stalk, talk, walk, also, always |
| **au** | applaud, August, haunt, laundry, sauce |
| **aw** | draw, dawn, jaw, raw, saw, awful |
| **or** | fork, morning, north, sport, torch |

| The sound **'e'** as in **bed** | |
|---|---|
| **e** | bed, men, red, ten, when |
| **ea** | bread, dead, feather, weather |

| The sound **'ear'** as in **spear** | |
|---|---|
| **ear** | dear, fear, hear, near, spear |
| **eer** | beer, deer, sneer, steer |

| The sound **'ee'** as in **see** | |
|---|---|
| **e** | be, demon, he, me, she, we |
| **ea** | beach, cream, each, leaf, speak, teach |
| **ee** | cheek, deep, feet, keep, teeth, wheel |
| **ei** | ceiling, receive |
| **ey** | donkey, key, monkey, money |
| **ie** | achieve, believe, field |
| **y** | baby, lady, pony, happy, shady |

| The sound **'er'** as in **jerk** | |
|---|---|
| **er** | baker, dinner, her, letter, serve, |
| **ir** | bird, dirty, shirt, thirsty, thirty |
| **or** | work, worm, world, worth, worse |
| **ur** | burn, church, murder, nurse, Saturday |


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| The sound 'er' as in teacher | |
|---|---|
| **ar** | collar, dollar, polar, solar |
| **er** | brother, preacher, teacher, sister |
| **or** | doctor, motor, professor, tractor |

| The sound **'i'** as in **drive** | |
|---|---|
| **i – e** | drive, fine, pipe, rise, time |
| **igh** | fight, high, light, night, right |
| **ie** | cried, died, fried, lies, pies |
| **y** | cry, dry, fry, sty, try |

| The sound **'o'** as in **snow** | |
|---|---|
| **o** | bold, cold, fold, gold, told |
| **o – e** | alone, bone, cone, phone, rode, vote |
| **ow** | blow, flow, glow, grow, show, slow |

| The sound **'ow'** as in **cow** | |
|---|---|
| **ou** | about, cloud, mouth, proud, sound |
| **ow** | brown, crown, flower, shower, town |

| The sound **'oy'** as in **boy** | |
|---|---|
| **oi** | boil, coin, noisy, point, soil, |
| **oy** | boy, destroy, enjoy, joy, toys |

| The sound **'u'** as in **push** | |
|---|---|
| **oo** | book, foot, hook, shook, took |
| **ou** | could. should, would |
| **u** | bull, full, pull |

| The sound **'oo'** as in **room** | |
|---|---|
| **ew** | blew, chew, drew, flew, grew, screw |
| **oo** | broom, food, moon, room, soon, tooth |
| **ui** | fruit, juice |
| **ue** | blue, clue, glue, true |

| The sound **'u'** (you) as in **use** | |
|---|---|
| **u – e** | cube, cute, fuse, nude, tube, tune |
| **ew** | dew, few, new, news, stew |


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## The 'C' and 'K' rules

| **Hard c sound**<br>It says **'k'** when it is followed by **a**, **o** and **u**. | **Soft c sound**<br>it says **'s'** when it is followed by **e**, **i** or **y**. |
|---|---|
| can, cat, cake, camera<br>cot, coffee, comb, coke<br>cut, culprit, custard, cup | **ce-:** cell, centre, parcel, mice |
| | **ci-:** city, cigar, circus, pencil |
| | **cy-:** cycle, cyclone, bicycle |
| **Use 'k'** followed by **e**, **i** or **y** for the **'k'** sound. | |
| **ke-:** keep, kennel, kettle, key | |
| **ki-:** king, kiss, kind, kick | |
| **ky-:** sky, skype, Kyle | |

## The 'G' rules

| **Hard g sound**<br>It says 'g' in a word. | **Soft g sound**<br>It says **'j'** when it is followed by **e**, **i** or **y**. |
|---|---|
| gate, game, garden, gang<br>good, gold, golf, goose<br>gum, guest, guitar, guilty<br>glue, glove, gravy, green, | **ge-:** gentle, angel, general |
| | **gi-:** giraffe, giant, magic |
| | **gy-:** Egypt, gym, gypsy |
| ***Exceptions:***<br>get, girl, give, begin, gift | |

| **Gu says 'g'.** | **Gh says 'f'.** |
|---|---|
| dis**gu**ise, **gu**ess, **gu**est, **gu**ide, **gu**y, va**gu**e | cough, enough, laugh, rough, tough, trough |

## Adding suffixes to words

| Word ending in **-ay**,--**ey**, **-oy**, just add the ending | | |
|---|---|---|
| play<br>donkey<br>enjoy | played<br>donkeys<br>enjoyed | playing<br><br>enjoying |

| **Double the 'l' when adding** a suffix . | **Drop the 'l'** when adding the suffix **'full'.** |
|---|---|
| cancel + ed = cancelled<br>travel + ed = travelled<br>signal + ed = signalled<br>excel + ed = excelled | beauty + full = beautiful<br>care + full = careful<br>cheer + full = cheerful<br>help + full = helpful<br>use + full = useful |
| cancel + ing = cancelling<br>travel + ing = travelling<br>signal + ing = signalling<br>excel + ing = excelling | |


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## Breaking up words into syllables

- *A one-syllable word is never divided.*

boat [boat] good [good] sing [sing]

- *Every syllable contains ONE vowel sound, which can be either long or short.*

university [u] [ni] [ver] [si] [ty]

- *Where there are double consonants, separate the 'terrible twins'.*

rabbit [rab] [bit] clapping [clap] [ping]

- *If possible, try to start each syllable with a consonant.*

advertise [ad] [ver] [tise]

newspaper [news] [pa] [per]

## Singular and Plural

| **1. Add –s to most nouns** | | **5. If a word ends in -f or -fe, then drop the -f and add –ves** | |
|---|---|---|---|
| apple | apples | calf | calves |
| garden | gardens | knife | knives |
| house | houses | loaf | loaves |
| pencil | pencils | shelf | shelves |
| windows | windows | wife | wives |
| **2. Add –es to words ending in -ch, -sh, -s, -ss and x** | | **6. Add only –s to some words ending in -f or -ff** | |
| box | boxes | chief | chiefs |
| bus | buses | cliff | cliffs |
| church | churches | cuff | cuffs |
| dish | dishes | puff | puffs |
| kiss | kisses | roof | roofs |
| **3. Add –s to a nouns ending in vowel +y** | | **7. Add –es to words ending in *o*** | |
| boy | boys | echo | echoes |
| guy | guys | hero | heroes |
| holiday | holidays | potato | potatoes |
| key | keys | tomato | tomatoes |
| toy | toys | volcano | volcanoes |
| **4. If the noun ends in a consonant +y, drop the y and add –ies** | | **8. Add only –s to some ending in -*o* or –*oo*** | |
| baby | babies | kilo | kilos |
| city | cities | photo | photos |
| country | countries | piano | pianos |
| party | parties | radio | radios |
| story | stories | zoo | zoos |


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| **9. Some nouns keep the same form** | | **12. Some nouns change in the plural form** | |
|---|---|---|---|
| aircraft | aircraft | child | children |
| buck | buck | die | dice |
| deer | deer | foot | feet |
| fish | fish | goose | geese |
| sheep | sheep | louse | lice |
| **10. Some nouns keep the singular form** (uncountable nouns) | | man | men |
| | | mouse | mice |
| | | ox | oxen |
| bread | bread | tooth | teeth |
| coffee | coffee | woman | women |
| gold | gold | | |
| hair | hair | | |
| paper | paper | | |
| **11. Some nouns have only a plural form** | | **Never use 's to form a plural.** | |
| clothes | clothes | I took photos of my friends. ✓ | |
| mathematics | mathematics | | |
| measles | measles | | |
| news | news | I took photo's of my friends. **X** | |
| scissors | scissors | | |
| trousers | trousers | | |

# Words often confused

| | | |
|---|---|---|
| 1 | angel<br>angle | She sings like an **angel**.<br>**Angles** are measured in degrees. |
| 2 | between<br>among | The sweets were shared **between** the two boys.<br>The cake was divided **among** all the girls in the class. |
| 4 | borrow<br>lend | May I **borrow** this pen from you, please?<br>I shall **lend** you my pencil. |
| 5 | desert<br>dessert | It is very hot in the **desert**.<br>My favourite **dessert** is fruit salad and custard. |
| 6 | dairy<br>diary | We buy milk from the **dairy**.<br>I write in my **diary** every day. |
| 7 | it's<br>its | **It's** raining today. (It is)<br>The cat licks **its** tail. (refers to possession) |
| 8 | learn<br>teach | We **learn** for the test. (Obtain knowledge)<br>They **teach** us English at school. (Give knowledge) |
| 9 | live<br>leave | I **live** in a house.<br>Don't **leave** your books at home. |
| 10 | loose<br>lose | My tooth is **loose**.<br>Don't **lose** your purse. |
| 11 | of<br>off | She is afraid **of** spiders.<br>She fell **off** her bed. |
| 12 | quiet<br>quite | She was as **quiet** as a mouse.<br>It is **quite** cold outside. |
| 13 | remember<br>remind | Did you **remember** to post the letter?<br>Please **remind** me to give this book to Mr Miya. |
| 14 | their<br>there | They took off **their** shoes.<br>You can sit **there**. |
| 15 | who<br>which/that | This is the boy **who** won the trophy. (person)<br>This is the dog **which/that** won the race. (animal/thing) |


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# Elements of Poetry : Sound Devices

## Rhyme

*When words sound alike because they share the same ending vowel or consonants sounds.*

Example

One **two**,
Buckle my **shoe**.

'Two' and 'shoe' are not spelt the same but they end with the same sound.

## Alliteration

*When **two or more** words in a poem begin with the same letter or sound.*

Example

The **s**nake **s**lithered **s**ilently along the **s**unny **s**idewalk.

The repetition of the 's' sound.

## Consonance

*Repetition of **consonant sounds in** words that are close together.*

Example

Some ma**mm**als are cla**mm**y.
Hold your no**se** 'cau**se** here it go**es**.

## Assonance

Repetition of **vowel sounds in** words that are close together.

Example

The bl**a**ck c**a**t s**a**t on the m**a**t
I m**a**de my w**a**y to the l**a**ke
Tr**y** to light the fire

## Onomatopoeia

*Words that represent the actual sound of something.*

Example

The clock **ticks** all day long.
The snow **crunched** under his feet.

'Ticks' and 'crunched' represent the sounds made.


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# Figures of Speech

## Simile

*Similes are a way to compare two things using **'like'** or **'as'**.*

Example 1: using **like**

**She swims like a fish.**

**He walks like a duck.**

Example 2: using **as**

**He is as tall as a giant.**

**She is as quiet as a mouse**

## Metaphor

*It is a comparison **without** the use of **like** or **as**. A person or thing is referred to as being the other.*

Example

**You're an angle.**

**The night is a black cat**

## Personification

*When a thing, idea or an animal does something only humans can do.*

Example

**The stars winked at me.**

Stars cannot wink. Only a human can.



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# Advertisements

1. **Target Market**

This is the group of people that an advertisement is trying to reach.

It may be divided into age, gender, social status and activities.

Advertisers use the fact that buyers classify themselves in order to create adverts to appeal to those classified groups.

E.g.: teens, computer geeks, stay-at-home mothers, jetsetters, corporates, etc.

2. **Attention**

It is vital that the advertiser grabs the attention of the consumer.

Attention can be attracted by:

| | |
|---|---|
| • An eye-catching image<br>• Clever use of language<br>• Attractive layout | • Posing a question<br>• Font (type of lettering)<br>• Catchy headlines |

3. **Interest**

Once the consumer's attention has been attracted, the advert must sustain his/her interest.

Then the consumer must feel compelled to read on.

There are two ways of doing this:

- **Visual Techniques**

| | |
|---|---|
| Cartoons<br>Graphs<br>Colourful, attractive photographs | Outline diagrams<br>Statistics<br>Unusual layouts |

- **Linguistic Techniques**

| | |
|---|---|
| Punchy headlines / captions | Unusual trade names |
| Rhetorical questions | Emotive language |
| Puns, Alliteration | Opinions stated as facts |
| Slogans, Clichés | Jingles, catchy songs |
| Repetition, Exaggeration | Jargon |

Not only must advertisers get the attention of the consumer but they also need to ensure that the consumer acts in response to the advert.

**Gimmicks used ...**

| | |
|---|---|
| • Buy one get one free'<br>• Limited stocks<br>• Limited term offers<br>• Money back guarantees<br>• Easy payment plans<br>• Discounts | • Free gifts<br>• 'Bargain of the century'<br>• Clearance sales<br>• Reduced prices<br>• Order immediately and ..... |

**Informal Language**

- Everyday speech
- Vocab less sophisticated
- Simple sentences
- Informal grammar
- Colloquialisms & slang

**Emotive Language**

- Appeals to emotions rather than to intellect
- It is persuasive
- Advertisers make use of fact & opinion, propaganda, sensationalism and bias.

**Informative Language**

- Informs viewer of the product / service
- Language that aids the selling of the product
- Jargon

6. **The copy (the writing)**: Look at any writing on the advertisement. What sort of language is it using? How informative/persuasive is the text? What are the key words? What is the slogan?


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7. **The graphics (the pictures)**: What is happening in the illustration? How does the design affect the message?

8. **The Logo**:
   Picture / graphic used as an identifying symbol
   Acts as signature for a brand

9. **Slogan:**
   Short, memorable phrase that is immediately associated with a brand

10. **Catch Phrases**
    A clever, witty phrase designed to attract the public and which does not necessarily appear in every advert for that product

11. **Clever wording**
    Using alliteration, a rhetorical question; or a simile to keep the reader interested.

12. **Celebrity Endorsement**
    Using a well-known person to sell a product.

13. **Motivation (how the advert tries to persuade the target audience)**:
    How is the advert trying to sell to the target audience? Consider
    - **persuasive techniques** (e.g. use of colour, typography [type size, type style, font],
    - use of space, graphic devices, photography [framing, lighting, focus, angle, effects, etc.],
    - beautiful people, star/personality,
    - figures of speech [puns, personification, alliteration, etc.],
    - expert witnesses, scientific jargon, facts and figures
    - **conscience** [emotional blackmail, lifestyle commitments],
    - advantageous promises [freebies, coupons, etc.], promises of pleasure, gaining attention [humour, shock, surprise],
    - language [brand names, key words, slogans, captions], logos, caricatures, animals, repetition of product name, cartoon, use of children.)

Enjoy every moment

Pick n Pay
Inspired by you


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**Commenting on Cartoons**

- All answers should be substantiated with close reference to the cartoon.
- Pay careful attention to the body language of the characters and refer to visible features.
- Remember that cartoons make use of puns, satire, sarcasm and irony that need to be explained by referring to the cartoon.

| Terminology in Cartoons: | |
|---|---|
| **Panel** | The panel includes the frame as well as the elements that are part of the segment. |
| **Thought bubble** | The thought bubble contains the thoughts of the character. |
| **Speech bubble** | The speech bubble contains the dialogue. |
| **Action lines** | These are the lines or stripes that represent the movement of the character or objects. |
| **Sound imitation** | The words that illustrate sounds or noises. |
| **Caricature** | A picture or description of someone that exaggerates particular characteristics to make them appear funny or silly. |
| **Satire** | Using humour, irony or exaggeration to criticise a person or a group and make them appear funny or silly so that other people will see their faults. |
| **Irony** | Using words that are the opposite of what is really meant, often to be humorous. |
| **Puns** | Using a word or a phrase that has two meanings in an amusing way. |
| **Body language** | Facial expressions and positioning of a person that provides non-verbal clues about their mood and attitude. |

When analysing a cartoon, it is important to look at the following aspects:

**Actions:**

- What is happening in the cartoon?
- How is the action portrayed?

**Characters:**

- What emotions are communicated through facial expressions?
- What actions and emotions are communicated through body language?
- What does the body language suggest about the relationships between characters?

**Language:**

- What words have been used?
- How has punctuation been used to suggest emotion?

**Setting:**

- Where and when is the cartoon set?
- What is the particular social context?

**Stereotypes / Symbols:**

- Has the cartoonist made use of stereotypes?
- Has the cartoonist used any symbols to represent something else?

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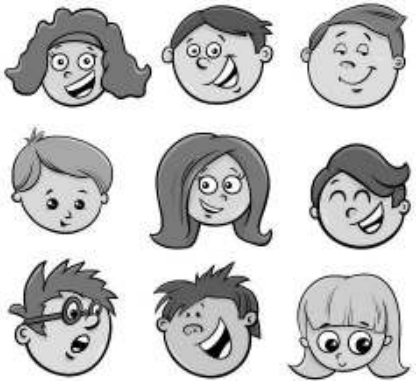

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