

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