



## Colons and Semi Colons

: Colon

1. Introduces things in a list
2. Creates a pause between two sentences that link

; Semicolon

1. Join two sentences
2. Separate items in a list

## Formal and Informal Language

## Formal Language

Formal language is used for more official and serious purposes. The correct grammar and standard English should always be used. Eg: talking to the headteacher; writing a job application; writing a letter to The King.

*Dear Sir/Madam, I am writing to inform you of my upset.*

## Informal Language

Informal language is used for more casual and less serious purposes. Slang words and chatty language can be used. Eg: talking to friends; sending a text to a friend; writing a letter to gran.

*Hi Kerry, You know the lucky dip bag I bought when we went into town yesterday?*

To include in **informal** writing:

## COLLOQUIALISMS



## Hyphens

Links words or part of words. Different from a dash because you do not leave a space between a hyphen and the words in the sentence and it is half as long a dash. Hyphens are often used to avoid ambiguity.

The man eating spider.

Means something completely different to...

The man-eating spider.



## Question Tags in English

## Verb Tense

Present be

+ sentence → - tag  
She is American, isn't she?- sentence → + tag  
She isn't American, is she?

Present simple

You study English, don't you?

You don't study English, do you?

Past simple

You were at home, weren't you?

You weren't at home, were you?

Past continuous

Tom was watching TV, wasn't he?

Tom wasn't watching TV, was he?

Present Perfect

He has written 5 letters, hasn't he?

He hasn't written 5 letters, has he?

Past Perfect

You had had lunch, hadn't you?

You hadn't had lunch, had you?

Will

He'll read this book, won't he?

He won't read this book, will he?

Modal Verbs

He can read this book, can't he?

He can't read this book, can he?

|    |                   |                                                                |
|----|-------------------|----------------------------------------------------------------|
| '  | apostrophe        | shows missing letters and possession                           |
| () | brackets          | separate extra information in a sentence                       |
| :  | colons            | used to introduce lists and join clauses                       |
| ,  | commas            | used in lists, to join clauses, and separate extra information |
| —  | dashes            | separate extra information in a sentence                       |
| !  | exclamation marks | shows exclamations, commands, or strong emotions               |
| -  | hyphens           | used to join words or add a prefix                             |
| "" | inverted commas   | shows direct speech                                            |
| ,  | commas            | used to join clauses and separate long lists                   |
| ;  | semi-colons       | adds tension by creating a pause                               |