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| Modal Verbs (indicating possibility) | Active Voice | Passive Voice | Past Progressive | Present Progressive |
| could, should, would, can, may, might, must, shall, ought, will | Will kicked the ball. Eva licked the lolly. | The ball was kicked by Will. The lolly was licked by Eva. | Will was kicking the ball. Eva was licking the lolly. | Will is kicking the ball. Eva is licking the lolly. |
| Subjunctive | Adverbs (indicating possibility) | Present Perfect | Relative Clause | Expanded Noun Phrase |
| If Will were a better footballer, he could kick the ball straight. | never, always, often, rarely, maybe, perhaps, probably | Will has kicked the football. I have eaten the lolly. | Will, who enjoyed 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. 'Fruit pasta!' Eva likes fruit, pasta and a drink for lunch. | 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"> • Eva (the lolly fan) is ten. • Will - the football fan - plays in goal. • Eva and Will, my friends, are kind. |
| 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: <ul style="list-style-type: none"> • make lollies • play football with Will | The plan for this lesson is: <ul style="list-style-type: none"> • We will learn more about SPaG. • The class will have fun. | Eva loves lollies; strawberry-flavoured ones are her favourite. | |