

32/ Learning English

Words you need...



- ▶ **formal** used in serious or official situations
- ▶ **informal** used in situations that are not serious, for example between friends
- ▶ **to mean something** to have a particular meaning
- ▶ **the meaning (of something)** what something expresses
- ▶ **to pronounce something** to make the sound of a word
- ▶ **pronunciation** the way you say words
- ▶ **to spell something** to know or to tell someone the correct letters to make a word
- ▶ **to translate something** to change something from one language into another language

a capital letter

The teacher asked me to open a window.

a comma

If you are late, he will be very angry!

an exclamation mark

quotation marks

'Are you ready?' he asked.

a question mark

a full stop (UK)
a period (US)

Types of words



All words have a name according to what sort of word they are. These names are called 'parts of speech'.

- ▶ **an adjective** a word (e.g. *happy, small*) that is used to describe things
- ▶ **an adverb** a word (e.g. *slowly, badly*) that is used to say how things are done
- ▶ **an article** one of the words **a**, **an** and **the**
- ▶ **a conjunction** a word (e.g. *and, although*) that joins parts of a sentence
- ▶ **a noun** a word (e.g. *table, man*) for a thing, substance, feeling, etc.
- ▶ **a preposition** a word (e.g. *in, behind*) that says where things are
- ▶ **a pronoun** a word (e.g. *he, she, it*) that is used instead of a noun
- ▶ **a verb** a word (e.g. *talk, arrive*) that is used to talk about things people do or things that happen



Exercise 1

Use words from the 'Words you need' box to complete the sentences.

- 1 You use this at the beginning of someone's name. capital letter
- 2 You use this at the end of a sentence. _____
- 3 You use this when you write a question. _____
- 4 You use this to divide two parts of a sentence. _____
- 5 You use these when you write what someone has said. _____
- 6 You often use this when you write something surprising. _____

Exercise 2

Write the correct part of speech next to each group of words.

- 1 hat, air, lion noun
- 2 go, eat, see _____
- 3 an, the, a _____
- 4 you, I, them _____
- 5 under, on, through _____
- 6 hot, cold, old _____
- 7 angrily, well, quickly _____
- 8 but, because, while _____