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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. (definite)
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.			

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. Mokoena**
- 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	friendship	happiness	kindness	peace
fear	fun	jealousy	love	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 	hair, dust, milk, flour, air, homework, water, glue 

What are the following?

Concrete noun:

They are things you can see, hear, smell or touch e.g. ball, man, sea, Durban.

Compound nouns:

They are combinations of two nouns e.g. raindrop, hairdryer, teacup, doorbell.



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	Use 'a' if the first letter of the word is u /eu but sounds like the 'you'.
a used car	

'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	Use 'an' if the first letter of the word is a consonant but sounds like the vowel 'e' and 'o'.
an hour	
an honest boy	

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

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
we	us	ours
you	you	yours
you	you	yours
he (male)	him	his
she (female)	her	hers
it	it	its
they	them	theirs
They are the subject in a sentence.	They are the object in a sentence.	They show that something belongs to someone.
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



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 refers to one thing	Comparative compares two things	Superlative 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:

- Where two things are compared, we use the comparative degree, e.g.
He is the **taller** of the two brothers.
- We use **than** with the comparative degree, e.g. I am taller **than** you.
- 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.
- We use **few** and **many** with countable nouns and **little** and **much** with uncountable nouns.
- Where more than two things/items/people are compared, we use the superlative degree.

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. ✗

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 went is washing	She reads stories every day. (Simple present tense) We went to town yesterday. (Simple past tense) Grace is washing the dishes now. (Present progressive tense)
It can also express a state of being. The verb " to be ".	be, is, am, are, being, was, were, been	He is tall. I am hungry. They were alone at home.

Concord (subject-verb agreement)

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

	Present tense Today...	Past tense Yesterday...
Singular subject am is was	I am late for school. He is absent. She is writing a letter. It is hot.	I was late for school. He was absent. She was writing a letter. It was hot.
Plural subject are were	We are hungry. You are noisy. They are writing a test.	We were hungry. You were noisy. 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 Today...	Past tense Yesterday...
Singular subject -s	Mr Xaba walks to work. Sally runs fast. My dog chases cats.	Mr Xaba walked to work. Sally ran fast. My dog chased cats.
Plural subject	I do my homework. We walk to school. My parents wash the car. You run fast.	I did my homework. We walked to school. My parents washed the car. 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.

Regular verbs

Present Tense <i>Today I ...</i>	Past Tense <i>Yesterday I ...</i>	Past Participle <i>I have ...</i>
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

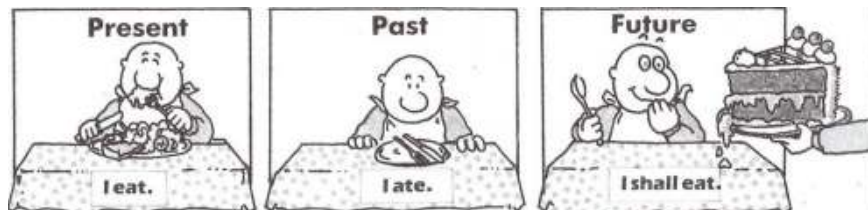
Irregular verbs

Present Tense <i>Today I ...</i>	Past Tense <i>Yesterday I ...</i>	Past Participle <i>I have ...</i>
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

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

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. I/we eat. You/they eat.	He/she/it ate. I/we ate You/they ate.	He/she/it will eat. I/we shall/will eat. You/they will eat.
Progressive/Continuous Tense		
He/she/it is eating. I am eating. We are eating You/they are eating.	He/she/it was eating. I was eating. We are eating You/they were eating.	He/she/it will be eating. I shall/will be eating. We shall/will be eating. You/they will be eating.
Perfect Tense		
He/she/it has eaten. I/we have eaten. You/they have eaten	He/she/it had eaten. I/we had eaten You/they had eaten.	He/she/it will have eaten. I/we shall/will have eaten. 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) - I/you/we/they + verb (Plural subject)
Statement	Thabo plays soccer every day. The boys play soccer every day.
Negative Form does not /do not	Thabo does not (doesn't) play soccer every day. The boys do not (don't) play soccer every day.
Question Form Does/Do ...?	Does Thabo play soccer every day? 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. They played soccer yesterday.
Negative Form did not	He did not play soccer yesterday. They did not play soccer yesterday.
Question Form Did...?	Did he play soccer yesterday? Did they play soccer yesterday?

The verb returns to the standard form (without 's') in the negative and question forms.

Simple Future Tense	
Time words	tomorrow, next week, later today, in 2025
Rules	- I/we + shall/will + verb (column 1) - He/she/it/you/they + will + verb (column 1)
Statement	I shall/will play soccer tomorrow night. They will play soccer tomorrow night.
Negative Form Shall not /will not	I shall/will not play soccer tomorrow night. 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 - He/ she/ it: is + verb + ing - You/we/they: are + verb + ing
Statement	I am reading an interesting story. He is riding his bike. The girls are washing the dishes now
Negative Form am not /is not / are not	I am not reading an interesting story. He is not (isn't) riding his bike. The girls are not (aren't) washing the dishes now.
Question Form Am/Is/Are ...?	Am I reading an interesting story? Is he riding his bike? 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 - He/ she/ it: was + verb + ing - You/we/they: were + verb + ing
Statement	I was reading at nine o'clock. He was riding his bike when I arrived. They were washing the dishes while I watched TV.
Negative Form was not /were not	I was not (wasn't) reading at nine o'clock. He was not (wasn't) riding his bike when I arrived. They were not (weren't) washing the dishes while I watched TV.

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

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

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

Adding –ing to the main verb

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

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. She is coming to visit us tonight. They are going to Durban next week.
Negative Form am not /is not / are not	I am not meeting friends after school. She is not (isn't) coming to visit us tonight. They are not (aren't) going to Durban next week.

Present Perfect Tense

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

Past Perfect Tense

Time	<i>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.</i>
Rules	He/ she/ it/ I/you/ we/ they: had + past participle
Statement	I had seen her before the wedding. She had eaten before she went to bed.
Negative Form had not	I had not seen her before the wedding. She had not eaten before she went to bed
Question Form Had ...?	Had I seen her before the wedding? 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 To ask for permission To give permission	I may go to town on Saturday. May I leave the room? Yes, you may leave the room.
must should 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 will	To show intention	I shall paint this tomorrow.
might	To convey possibility	It might rain today.

Adverbs

An adverb tells us more about a verb.

Most adverbs are formed by adding *-ly* to an adjective.

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

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. 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. This book is for you. The Kruger National Park is famous for its wild animals.
from	Dad fetched me from school. Boys are different from girls. May I <i>borrow</i> a pen from you? She is absent from school because she has flu. He suffers from asthma.
in	He is in big trouble. I don't <i>believe</i> in ghosts. He is <i>interested</i> in the stars.
of	I am <i>afraid</i> of snakes. I am <i>proud</i> of myself. <i>Beware</i> of the dog. My grandfather <i>died</i> of cancer. He is <i>guilty</i> of murder. She is <i>jealous</i> of her sister.
off	I fell off my bed. Switch off the light.

on	She comes to school on foot. I <i>congratulated</i> him on his birthday. <i>Concentrate</i> on your work. 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. I will <i>lend</i> my pen to you. Always listen to your teacher.
through	I look through the window.
with	We stayed with friends. I am <i>angry</i> with her. I <i>agree</i> with you. I'm <i>busy</i> 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)

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

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.

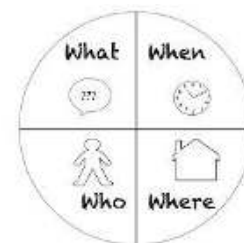
Types of Sentences

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



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

- Put the **first noun** (subject) **last** and the **last noun** (object) **first**.
- 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

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

Simple Present Tense (passive voice) use: am/ is/ are	
She sings a song.	A song is sung by her.

Present Progressive Tense (passive voice) use: am being /is being /are being	
I am writing a letter.	A letter is being written by me.

Present Perfect Tense (passive voice) use: has been/ have been	
He has eaten two apple.	Two apples have been eaten by him.

Simple Past Tense (passive voice) use: was/ were	
He killed a snake.	A song was killed by him.

Past Progressive Tense (passive voice) use: was being/ were being	
He was driving a car	A car was being driven by him.

Simple Future Tense (passive voice) 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

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.

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	We wrote a test today.
• used for proper nouns	We visited Thabo in Cape Town .
• used for titles and initials of people	We saw Mr 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 Friday in September this year.
• used for the first word in direct speech	The teacher asked, " Who 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. (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! Ouch! 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. Where are the girls' bathrooms?
• used to show the short form of some words (contractions)	I've got a new school bag. 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? 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.



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

+ will	+ not
I will = I'll	cannot = can't
We will = we'll	could not = couldn't
you will = you'll	does not = doesn't
they will = they'll	do not = don't
that will = that'll	have not = haven't
	must not = mustn't
	will not = won't
	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

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



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

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

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

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

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

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

		Your answer is right . Everyone has the right to education.
18.	rock	He cannot move that big rock . I rock the baby to help him sleep.
20.	tip	The tip of my pencil is sharp. Let us give the car-guard a tip .
21.	trip	We went on a school trip to Durban. 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



Collective Nouns

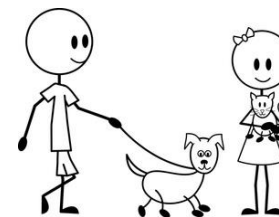
These are the names for a group of people, animals or objects.

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



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

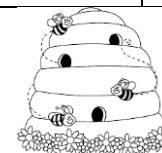


kangaroo and joey

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

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

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

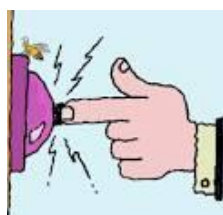
go with	accompany
by oneself	alone
once a year	annually
come in sight	appear
cheer and clap	applaud
loud enough to be heard	audible
keep away from	avoid
people who watch a play or show	audience
a period of 100 years	century
at a very low price	cheap
a lame person	cripple
go out of sight	disappear
very 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

Compound words

These are two nouns put together.

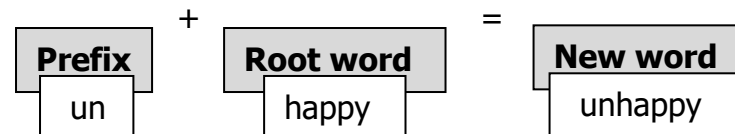


1	ash + tray = ashtray	14	head + ache = headache
2	bath + room = bathroom	15	play + ground = playground
3	butter + fly = butterfly	16	rain + bow = rainbow
4	bull + frog = bullfrog	17	rain + drop = raindrop
5	cat + fish = catfish	18	snow + man = snowman
6	class + room = classroom	19	star + fish = starfish
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.



un- (not)
unhappy
untidy
undress

dis- (not)
disagree
disappear
disable

re- (again)
recycle
remove
rewrite

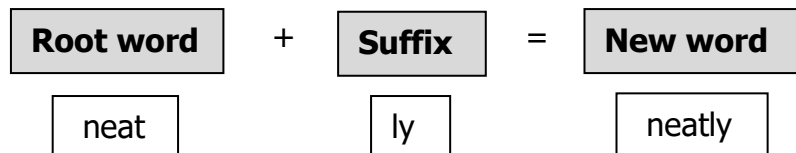
pre- (before)
precooked
preheat
prepaid

mis- (wrong)
misuse
misbehave
misplace

tri- (three)
tricycle
triangle
tripod

A Suffix

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



-ful

(full of)

beautiful
colourful
playful

-less

(without)

fearless
hopeless
reckless

-able

(can be done)

readable
chewable
understandable

-ing

(progressive tense)

eating
singing
walking

-ly

(the way its done)

neatly
quietly
slowly

-ed

(past tense)

clapped
jumped
walked

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

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 cry	Our car broke down on the way to Reitz 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.

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

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

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

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
apple cat man	bed egg red	pig igloo Indian
o	u	y
pot shop orange	bus jug umbrella	baby (ie) cry (eye) yellow x (‘y’ is a consonant here.)

Silent ‘e’		
When we have a short vowel followed by a consonant and an e , the short vowel changes to its alphabet name.		
a – e (say ay)	e – e (say ee)	i – e (say eye)
cake tame table	these athlete complete	ice pipe time
o – e (say oh)	u – e (say you)	y – e (say why)
nose rose smoke	tube use refuse	type style Kyle

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

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

The 'C' and 'K' rules

Hard c sound It says 'k' when it is followed by a, o and u .	Soft c sound It says 's' when it is followed by e, i or y .
can, cat, cake, camera cot, coffee, comb, coke 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 It says 'g' in a word.	Soft g sound It says 'j' when it is followed by e, i or y .
gate, game, garden, gang good, gold, golf, goose gum, guest, guitar, guilty glue, glove, gravy, green,	ge-: gentle, angel, general gi-: giraffe, giant, magic gy-: Egypt, gym, gypsy
Exceptions: get, girl, give, begin, gift	

Gu says 'g'.	Gh says 'f'.
dis gu ise, gu ess, gu est, gu ide, guy, v ag ue	cough, enough, laugh, rough, tough, t rou gh

Adding suffixes to words

Word ending in -ay, -ey, -oy , just add the ending		
play donkey enjoy	played donkeys enjoyed	playing enjoying

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

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

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	I took photo's of my friends. X
news news	
scissors scissors	
trousers trousers	

Words often confused

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

Elements of Poetry : Sound Devices

Rhyme

When words sound alike because they share the same ending vowel or consonant 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 mammals are **cl**ammy.
Hold your **n**ose 'c**au**se here it **g**oes.



Assonance

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

Example

The **black** cat **sat** on the **mat**
I made my way to the **lake**
Try 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.

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 angel.

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.

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 • Clever use of language • Attractive layout	• Posing a question • Font (type of lettering) • Catchy headlines
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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	Outline diagrams
Graphs	Statistics
Colourful, attractive photographs	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' • Limited stocks • Limited term offers • Money back guarantees • Easy payment plans • Discounts	• Free gifts • 'Bargain of the century' • Clearance sales • Reduced prices • Order immediately and
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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?

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

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?

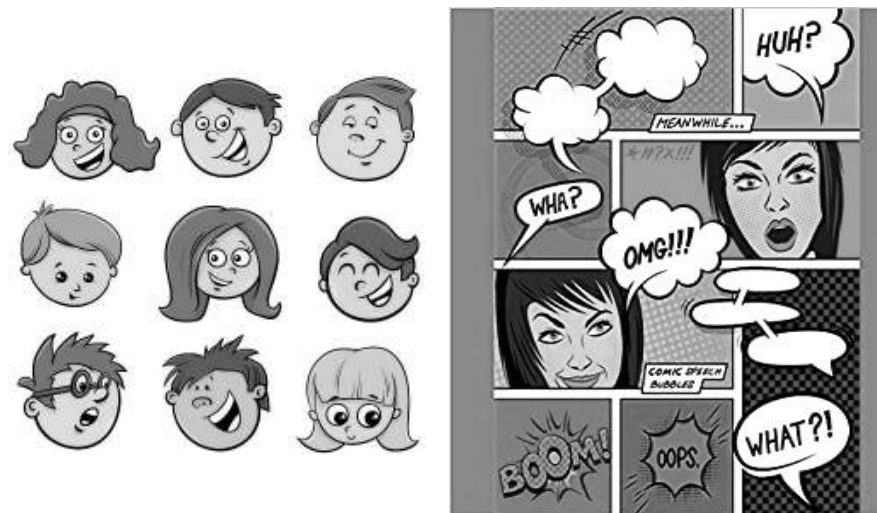
Setting:

- 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?

Source: Unknown



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