

KNOWLEDGE ORGANISERS

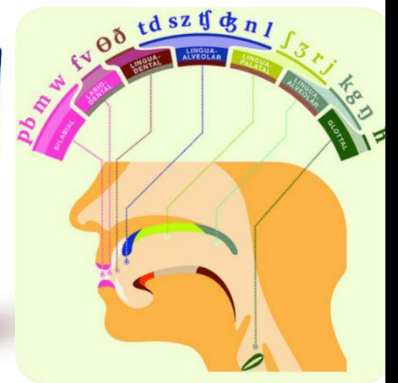
Language Levels



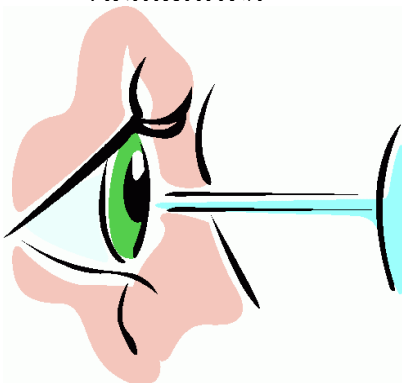
Lexis and Semantics



Grammar



Phonology



Graphology



Pragmatics



Discourse

Contents

C-GAP

Genre, Audience, Purpose **Page 1**

Language Level 1 – Lexis and Semantics

Open word classes **Page 3**
Closed word classes **Page 4**
Decoding meaning **Page 5**
Language variation **Page 9**
Change **Page 11**

Language Level 2 – Grammar

Morpheme **Page 13**
Word **Page 14**
Phrase **Page 17**
Syntax **Page 19**

Language Level 3 – Phonology

Phonetics **Page 21**
Variation and paralinguistics **Page 23**

Language Level 4 – Graphology

Layout and image **Page 25**
Orthography and typography **Page 27**

Language Level 5 – Pragmatics

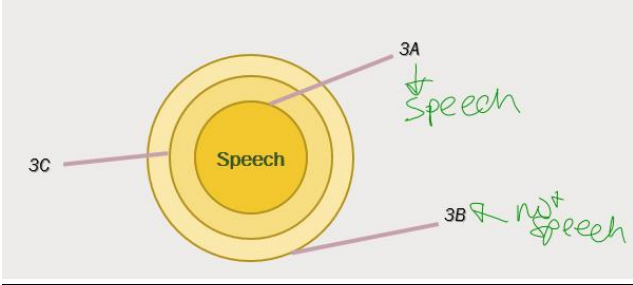
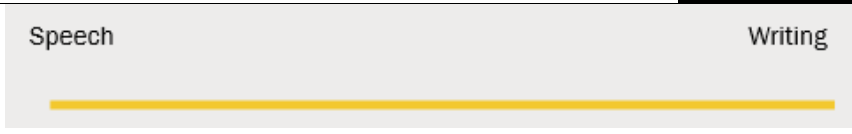
Face **Page 29**
Meaning, speech acts and deixis **Page 31**

Language Level 6 – Discourse

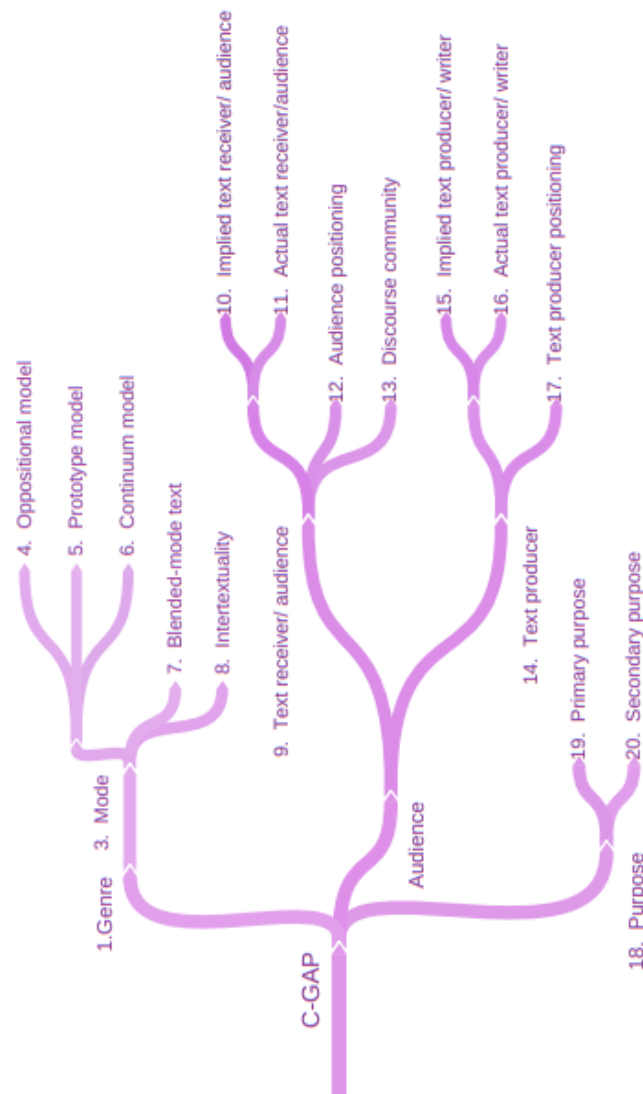
Structure **Page 33**
Speech **Page 35**

C-GAP

Genre, Audience, Purpose

Genre																							
1.	Genre	The categorisation of a text based upon expected shared conventions	Newspaper																				
2.	Discourse event	Another term for a text																					
3.	Mode	The medium of communication, which divides fundamentally into speech and writing – it can be viewed using the oppositional model, prototype model or continuum model	Speech Writing																				
4.	Oppositional model	A model of looking at differences between modes by arguing they have completely different features																					
		<table><tr><th>Writing is:</th><th>Speech is:</th></tr><tr><td>Objective (impartial/unbiased)</td><td>Interpersonal (between people)</td></tr><tr><td>A monologue</td><td>A dialogue</td></tr><tr><td>Durable</td><td>Ephemeral</td></tr><tr><td>Planned</td><td>Spontaneous</td></tr><tr><td>Highly structured</td><td>Loosely structured</td></tr><tr><td>Grammatically complex</td><td>Grammatically simple</td></tr><tr><td>Concerned with the past and with the future</td><td>Concerned with the present</td></tr><tr><td>Formal</td><td>Informal</td></tr><tr><td>Decontextualised</td><td>Contextualised</td></tr></table>	Writing is:	Speech is:	Objective (impartial/unbiased)	Interpersonal (between people)	A monologue	A dialogue	Durable	Ephemeral	Planned	Spontaneous	Highly structured	Loosely structured	Grammatically complex	Grammatically simple	Concerned with the past and with the future	Concerned with the present	Formal	Informal	Decontextualised	Contextualised	
		Writing is:	Speech is:																				
		Objective (impartial/unbiased)	Interpersonal (between people)																				
		A monologue	A dialogue																				
		Durable	Ephemeral																				
		Planned	Spontaneous																				
		Highly structured	Loosely structured																				
		Grammatically complex	Grammatically simple																				
		Concerned with the past and with the future	Concerned with the present																				
Formal	Informal																						
Decontextualised	Contextualised																						
5.	Prototype model	A model of looking at differences within a mode by thinking about typical and less typical examples - the closer to the centre, the stronger the example																					
																							
6.	Continuum model	A model of looking at differences between modes by placing them on a spectrum – the elements next to one another aren't noticeably different but elements at opposite ends are very different																					
																							
7.	Blended-mode text	When texts mix features of spoken and written modes	Graffiti																				
8.	Intertextuality	When a text makes reference to another existing text for effect	Wide Sargasso Sea and Jane Eyre; Links to Facebook in 'Last Friday Night'																				
Audience																							
9.	Text receiver/ audience	The reader/listener of a text																					
10.	Implied text receiver/ audience	The intended receiver of a text																					

11.	Actual text receiver/ audience	The actual receiver of a text	
12.	Audience positioning	How the audience is supposed to react to the subject of the text	
13.	Discourse community	A group of people communicating about a particular topic, issue, or in a particular field	Football fans
14.	Text producer	Someone who creates a text	
15.	Implied text producer/ writer	The assumed creator of a text	
16.	Actual text producer/ writer	The actual creator of a text	
17.	Text producer positioning	How a text producer places or orientates themselves to the subject being presented and towards the audience or reader	
Purpose			
18.	Purpose	The reason that the text has been created – there can be multiple purposes to a text (primary, secondary etc. or dual purpose)	
19.	Primary purpose	The main reason that the text has been created	Informing advert
20.	Secondary purpose	The alternative reasons that the text has been created	Informing advert which also entertains

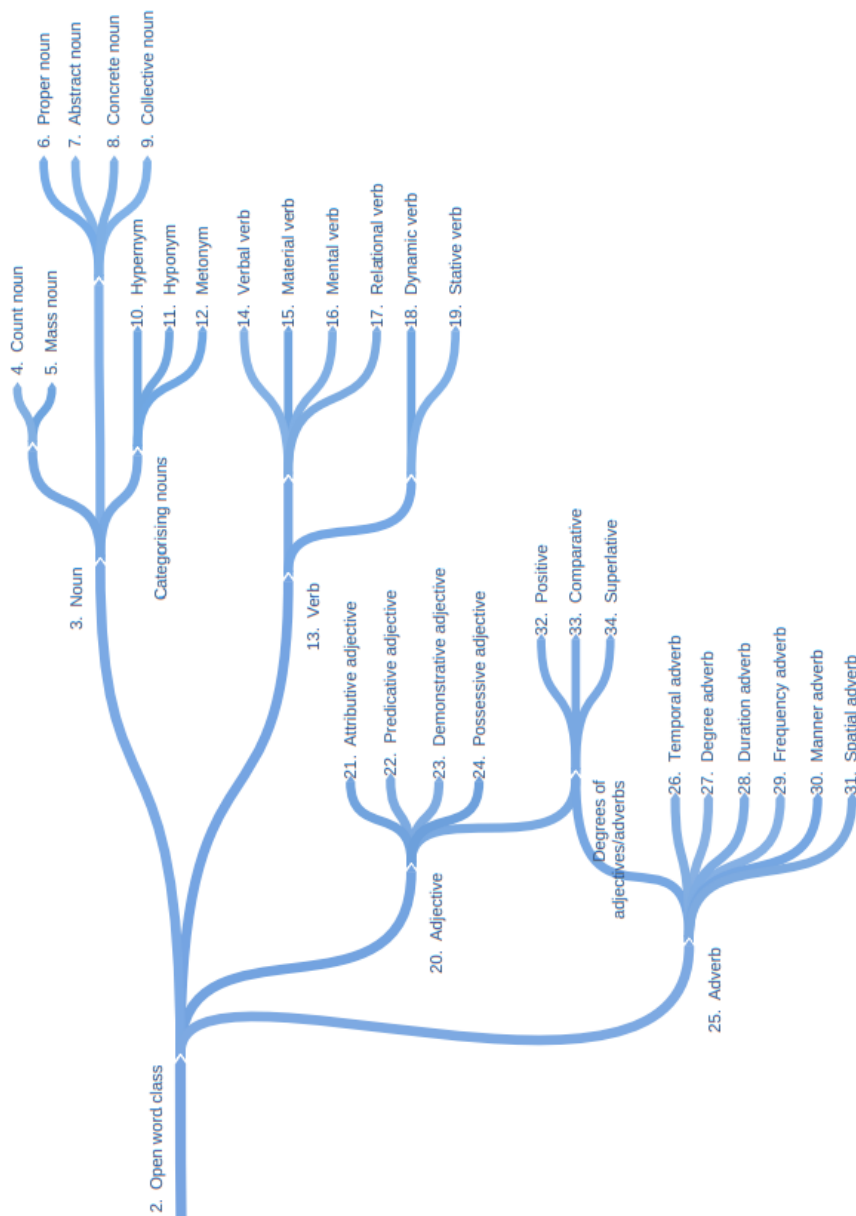


LANGUAGE LEVEL 1 – LEXIS AND SEMANTICS

Lexis - Open Word Classes

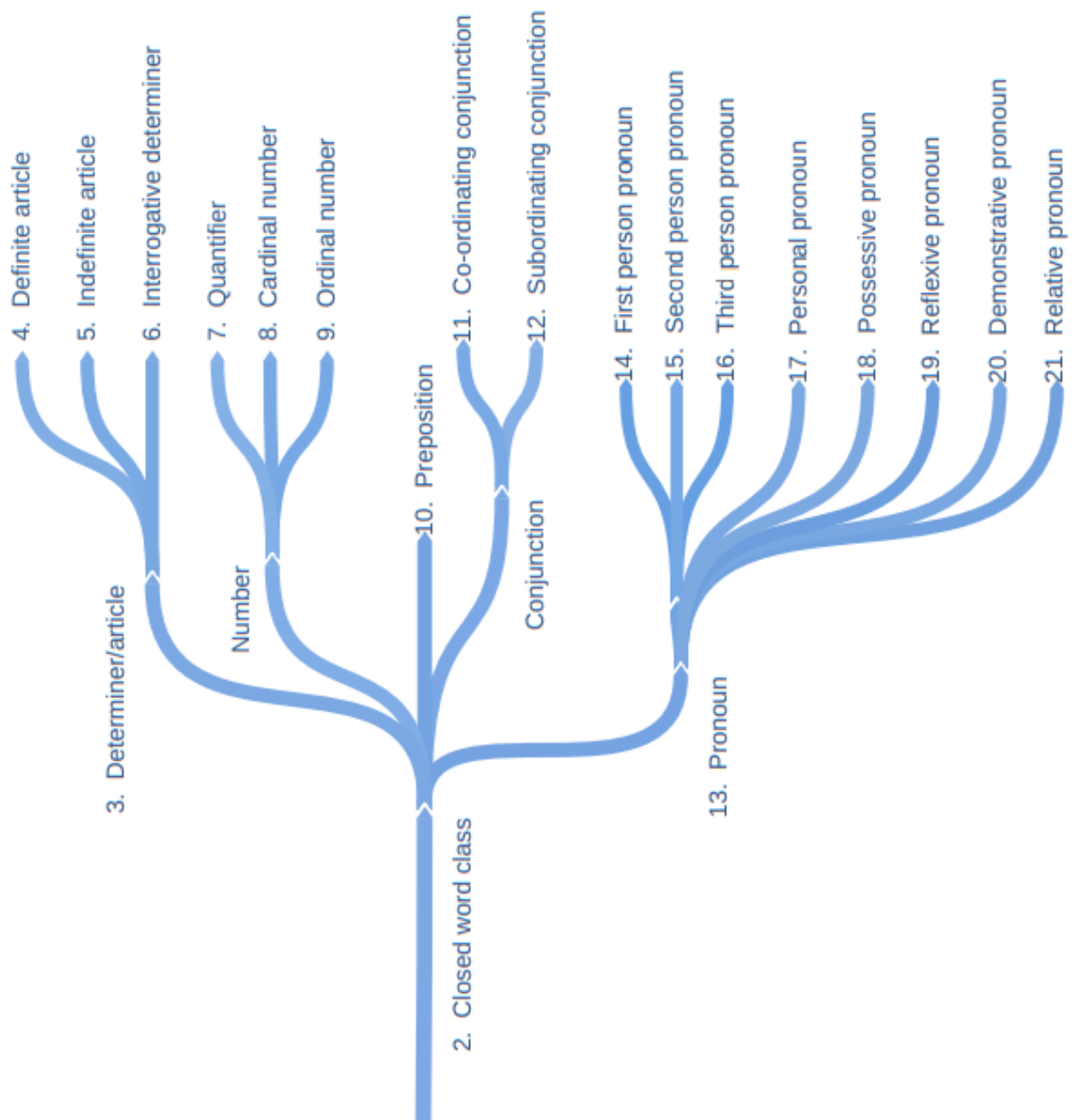
1.	Lexis	The vocabulary of a language (the technical term for words)	
2.	Open word class	The overarching lexical category of word classes where new words can continually be added.	
Noun			
3.	Noun	A word that refers to a person, place, thing, event...	
4.	Count noun	A noun that can be preceded by a number and counted	One book, Three cows
5.	Mass noun	A noun that can't be counted and doesn't have a plural	Information, Freedom
6.	Proper noun	The lexis which refers to names of people, places or organisations	Cadbury's, Bournemouth
7.	Abstract noun	The lexis which refers to states, feelings and concepts that do not have a physical existence	Freedom, Love, Hate
8.	Concrete noun	The lexis which refers to things with a physical existence	Toast
9.	Collective noun	The lexis which refers to groups of things, especially animals	A flock of sheep
10.	Hypernym	An overarching (category) noun which encompasses many other nouns	Animal, Vegetable
11.	Hyponym	A noun with a narrower meaning which is part of a hypernym (category member)	Cow, Pig, Pea, Carrot
12.	Metonym	Using a word or phrase which is a part of something, to describe the whole thing	Number 10 = Prime Minister
Verb			
13.	Verb	A word or phrase that describes an action, condition, or experience	
14.	Verbal verb	The lexis which is linked to the process of making sounds	Shouted, Whispered, Hissed
15.	Material verb	The lexis which refers to a physical action	Running, Jumping
16.	Mental verb	The lexis which shows internal processes	Thinking, Wishing, Believing
17.	Relational verb	The lexis which describes states of being	Be, Appear, Seem
18.	Dynamic verb	The lexis which describes actions we can take, or things that happen; they have a continuous form (Chris is kicking the ball)	Chris kicks the ball; Chris paints
19.	Stative verb	The lexis which describes states/conditions unlikely to change (possession, feeling, perception, mental processes, identity); typically, they do not have a continuous form (Chris is having a car)	Chris has a car; Chris knows a lot; Chris is a doctor
Adjective			
20.	Adjective	A word which describes a noun	Blue
21.	Attributive adjective	Adjectives placed <u>before</u> the head noun	A dangerous animal
22.	Predicative adjective	Adjectives placed <u>after</u> the head noun	The day was good
23.	Demonstrative adjective	Indicates exactly which noun the speaker means and is usually used within spoken language as it requires context	These, Those, This, That
24.	Possessive adjective	A word which is placed before a noun to show ownership	My, Your, His, Her, Its, Our, Your, Their

Adverb			
25.	Adverb	A word which describes a verb	Silently
26.	Temporal adverb	A word or phrase which expresses when the verb happens	Tomorrow, Today, Later, Now
27.	Degree adverb	A word which expresses the intensity of an adjective, adverb or verb (it shows the extent of something – we <u>completely</u> understand)	Too, Enough, Very, Quite, Extremely
28.	Duration adverb	A word which expresses how long the verb happens for	Forever, Minutes
29.	Frequency adverb	A word which expresses how often the verb happens	Sometimes, Daily
30.	Manner adverb	A word which expresses how the verb happens	Badly, Greedily
31.	Spatial adverb	A word or phrase which expresses where the verb happens (these can sometimes be used as prepositions where they must be immediately followed by a noun)	Here, Under here, There
Degrees of adjectives/adverbs			
32.	Positive	The basic, form of an adjective or adverb without any sense of comparison	Grumpy, Fast
33.	Comparative	An adjective or an adverb which compares two things showing greater or lesser degree (usually ends in -er)	Grumpier, Faster
34.	Superlative	An adjective or an adverb which shows the greatest or least degree (usually ends in -est)	Grumpiest, Fastest



Lexis - Closed Word Classes

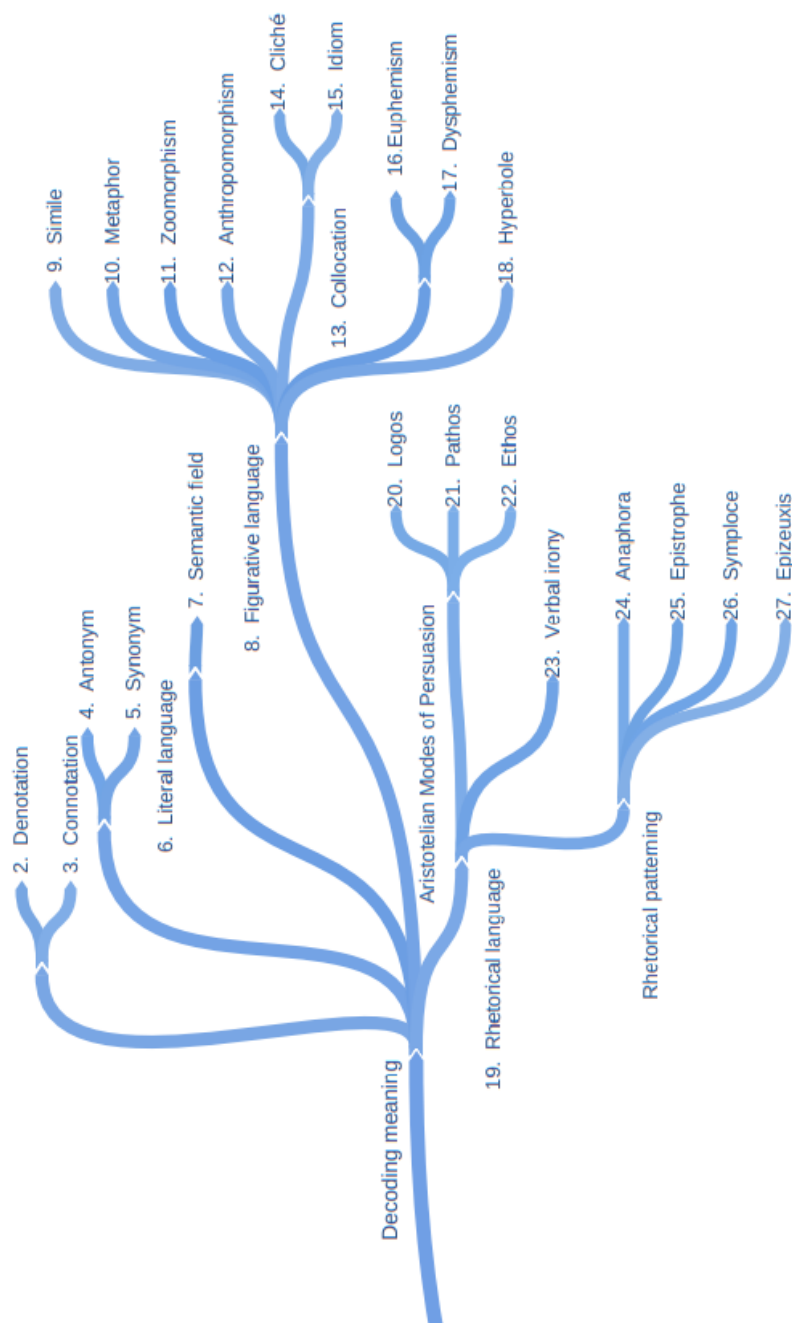
1.	Lexis	The vocabulary of a language (the technical term for words)	
2.	Closed word class	The overarching lexical category of word classes where new words cannot be added.	
Determiner/Article			
3.	Determiner/Article	A word that comes before a noun or noun phrase to clarify if the noun is specific or general.	The, An, A
4.	Definite article	Indicates a specific noun	The
5.	Indefinite article	Indicates a non-specific noun	An, A
6.	Interrogative determiner	Used in the creation of both direct and indirect questions	What, When, Where, Who, Which, Whose, Why, How
Number			
7.	Quantifier	A word to give information about the quantity of a noun	Few, Some
8.	Cardinal number	A number which shows a quantity	One, Two
9.	Ordinal number	A number defining the position of something in a series	Firstly, Secondly
Preposition			
10.	Preposition	Words which show the location of a noun	Under
Conjunction			
11.	Co-ordinating conjunction	A linking word which connects independent clauses or phrases, giving equal importance to each section	And, But, Or
12.	Subordinating conjunction	A linking word which connects an independent clause with a subordinate clause	Because, Although, Since
Pronouns			
13.	Pronoun	Words which replace nouns	He
14.	First person pronoun	A pronoun when the speaker is referring to themselves either alone or as part of a group	Subject - I (s) / We (pl) Object - Me (s) / Us (pl)
15.	Second person pronoun	A pronoun when the speaker is referring to the person/group of people they are talking to	Subject & Object - You (s) / You (pl)
16.	Third person pronoun	A pronoun when the speaker is referring to someone or something other than the speaker or listener	Subject - He, She, It (s)/ They (pl) Object - Him, Her, It (s)/ Them (pl)
17.	Personal pronoun	A pronoun that refers to a particular person, group, or thing – they have different inflections depending on whether it is a subject or object	Subject - I, You, He, She, It, We, They Object - Me, You, Him, Her, It, Us, Them
18.	Possessive pronoun	A pronoun which takes the place of a noun to show ownership	Mine, Yours, His, Hers, Its, Ours, Yours, Theirs
19.	Reflexive pronoun	Pronouns that are used when the subject and the object of a sentence are the same	Myself, Yourself, Himself, Herself, Ourselves, Yourselves, Themselves
20.	Demonstrative pronoun	Replaces the noun and refers to something specific	These, Those, This, That
21.	Relative pronoun	A pronoun which introduces a relative clause	Who, That, Which



Semantics – Decoding Meanings

1.	Semantics	The study of how the meanings of words and expressions are created and interpreted	
2.	Denotation	The literal meanings of words	Summer - season
3.	Connotation	The associated meanings of words	Summer – beach, sun, sea
4.	Antonym	Words which mean opposite things	Valuable/worthless
5.	Synonym	Words which mean the same thing	Valuable/precious
Literal Language			
6.	Literal language	Language which uses the actual meanings of words	
7.	Semantic field	A group of words which have similar connotations, or which are part of the same theme	Colour – red, blue, pink, hue, tone, shade
Figurative Language			
8.	Figurative language	Language that is used in a non-literal way to create images and form comparisons	
9.	Simile	A direct comparison through the use of 'like' or 'as'	He is as funny as a monkey
10.	Metaphor	A structure that presents one thing in terms of another (lots of our language is used metaphorically through the use of conceptual metaphors)	Money = time (I can't afford to spend time on that!)
11.	Zoomorphism	Giving animal qualities, characteristics or behaviour to a human	I'm preying on you tonight
12.	Anthropomorphism	Giving human qualities, characteristics or behaviour to an animal or object (a type of personification)	Pinocchio, Mickey Mouse
13.	Collocation	Routinely placing words or phrases together (it sounds natural to a native speaker)	A hard frost, Home and dry
14.	Cliché	A saying or remark that has been used so much is not original or interesting	Useless as a chocolate fireguard
15.	Idiom	An expression where the meaning is not predictable from the usual meanings of its constituent elements	Over the moon, I'm all ears
16.	Euphemism	Using a more socially acceptable word or phrase	Passed away
17.	Dysphemism	Using a blunt or direct word instead of a more polite or indirect alternative	That's bullshit!
18.	Hyperbole	Exaggerated statements or claims not meant to be taken literally	My bag weighs a tonne
Rhetorical Language/ Rhetoric			
19.	Rhetorical language	Language that is used to persuade	
20.	Logos	One of the three Aristotelian modes of persuasion – it appeals to an audience's sense of logic or reason	Data, Facts, Statistics, Surveys
21.	Pathos	One of the three Aristotelian modes of persuasion – it appeals to the audience's emotions	Personal story, Powerful image
22.	Ethos	One of the three Aristotelian modes of persuasion – it appeals to the audience based on the speaker's authority	Referencing their: experience, moral character, clear reasoning, good intentions
23.	Verbal irony	Conveying a meaning which is the opposite of the literal meaning	"Isn't it a lovely day?" when it's raining

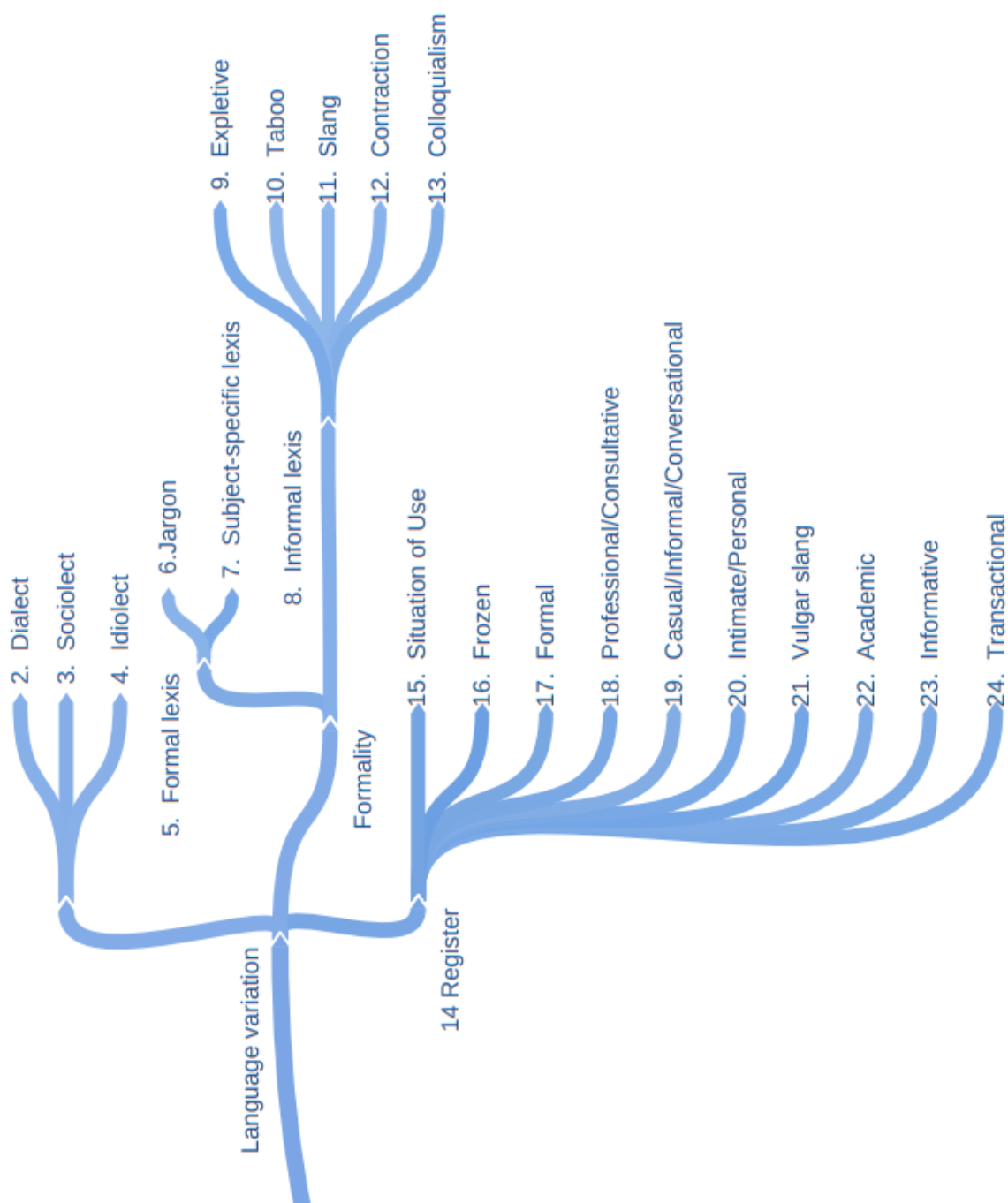
24.	Anaphora	The deliberate repetition of the first part of a clause/sentence	We shall not flag or fail. We shall go on to the end. We shall fight in France
25.	Epistrophe	The deliberate repetition of the last part of a clause/sentence	When I was a child , I spoke as a child , I understood as a child , I thought as a child
26.	Symploce	The deliberate repetition of both the first and last part of a clause/sentence	We will make America strong <u>again</u> . We will make America wealthy <u>again</u> . We will make America proud <u>again</u>
27.	Epizeuxis	Repetition of a single word, with no other words in between	Location, location, location



Semantics – Language Variation

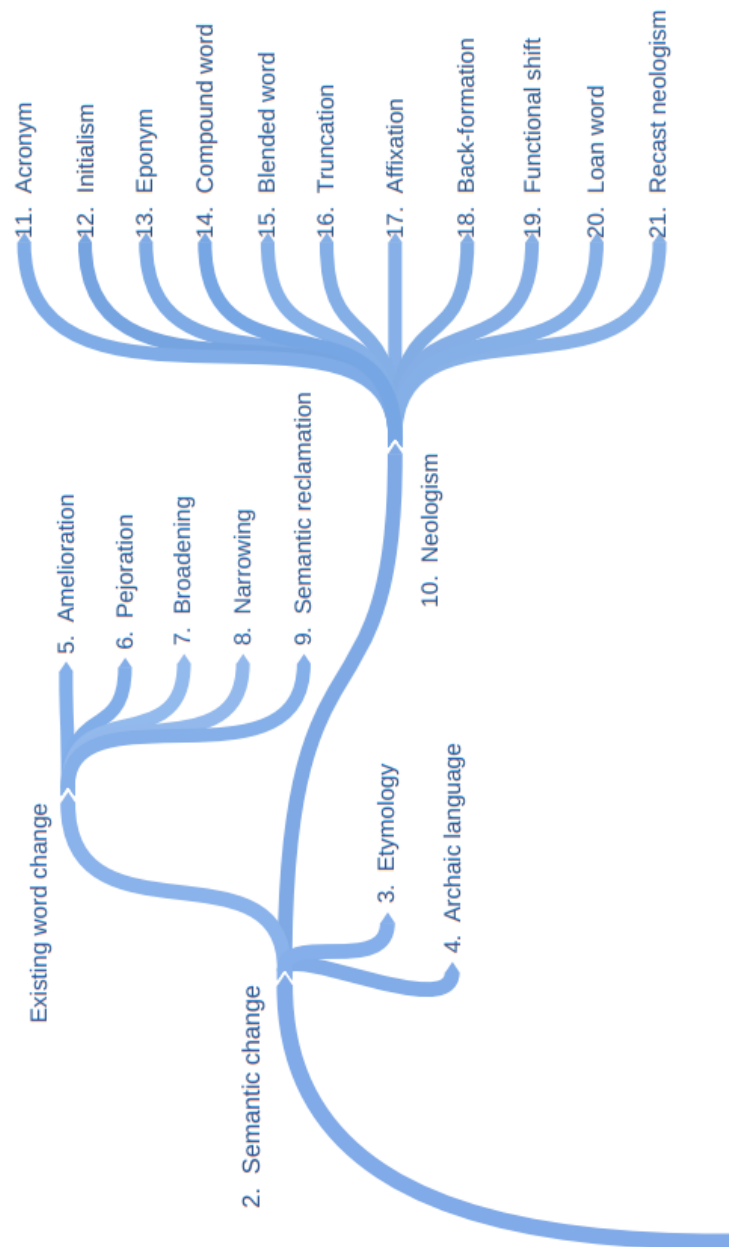
1.	Semantics	The study of how the meanings of words and expressions are created and interpreted	
Language variation			
2.	Dialect	The variation in language which is associated with a specific geographical region	In Newcastle, a baby is a bairn
3.	Sociolect	Variation in language use associated with membership of a particular social group	Football fans
4.	Idiolect	Variation in language use which is specific to a particular person	Saying 'by accidentally' rather than 'by accident'
Formality			
5.	Formal lexis	Language which is more impersonal, uses Standard English rather than contractions, and is more likely to comprise of polysyllabic words	Enclosed is your statement which includes the aforementioned discrepancy.
6.	Jargon	Special words or expressions used by a profession or group that are difficult for others to understand	Legalese
7.	Subject-specific lexis	Words that are specific to a certain subject - the terms could be used with different meanings in different contexts	Puck – in ice hockey = rubber disk; in English = fairy
8.	Informal lexis	Language which is more relaxed, familiar and conversational – uses colloquial/non-standard English (such as slang, abbreviations, dialect words), and is more likely to comprise of monosyllabic words	Hope you can make it to Tina's do...there will be good grub!
9.	Expletive	The formal term for swear words	Shit
10.	Taboo	Words and phrases which are generally considered inappropriate in certain situations (expletives are a form of taboo language)	Swearing
11.	Slang	A constantly changing type of language which is very informal and is more commonly seen in speech	Bromance, Throw shade
12.	Contraction	A word which is formed by shortening and combining two words with the use of an apostrophe (informal)	Could've, Didn't
13.	Colloquialism/ Colloquial language	Informal language which often includes slang	Ain't
Register			
14.	Register	A variety of language that is associated with a particular situation of use	
15.	Situation of use	A specific place, time and context in which communication takes place	
16.	Frozen register	Language that never changes	Wedding vows
17.	Formal register	Standard English	Speeches, letters
18.	Professional/ Consultative register	Less formal Standard English which doesn't always completely conform to Standard English rules	Employee to employer
19.	Casual/ Informal/ Conversational register	Language between friends	Vernacular speech
20.	Intimate/ Personal register	Language between lovers or other close family and friends	Pet names, inside jokes

21.	Vulgar slang register	Informal language that may cause offense	Expletives
22.	Academic register	Language which is more academic – it is normally semi-formal	School lessons
23.	Informative register	Language which conveys meanings/information	Brochures
24.	Transactional register	Language which supports transactional interactions in which one person provides a service or good	Buying/selling



Semantics - Change

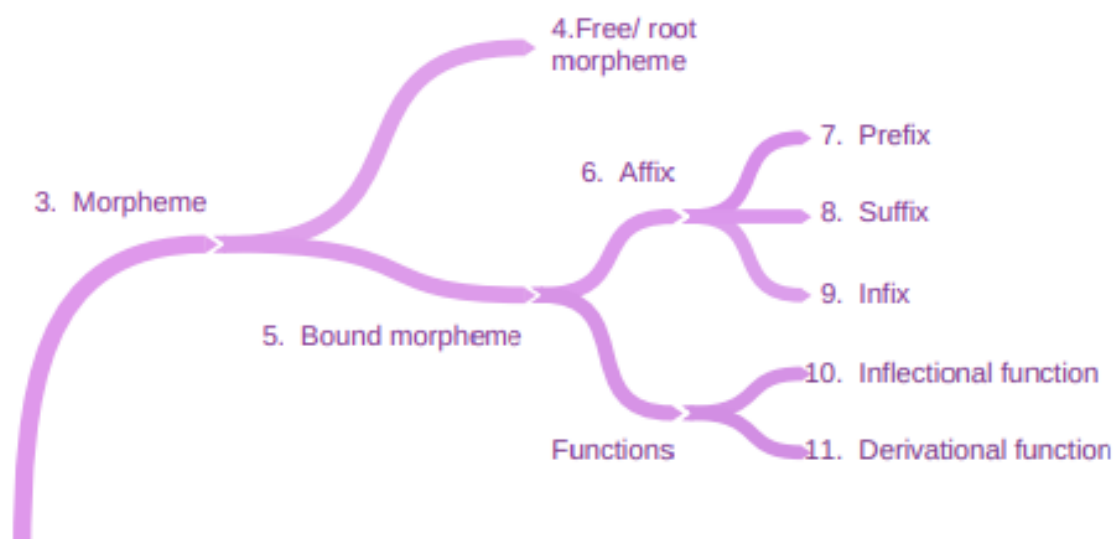
1.	Semantics	The study of how the meanings of words and expressions are created and interpreted	
2.	Semantic change	The evolution of word usage – either through a shift in meaning or the creation of new words	
3.	Etymology	The study of the origin of words and the way in which their meanings have changed	
4.	Archaic language	Old fashioned language which isn't typically used any more	Forsooth
Existing word change			
5.	Amelioration	A process where a word or phrase develops more positive connotations	Nice used to mean foolish/ silly
6.	Pejoration	A process where a word or phrase develops more negative connotations	Cunning used to mean knowledgeable
7.	Broadening	A type of semantic change where the meaning of a word becomes broader or more inclusive	Cookie
8.	Narrowing	A type of semantic change where the meaning of a word becomes narrower or less inclusive	Meat (used to mean food in general)
9.	Semantic reclamation	Where a word which has previously carried negative connotations is reclaimed by the community it was used against	Gay Nigger
Neologisms			
10.	Neologism	New words that enter a language	Transgender
11.	Acronym	An abbreviation consisting of initial letters which then create a new word	Scuba (<i>Self-Contained Underwater Breathing Apparatus</i>)
12.	Initialism	An abbreviation consisting of initial letters pronounced separately	FBI
13.	Eponym	A person after whom a discovery, invention, place, book, etc., is named	Hamilton Louis Braille
14.	Compound word	A word which is caused by two or more full words being joined together	Rainbow
15.	Blended word	Where two or more words are joined together but parts are omitted	Skirt + Short = Skort
16.	Truncation	Shortening a polysyllabic word by deleting one or more syllables	Deli (delicatessen)
17.	Affixation	When an affix is added to create a new word	Bisexual Celebration
18.	Back-formation	When an affix is removed to create a new word	Enthusiast (n) becomes to enthuse (v)
19.	Functional shift	Where word classes of existing words are altered, and it is most commonly seen through verbing words	Empty (adj) becomes to empty (v)
20.	Loan word	A word adopted from a foreign language	Café Croissant
21.	Recast neologism	Where an existing word gains a completely new meaning	Cookies File



LANGUAGE LEVEL 2 – GRAMMAR

Grammar - Morphology - Morphemes

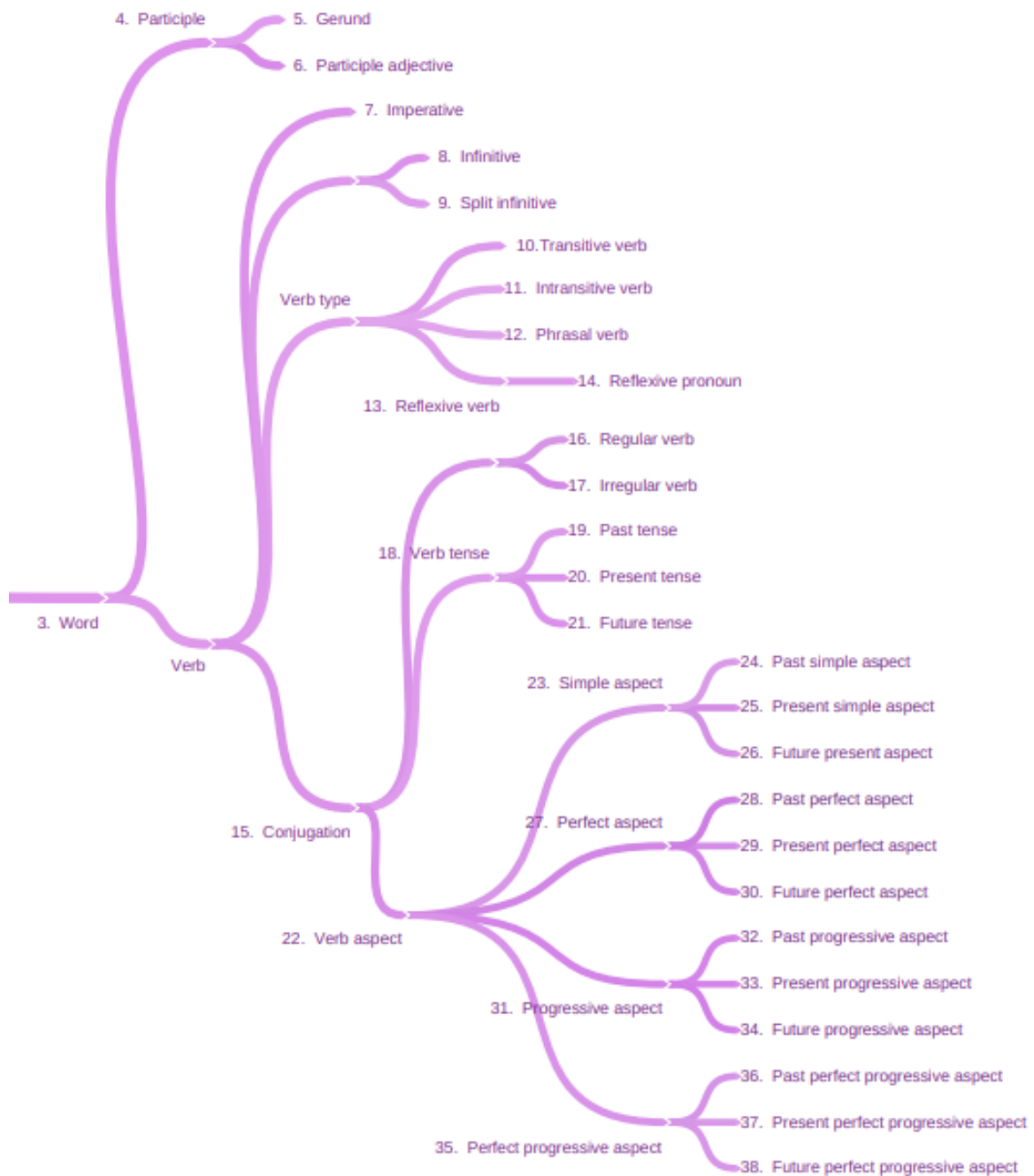
1.	Grammar	The whole system and structure of a language (including morphology and syntax)	
2.	Morphology	The study of how words are formed in language	
Morphemes			
3.	Morpheme	The smallest unit of language – this could be a root word or a collection of letters	Apple Un
4.	Free/Root morpheme	A morpheme that can stand alone as a word	Rose
5.	Bound morpheme	A morpheme that cannot stand alone as a word, but combine with a root word to form a new word	Un-
Types of Bound Morpheme			
6.	Affix	A morpheme which could either come before, after or within a root word – it is the overarching term for prefixes, suffixes and infixes	Bi- Trans- -tion -ed
7.	Prefix	A morpheme that comes before a root word to modify its meaning	Un- Anti-
8.	Suffix	A morpheme that comes after a root word to modify its meaning	-ment -ly
9.	Infix	A word element which is inserted within the base form of a word to create a new word or intensify meaning – the most common type is an expletive	fan- bloody -tastic
Functions of Bound Morphemes			
10.	Inflectional function	A type of suffix which shows either plurality or verb tense	-s -ed
11.	Derivational function	A type of affix which changes the meaning of the root word	-tion -ment



Grammar - Morphology - Word

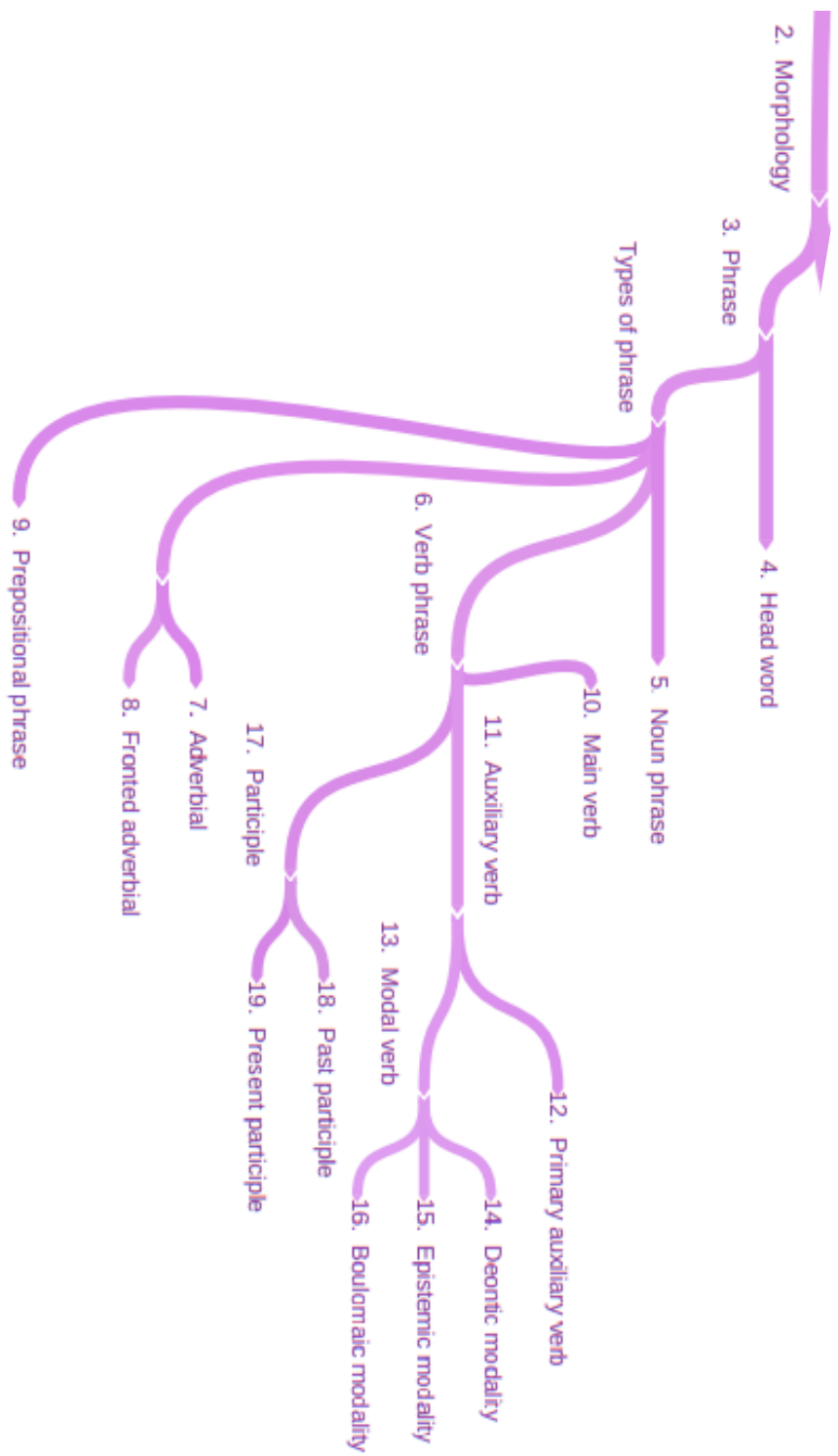
1.	Grammar	The whole system and structure of a language (including morphology and syntax)	
2.	Morphology	The study of how words are formed in language	
3.	Word	A single distinct meaningful element of language	
Participles			
4.	Participle	A word formed from a verb and used as an adjective, noun, or to make compound verb forms	Working woman; Skiing ; He is yelling
5.	Gerund	A present participle which acts like a noun	Skiing is a sport.
6.	Participle adjective	A participle which acts like an adjective	The bored man; The boring man
Verbs			
7.	Imperative	A verb which gives a command	Listen
8.	Infinitive	The base form of a verb before it has been conjugated – preceded by to...	To sing; To scream
9.	Split infinitive	Where another word is placed between the to and verb of an infinitive	To freely think
Verb type			
10.	Transitive verb	A verb which is acting upon a direct object	They laughed at the snow.
11.	Intransitive verb	A verb which is not acting upon a direct object	The girls laughed.
12.	Phrasal verb	A compound verb which combines two/three words to create a single unit	Give up; put up with
13.	Reflexive verb	A form of transitive verb whose subject and object refer to the same person or thing: the object is a reflexive pronoun	I taught myself
14.	Reflexive pronoun	Pronouns that are used when the subject and the object of a sentence are the same	Myself; Himself
CONJUGATION:			
15.	Conjugation	The variation of the form of a verb by which the tense, number, and person are identified	
16.	Regular verb	A verb which follows typical patterns of inflection	To walk
17.	Irregular verb	A verb which doesn't follow typical patterns of inflection	To be; To go
Verb Tense			
18.	Verb tense	A verb which refers to the time of past, present and future	
19.	Past tense	A tense expressing an action that has already happened	I loved my school.
20.	Present tense	A tense expressing an action that is currently happening	He lives in town.
21.	Future tense	A tense expressing an action that has not yet happened or a state that does not yet exist (NB. There is debate as to whether this tense truly exists within English)	They will go to the cinema.
Verb Aspect			
22.	Verb aspect	A verb which refers to the time when the action occurs – continuous (progressive aspect) or complete (perfect aspect)	
23.	Simple aspect	An inflection of a verb which does not make it clear whether the action is a complete action or habitual.	I walk ; She flew ; They will cry
24.	Past simple aspect	An inflection of a verb which shows an action has been completed or was habitual - there are no primary auxiliary verbs	I Painted the house.
25.	Present simple aspect	An inflection of a verb which shows an action is a fact or habitual – there are no primary auxiliary verbs	I take the bus to school.
26.	Future simple aspect	An inflection of a verb which shows an action will certainly happen in the future – there are no primary auxiliary verbs	She will visit home.

27.	Perfect aspect	An inflection of a verb which shows the action is completed – shown through <i>have + past participle</i>	I had cleaned ; She has taken ; They will have swum
28.	Past perfect aspect	An inflection of a verb which shows an action was completed before another took place so it is used in conjunction with another action – shown through the past tense of <i>have + past participle</i>	I had fallen asleep before the baby cried.
29.	Present perfect aspect	An inflection of a verb which shows an action was started in the past and continues in the present – shown through the present tense of <i>have + past participle</i>	I have taken the wrong path.
30.	Future perfect aspect	An inflection of a verb which shows an action that will have been completed at some point in the future and is usually identified with a time expression – shown through the future tense of <i>have + past participle</i>	I will have read this book before Sunday morning.
31.	Progressive aspect	An inflection of a verb which shows the action is ongoing or habitual – shown through <i>be + -ing</i>	He is walking ; She was flying ; They will be crying
32.	Past progressive aspect	An inflection of a verb which shows the action was ongoing in the past and is often used in conjunction with another action – shown through the past tense of <i>be + -ing</i>	The lions were roaring .
33.	Present progressive aspect	An inflection of a verb which shows the action is ongoing in the present – shown through the present tense of <i>be + -ing</i>	The boys are playing football
34.	Future progressive aspect	An inflection of a verb which shows the action will be ongoing in the future – shown through the future tense of <i>be + -ing</i>	They will be listening to music on the plane.
35.	Perfect progressive aspect	An inflection of a verb which shows the end of an ongoing action – shown through <i>have + been + present participle</i>	We have been walking ; He had been singing ; They will have been thinking
36.	Past perfect progressive aspect	An inflection of a verb which shows an action was ongoing in the past but has now ended and is often used in conjunction with another action – shown through the past tense of <i>have + been + -ing</i>	We had been waiting for the bus.
37.	Present perfect progressive aspect	An inflection of a verb which shows an action was started in the past and either continues in the present or has recently ended – shown through the present tense of <i>have + been + past participle</i>	My gran has been taking the wrong pills for years.
38.	Future perfect progressive aspect	An inflection of a verb which shows an action that will be completed at some specified point in the future so is usually identified with a time expression – shown through the future tense of <i>have + been + present participle</i>	She will have been working on this project for 3 years.



Grammar - Morphology - Phrases

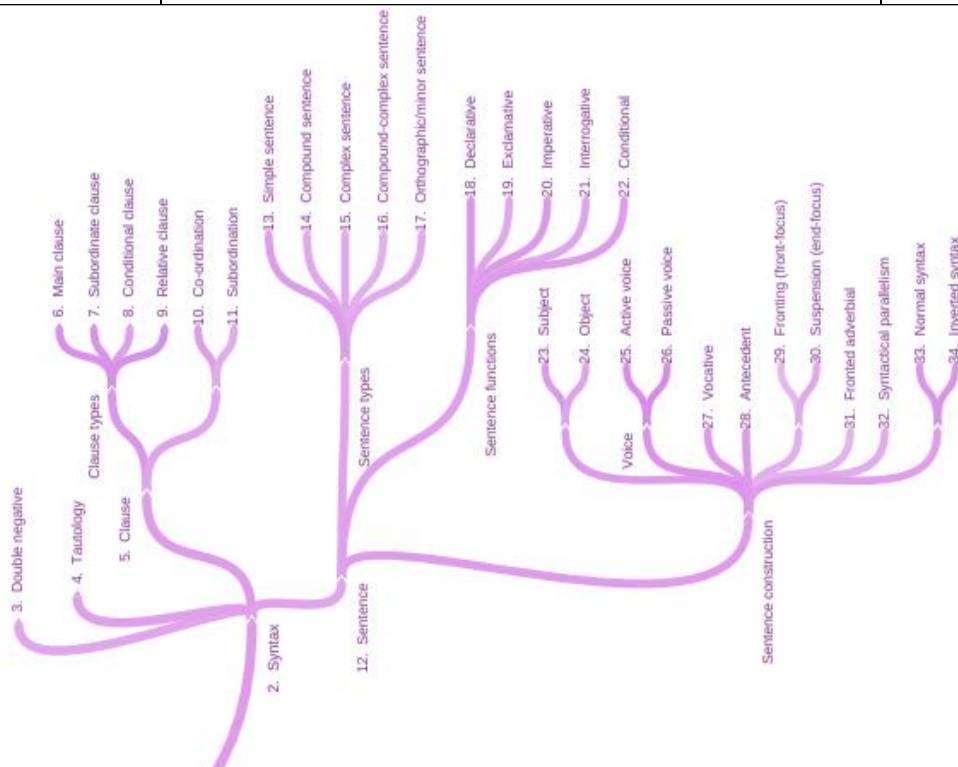
1.	Grammar	The whole system and structure of a language (including morphology and syntax)	
2.	Morphology	The study of how words are formed in language	
3.	Phrase	A unit of language which conveys meaning	
4.	Head word	The key word that determines the phrase type – noun phrase, adjectival phrase	The fast, red squirrel
Types of Phrase			
5.	Noun phrase	A noun with adjectives and/or determiner	A tiny wizard
6.	Verb phrase	A verb with an auxiliary or modal verb	The vibrant sunset
7.	Adverbial	A phrase which adds further information to the verb, typically specifying place or time	I was singing I will laugh
8.	Fronted adverbial	An adverbial phrase which has been moved to the front of the sentence and is usually separated from the main clause with a comma	The rabbit hopped as fast as it could.
9.	Prepositional phrase	A type of adverbial which specifies place, having a preposition as the head word	All night long , we danced.
Verb Phrase Elements			
10.	Main verb	A verb which contains the meaning and in a verb phrase is preceded by an auxiliary verb	The broom in the corner
11.	Auxiliary verb	A verb which precedes the main verb to form part of a verb phrase – they can be categorised as primary and modal	She has eaten She might cry
12.	Primary auxiliary verb	A verb which precedes the main verb to change the grammar	Have; Might
13.	Modal auxiliary verb	A verb which shows degrees of certainty, desirability obligation – they cannot occur alone	Have; Be; Do
14.	Deontic modality	Expressions that highlight a sense of obligation or necessity	Might; Could; Should
15.	Epistemic modality	Expressions that highlight degrees of possibility	Must; Will
16.	Boulomaic modality	Expressions that highlight wishes and desires	Can; Could
17.	Participle	A word formed from a verb and used as an adjective, noun, or to make compound verb forms	Want; Wish
18.	Past participle	A verb inflection which refers to an action that was started and completed entirely in the past and is usually seen with an auxiliary verb (or used as an adjective) - created by adding -ed, -d, or -t to the infinitive	Working woman; Skiing ; He is yelling
19.	Present participle	A verb inflection which refers to a continuous action and is usually seen with an auxiliary verb (or used as an adjective) - created by adding -ing to the infinitive	Worked Wept Flew Fell
			Waving Screaming



Grammar - Syntax

1.	Grammar	The whole system and structure of a language (including morphology and syntax)	
2.	Syntax	The word order and grammatical structure of sentences	
3.	Double negative	Two negatives placed in the same sentence, thereby turning it into a positive	It can't possibly not rain. = It will rain.
4.	Tautology	Producing redundancy through saying the same thing twice in different words	Sam's autobiography of his own life
CLAUSES:			
5.	Clause	A grammatical unit which can either stand alone (main clause) or support a section of the sentence (subordinate clause) but it must contain a verb	She washed her hair. (SVO)
Clause Types			
6.	Main clause	A clause which is complete by itself and as such, can form an independent sentence	I walk the dog.
7.	Subordinate clause	A clause which is not complete by itself and as such, cannot form an independent sentence	Because the pig rolled
8.	Conditional clause	A specific type of subordinate clause which express an imagined situation or condition and the possible result of that situation – it is usually introduced with either if or unless	If it rains
9.	Relative clause	A specific type of subordinate clause which adds more information to the noun and is usually introduced with a relative pronoun	My gran, who is 82 , still lives in Newcastle.
10.	Co-ordination	Joining aspects of a sentence together using co-ordinating conjunctions	And Or
11.	Subordination	Joining aspects of a sentence together using subordinating conjunctions	Because
SENTENCES:			
12.	Sentence	A unit of meaning which is formed from a clause / several clauses (except in the case of minor/orthographic sentences)	
Sentence Types			
13.	Simple sentence	One complete independent clause	I burnt dinner.
14.	Compound sentence	Two or more independent clauses which are joined together with a co-ordinating conjunction	I made tea and she fell asleep.
15.	Complex sentence	An independent clause and a dependent/subordinate clause which are usually joined with either a subordinating conjunction or a comma	Whilst I was sleeping, I walked around my house.
16.	Compound-complex sentence	At least two independent clauses and a subordinate clause	When it was snowing, Philippa read and she drank hot chocolate.
17.	Orthographic/ Minor sentence	A sentence without a verb (also called a fragment sentence)	Oh my God!
Sentence Functions			
18.	Declarative	A sentence function which makes a statement	Trixie waited in anticipation.
19.	Exclamative	A sentence which has an expressive function and ends with an exclamation mark	This is amazing!
20.	Imperative	A sentence function which is a command	Stand up!

21.	Interrogative	A sentence function which asks a question	What day is it?
22.	Conditional	A main clause and a conditional clause, showing possibility	If it rains, I will cry.
Sentence Construction			
23.	Subject	The noun, pronoun or noun phrase that precedes and governs the main verb	Shirley danced
24.	Object	A noun, noun phrase, or a pronoun that is affected by the action of a verb	The cat sat on the mat .
25.	Active voice	Placing the subject before the verb (SV / SVO)	The pupils looked in confusion at Miss H.
26.	Passive voice	Placing the object and verb before the subject – it is usually indicated by 'by+subject', however the subject is sometimes omitted (OV / OVS)	Miss H was looked at in confusion by the pupils.
27.	Vocative	A word or phrase used to address a reader or listener directly, usually in the form of a personal name, title, or term of endearment	Have a lovely day, Sally .
28.	Antecedent	The noun or noun phrase which a pronoun refers to	If a man has <i>talent</i> and can't use <i>it</i> , he's failed.
29.	Fronting (front-focus)	Placing elements of a clause before they would typically appear to add emphasis	A very posh camera it was.
30.	Suspension (end-focus)	Delaying the most important information within a sentence until the end	All you need is love.
31.	Fronted adverbial	An adverbial phrase which has been moved to the front of the sentence and is usually separated from the main clause with a comma	All night long , we danced.
32.	Syntactical parallelism	When parts of the sentence are grammatically the same, or are similar in construction - it can be a word, a phrase, or an entire sentence	It was the best of times, it was the worst of times.
33.	Normal syntax	The typical word order and grammatical structure of sentences	Jane ate the cake.
34.	Inverted syntax	A change to the typical word order and grammatical structure of sentences	A cake Jane ate.

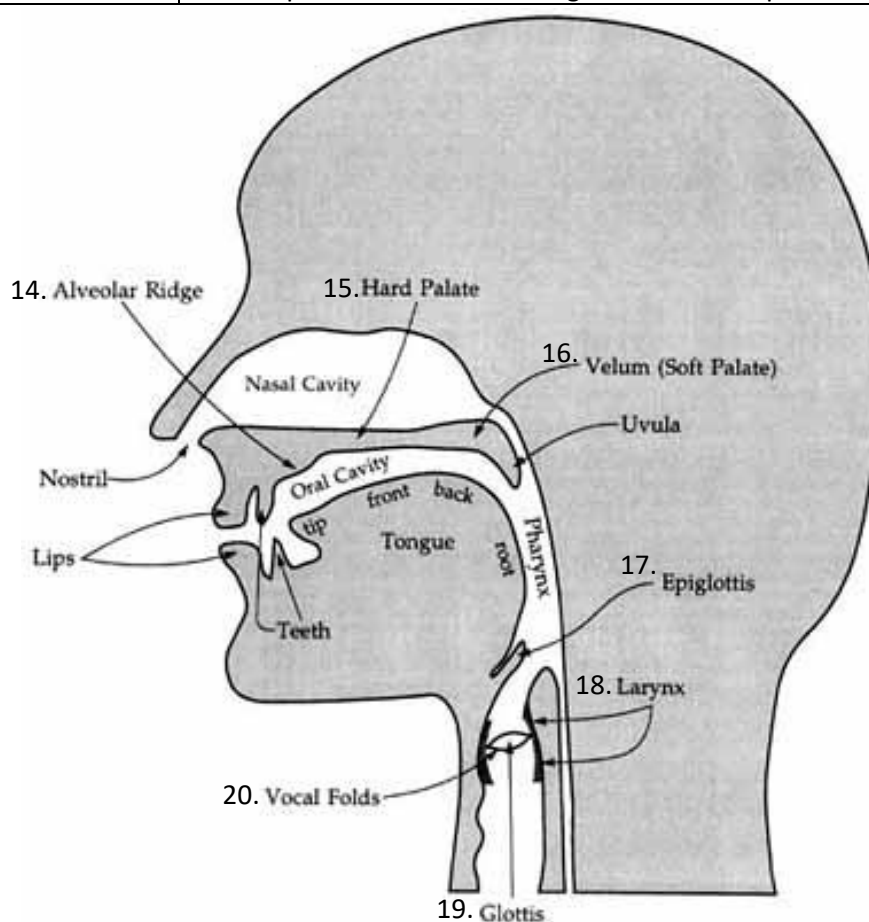


LANGUAGE LEVEL 3 – PHONOLOGY

Phonology - Phonetics

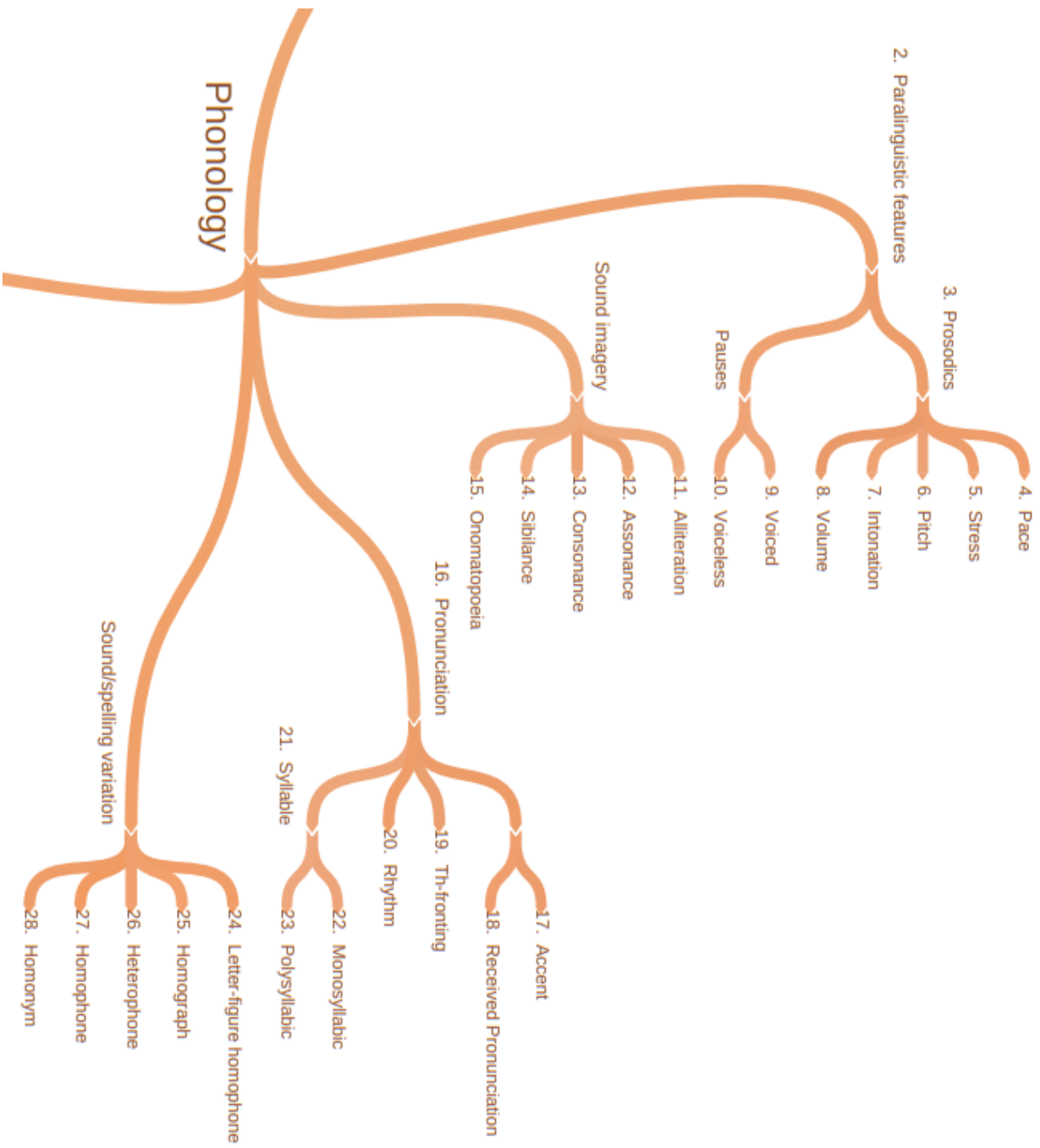
1.	Phonology	The study of the sound systems of languages	
2.	Phonetics	The study of how speech sounds are made and received	
Phoneme			
3.	Phoneme	The smallest unit of sound	/k/
4.	Consonant	One of the two main classes of sound where the breath is at least partly obstructed	b, c, d
5.	Plosive	A harsh consonant sound produced by completely stopping the flow of air	p, b, t, d, k, g
6.	Vowel	One of the two main classes of sound where the breath is unobstructed	a, e, i, o, u
7.	Monophthong	A sound formed by one vowel sound in a single syllable	pat
8.	Diphthong	A sound formed by the combination of two vowels in a single syllable	b-oy
Phoneme-Grapheme Correspondence			
9.	IPA	International Phonetic Alphabet : a system of transcribing the sound of words	dʒ - j
10.	Schwa	A generic vowel sound (ə) that is usually pronounced in unstressed syllables	Supply - səplai
11.	Digraph	Two letters representing a single sound	-gh (trough) -ea (bread)
12.	Trigraph	Three letters representing a single sound	-tch (watch) -oeu (manoeuvre)
Sound production			
13.	Articulator	Any of the vocal organs above the larynx	Tongue, lips, teeth, hard palate
14.	Alveolar ridge	A hard ridge behind the teeth	
15.	Hard palate	A hard section at the roof of the mouth, just behind the alveolar ridge	
16.	Soft palate	A fleshy section at the back of the roof of the mouth	
17.	Epiglottis	Cartilage at the root of the tongue which covers the windpipe during swallowing	
18.	Larynx	The organ containing the vocal cords	
19.	Glottis	Part of the larynx which contains the vocal cords	
20.	Vocal cord/fold	Muscles which moderate the airflow and vibrate to change intensity and pitch	
Place of Articulation			
21.	Alveolar	Sounds produced when the tongue hits the alveolar ridge	T, d, n, l, s ,z
22.	Bilabial	Sound produced using both lips	b, p, m
23.	Dental	Sounds produced when the tongue is placed at the back of the upper teeth	Th (θ, ð)
24.	Fricative	A group of consonant sounds produced by forcing air through a restricted passage (eg. lips or teeth)	th,f, v,s,z,j, sh
25.	Glottal stop	A sound produced when the vocal cords interrupt the flow of air, often to replace a ‘t’ sound – shown through ?	Water becomes wa-uh
26.	Labial	Sounds which are formed at the lips, comprising of both bilabials and labio-dentals	p, m, f, v

27.	Labio-dental	Sounds which are formed when the lower lip makes contact with the upper teeth	f, v
28.	Nasal	Sounds which are produced through the nasal cavity	m, n, ng
29.	Palatal	Sounds produced when the tongue hits the hard palate	y
30.	Velar	Sounds produced when the tongue hits the soft palate	K, g, ng



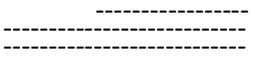
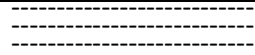
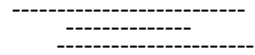
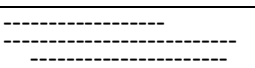
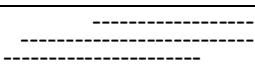
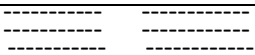
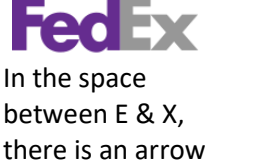
Phonology – Variation and Paralinguistics

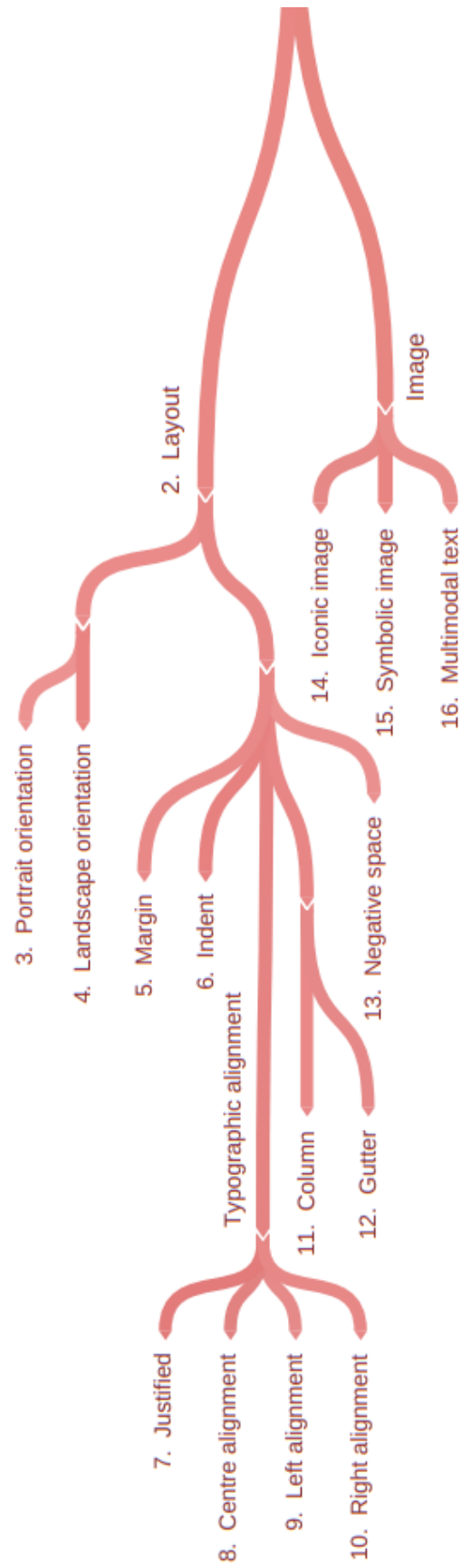
1.	Phonology	The study of the sound systems of languages	
Paralinguistic Features			
2.	Paralinguistic features	Non-lexical aspects of speech which include vocal and physical expression	Whispering; Laughter; Breathlessness; Facial expression
3.	Prosodics	Non-verbal aspects of speech like pace, stress, pitch, intonation and volume	
4.	Pace	The speed	
5.	Stress	The prominence of a syllable in a word	
6.	Pitch	The highness/lowness	
7.	Intonation	The pitch of a speaker's voice and how it changes	Raising pitch when asking a question
8.	Volume	The loudness/quietness	
9.	Voiced pause	A pause in speech with sound	Erm, umm, err
10.	Voiceless pause	A pause in speech without sound	
Sound Patterning			
11.	Alliteration	The repetition of the same sound at the beginning of words	Lovely Lucy lives in London
12.	Assonance	Where the vowel sounds in words are similar or the same	Low smoky holes
13.	Consonance	Repetition of consonant sounds	Mike likes his new bike
14.	Sibilance	Repetition of 's' or 'sh' sounds	Salty salmon swims slowly
15.	Onomatopoeia	A word which sounds like the noise it's describing	Buzz
Pronunciation			
16.	Pronunciation	The manner in which sounds are articulated	
17.	Accent	The variation in the pronunciation of words	Bristolian
18.	Received pronunciation	An accent traditionally associated with high social status which is considered to be the standard accent and as such, is used for IPA translation	
19.	Th-fronting	When a speaker replaces th sounds with f or v	Think – Fink Them - Vem
20.	Rhythm	The patterns of stressed and unstressed syllables which are counted in feet (iambic etc.)	LANG-uage
21.	Syllable	The individual units of pronunciation which make up words	Le-vel
22.	Monosyllabic	A word (or series of words) consisting of one syllable	She sat on the mat
23.	Polysyllabic	A word consisting of more than one syllable	Hodg-son
Sound/spelling variation			
24.	Letter-figure homophone	Where numbers are substituted for parts of words to create a word which sounds the same as its original (using the numbers 2, 4 and 8 are the most common)	L8r – later H8 - hate
25.	Homograph	Words with the same spelling and the same/different sound but a different meaning	Tear/ tear Lie/lie
26.	Heterophone	Words with the same spelling but a different sound and meaning	Lead/ lead Row/ row
27.	Homophone	Words with the same sound but a different spelling and meaning	Their/ there/ they're
28.	Homonym	Words with the same sound and the same/ different spelling but a different meaning	Pear/ pair Row/ row



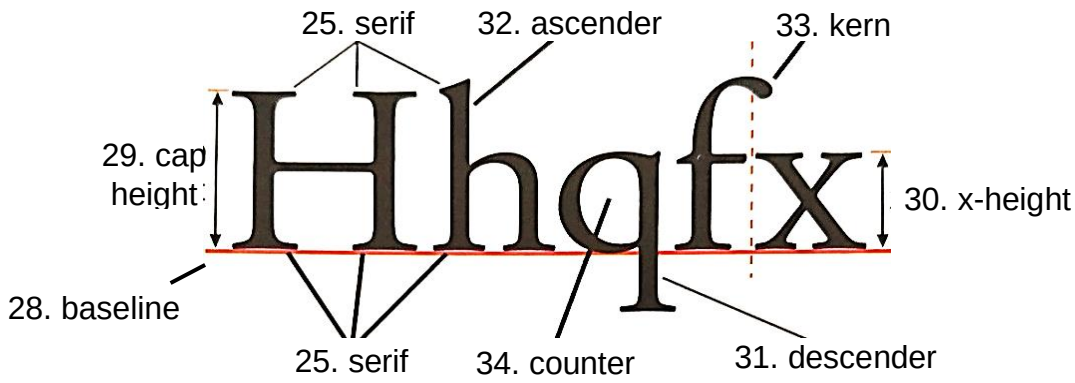
LANGUAGE LEVEL 4 – GRAPHOLOGY

Graphology - Layout and Image

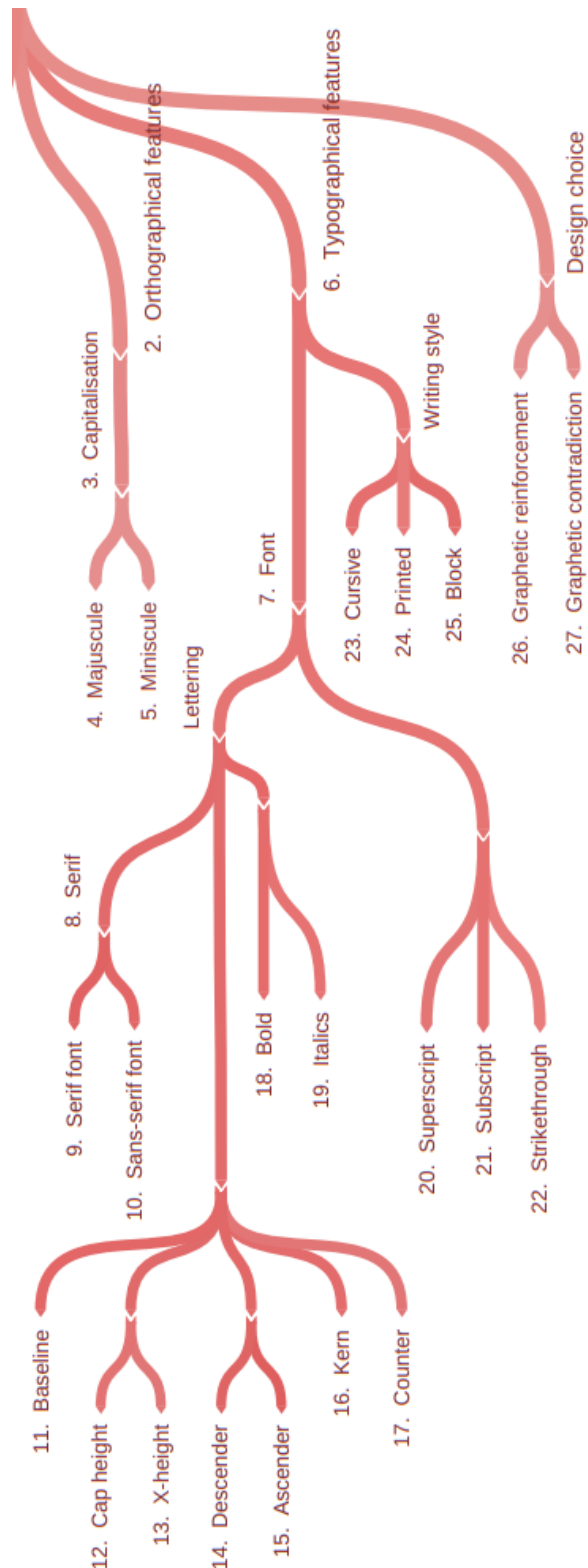
1.	Graphology	Study of the visual aspects of a text (layout, font, images, etc.)	
Layout			
2.	Layout	The way in which a text is physically structured	Newspaper (columns)
3.	Portrait orientation	When the rectangular page is placed vertically	
4.	Landscape orientation	When the rectangular page is placed horizontally	
5.	Margin	The edge/boarder around the text (this can just be white space which is left)	
6.	Indent	Start (a line of text) or position (a block of text) further from the margin than the main part of the text	
7.	Justified	The arrangement of lines in a text so there are even margins	
8.	Centre alignment	The arrangement of lines in a text so there is an even gap on either side	
9.	Left alignment	The arrangement of lines in a text so that each one starts at the left margin/gutter	
10.	Right alignment	The arrangement of lines in a text so that each one starts at the right margin/gutter	
11.	Column	Vertical blocks which are separated by gutters	
12.	Gutter	The gap between columns	
13.	Negative space	The space within, between, and around objects, including the margin	 In the space between E & X, there is an arrow
Image			
14.	Iconic image	Signs or images which are a direct representation	Stop sign means stop!
15.	Symbolic image	Signs or images where meaning is drawn from a shared degree of knowledge	Care home shown through happy elderly people
16.	Multimodal text	Texts that rely on the interplay of different modes (e.g. images, writing and sound) to help shape meaning	Picture book



Graphology - Orthography and Typography

1.	Graphology	Study of the visual aspects of a text (layout, font, images, etc.)	
Orthographical features			
2.	Orthographical features	The features of the writing system such as spelling, capitalisation and punctuation	
3.	Capitalisation	Writing using capital letters, either for whole words or for the beginning of words	Capital or CAPITAL
4.	Majuscule letters	Large (capitalised) letters which are the height of an ascender	MAJUSCULE
5.	Miniscule letters	Smaller (lower case) letters which are measured by the x-height	miniscule
Typographical features			
6.	Typographical features	The features of fonts used in texts such as font type, size and colour	
7.	Font	The style, size, colour of the letters	
8.	Serif	A small stroke at the top/bottom of the letter	TSG
9.	Serif font	A font which uses serifs	Serif font
10.	Sans-serif font	A font which does not use serifs	Sans-serif font
11.	Baseline	The line upon which most letters "sit" and below which descenders extend	
12.	Cap height	The height of a capital letter above the baseline for a particular typeface – this is measured by flat letters such as H, not rounded letters like O	
13.	X-height	The height of lower case letters – this is measured in relation to the x	
14.	Descender	A part of a letter which descends below the foot of the letter x	
15.	Ascender	A part of a letter which extends above the height of the letter x	
16.	Kern	The spacing between characters – this isn't always measured from the end of one letter to the next, for example, letters with an overhang such as f will not be measured from the end of the top curve	
17.	Counter	The area of a letter that is entirely or partially enclosed by a letter form or a symbol – closed counters are completely enclosed (p); open counters are not completely closed (c). Within different typefaces, different counters occur.	
			
18.	Bold	Characters that are darker and heavier	Bold
19.	Italics	Characters sloping to the right	<i>italics</i>
20.	Superscript	A small letter, numerical or symbol set beside/above the top of a fully sized character	^{super} script
21.	Subscript	A small letter, numerical or symbol set beside/below the foot of a fully sized character	sub _{script}

22.	Strikethrough	Characters with a horizontal line through their centre	Strikethrough
23.	Cursive lettering	Writing (also known as joined up writing) where the letters are joined in a series of round, flowing strokes	<i>Cursive</i>
24.	Printed lettering	Writing where the letters are not joined together	printed
25.	Block lettering	Writing using only capital letters	ABC
26.	Graphetic reinforcement	Making graphic design choices, particularly when choosing typeface, which do support the meaning of the words	<i>De Olde Shop harmony</i>
27.	Graphetic contradiction	Making graphic design choices, particularly when choosing typeface, which do not support the meaning of the words	<i>Modern Alarms harm○ny</i>



LANGUAGE LEVEL 5 – PRAGMATICS

Pragmatics - Face

1.	Pragmatics	Exploring how contextual factors such as background knowledge influence meaning	
2.	Face	The public self image that every person projects in communication	
3.	Lose face	To publicly suffer a diminished self-image	Embarrassment; Humiliation
4.	Save face	To act in a way which preserve your reputation or honour	Apologies
Face need			
5.	Positive face need	The individual desire of a person that their personality is appreciated and liked by others, especially those in their social group – connection with others and self esteem	Appreciation of personal achievements
6.	Negative face need	The basic personal rights of an individual and their desire not to be imposed upon, intruded, or otherwise put upon – autonomy and independence	Freedom of speech
Face Threatening Act			
7.	Face threatening act	An act which challenges the face of an interlocutor either verbally or paralinguistically – there are 4 types: • Indirect FTA • FTA with no politeness • FTA with positive politeness • FTA with negative politeness	
8.	Indirect face threatening act	An ambiguous speech act which is not necessarily directed at anyone specific - the receiver may "catch the drift" but the speaker can also deny a meaning if they wish	I wonder how far a person's lips can stretch yet remain closed when eating?
9.	Face threatening act with no politeness	Does nothing to reduce the threat to the hearer's face and is therefore used in close relationships or when information needs to be shared quickly	Close your mouth when you eat.
10.	Face threatening act with positive politeness	Makes the hearer feel a sense of closeness and belonging by highlighting friendliness	You have such beautiful teeth. I just wish I didn't see them when you eat.
11.	Face threatening act with negative politeness	Making the hearer not feel threatened by showing deference or apologising	I know you're very hungry and that steak is a bit tough, but I would appreciate it if you would chew with your mouth closed
Politeness			
12.	Politeness strategies	Speech acts that express concern for others and minimize threats to self-esteem ("face") in particular social contexts – there are positive and negative politeness strategies	
13.	Positive politeness	A way to make a request without giving offence by highlighting friendliness – often shown through compliments, common ground, jokes, tag questions, honorifics, and specific discourse markers (please)	You have such beautiful teeth. I just wish I didn't see them when you eat.

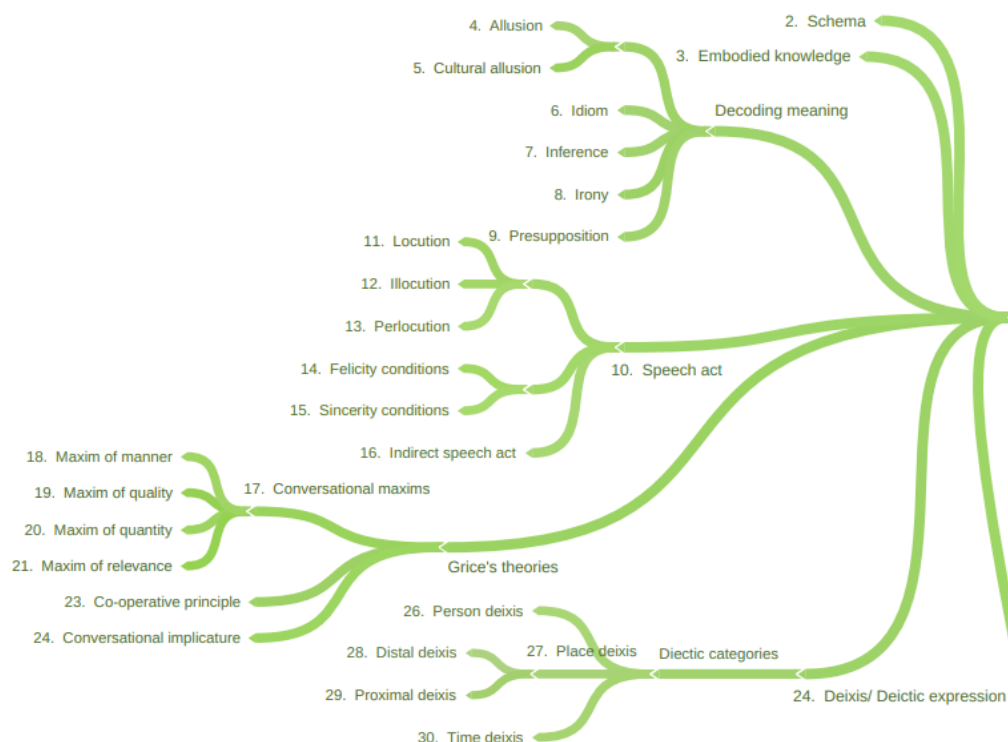
14.	Honorific	Titles of address implying or expressing respect	Miss, Mrs
15.	Tag question	A short question added at the end of a sentence, often inviting agreement with the speaker. Sometimes seen to be used as seeking reassurance	It's easy, isn't it?
16.	Compliment	A polite expression of praise or admiration	You should be proud of yourself
17.	Common ground	Shared opinions or interests	
18.	Joke	Creating humour	Jokes about white sugar are rare, jokes about brown sugar... demerara!
19.	Negative politeness	A way to make a request without giving offence by showing deference – often shown through hedging , questioning and presenting disagreements as opinions	I know you're very hungry, but I would appreciate it if you would chew with your mouth closed.
20.	Hedge	A word or phrase that makes a statement less forceful or assertive.	Is this perhaps one of your first times driving a car?



Pragmatics – Meaning, Speech Acts & Deixis

1.	Pragmatics	Exploring how contextual factors such as background knowledge influence meaning	
2.	Schema	The bundle of knowledge about a concept, person or event	Everything associated with a specific country
3.	Embodied knowledge	Knowledge that is associated with memories of physically experiencing something	Sights and smells of a city
Decoding meaning			
4.	Allusion	A figure of speech when a text or speaker refers to a saying, idea, event, etc. outside the text or conversation	Links to Adam and Eve
5.	Cultural allusion	A figure of speech that references a place, event or literary work, that is recognised by most people within a culture	British comedy is often not received well by Americans
6.	Idiom	An expression where the meaning is not predictable from the usual meanings of its constituent elements	Over the moon
7.	Inference	Using assumed knowledge in order to determine meaning	
8.	Irony	The use of words to convey a meaning that is the opposite of its literal meaning	What nice weather we're having!
9.	Presupposition	Any information which is taken for granted within discourse	Jane no longer writes fiction – <i>presupposition</i> = Jane once wrote fiction
Speech Act Theory			
10.	Speech act	An utterance considered as an action that does something	I now pronounce you husband and wife
11.	Locution	An aspect of speech act theory – the literal meaning	A child asks to play in the rain, their mum says it's raining – it's raining
12.	Illocution	An aspect of speech act theory – the implied meaning that the text producer wants you to understand	A child asks to play in the rain, their mum says it's raining – no, you can't
13.	Perlocution	An aspect of speech act theory – the perceived meaning that the text receiver understands	A child asks to play in the rain, their mum says it's raining – I can't play outside
14.	Felicity conditions	The conditions that a speech act must meet if it appropriate or successful	You must be a registrar to successfully say 'I now pronounce you husband and wife'
15.	Sincerity conditions	A type of felicity condition that requires speakers to be sincere about what they're saying	You must actually mean 'I'm sorry'
16.	Indirect speech act	A speech act where there is a discrepancy between the literal meaning and the intended meaning	Can you pass the salt? – this is a request to pass salt, not to find out if they are capable!
Grice's Speech Theories (1975)			
17.	Conversational maxim	Grice proposed 4 maxims (rules) for how conversations are structured: • Maxim of manner • Maxim of quality • Maxim of quantity • Maxim of relevance	

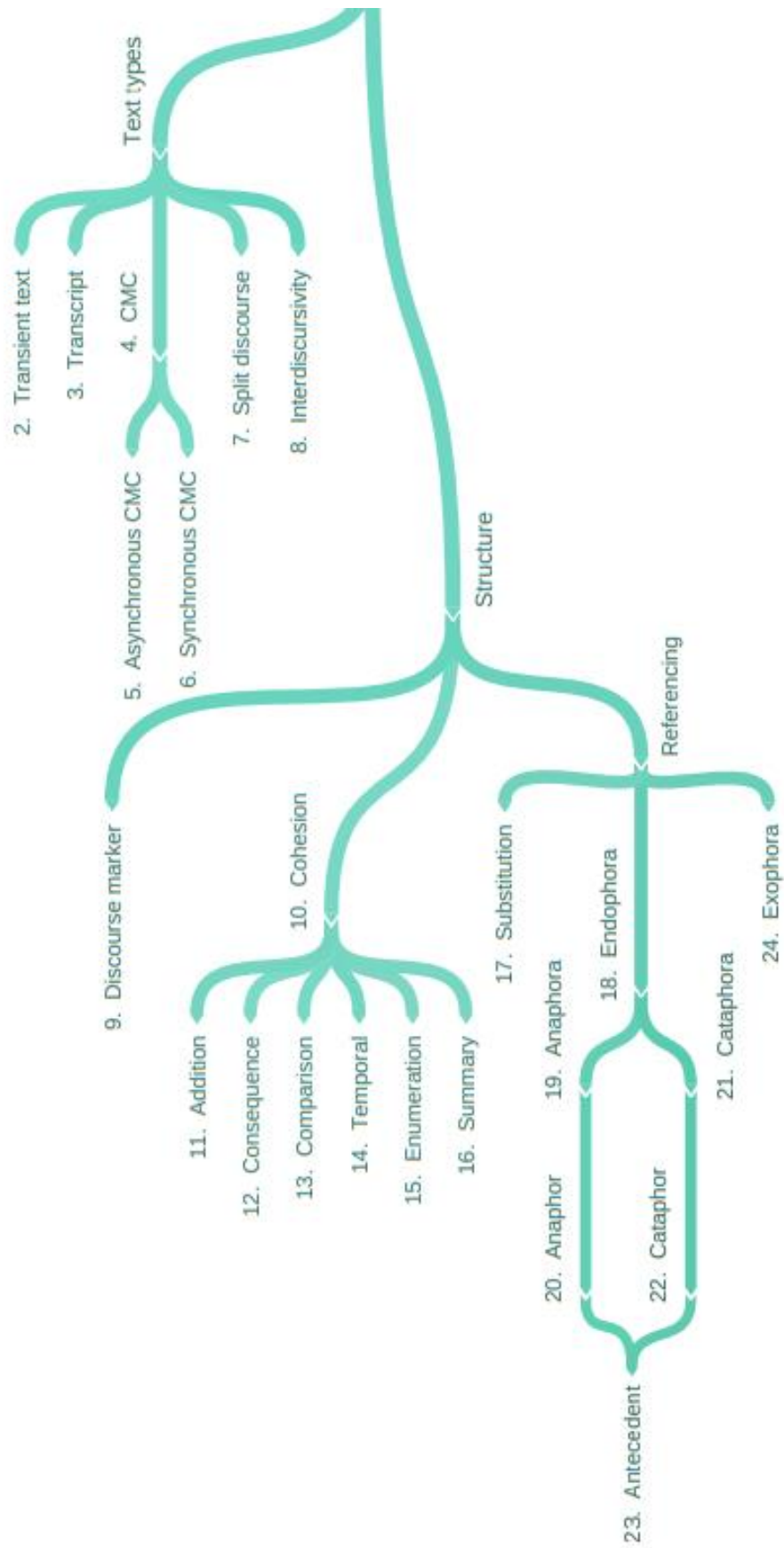
18.	Maxim of manner	Be clear and avoid ambiguity/obscurity	
19.	Maxim of quality	Speak the truth	
20.	Maxim of quantity	Do not say too little or too much	
21.	Maxim of relevance	Be relevant and say things which are pertinent to the topic of conversation	
22.	Flouting a maxim	Not following the conversational maxims	A: 'Will it rain today?' B: The pig is pink <i>Flouts maxim of relevance</i>
23.	Co-operative principle	Grice proposed that those involved in communication assume that both parties seek to co-operate with one another to establish agreed meaning	
24.	Conversational implicature	Grice stated this is where the speaker flouts one of the conversational maxims	
Deixis			
25.	Deixis/ Deictic expression	A word or phrase within a text or conversation that can't be understood unless you know the context	Person Place Time
26.	Person deixis	The grammatical persons involved in an utterance: 1. those directly involved (speaker & addressee) 2. those not directly involved (overhearers) 3. those mentioned in the utterance (people or objects)	Pronoun
27.	Place deixis	The spatial locations relevant to an utterance: 1. those directly involved (speaker & addressee) 2. those not directly involved (overhearers) 3. those mentioned in the utterance (people or objects)	Here There This That
28.	Distal deixis	A type of place deixis which indicates a location which is far away from the speaker	There
29.	Proximal deixis	A type of place deixis which indicates a location which is near to the speaker	Here
30.	Time deixis	The times involved in and referred to in an utterance – this could link to the time when the utterance is made (encoding time) or heard (decoding time)	Now Soon Tomorrow



LANGUAGE LEVEL 6 – DISCOURSE

Discourse - Structure

1.	Discourse	Exploring whole text (written, spoken and multimodal) construction at a level beyond lexis/grammar	
Text Types			
2.	Transient text	A text that only lasts for a short time and as such is only temporary	SMS (they are often deleted after being read)
3.	Transcript	A written record of conversation that was originally spoken	
4.	CMC	Computer Mediated Conversation	Email; SMS; Online forum
5.	Synchronous CMC	Computer Mediated Conversation which happens at the same time, without a time delay	IM; Chatrooms
6.	Asynchronous CMC	Computer Mediated Conversation that has a time delay	Email; Online forum; Blog
7.	Split discourse	When participants are separated in time and/or space	Email; postcard; phone call; advert; SMS
8.	Interdiscursivity	The use of discourses from one field as part of another	the use of science discourses in the selling of beauty products
Cohesion			
9.	Discourse marker	Words, phrases and clauses which organise texts	However As I was saying
10.	Cohesion	The way sentences or utterances join together to form a whole text – there are various functions	
11.	Addition	Showing similar ideas linking	Additionally; furthermore
12.	Consequence	Showing cause and effect	As a result
13.	Comparison	Showing similarities and differences	Likewise, however
14.	Temporal	Showing time	Later
15.	Enumeration	Showing ordered ideas, often using ordinal numbers	Firstly, next
16.	Summary	Showing a conclusion	To conclude
Referencing			
17.	Substitution	Replacing one set of lexical items for another	Replacing nouns with pronouns
18.	Endophora	Making reference to something within the text – the overarching term for anaphora and cataphora	I saw Sally yesterday. She was lying on the beach.
19.	Anaphora	Referencing back to an already stated lexical item	Aquaria polished her crown.
20.	Anaphor	A word or phrase that refers back to an earlier word or phrase	Aquaria polished her crown.
21.	Cataphora	Referencing forwards to an as yet undisclosed lexical item	He who should not be named is Voldemort .
22.	Cataphor	A word or phrase that refers forward to a later word or phrase	He who should not be named is Voldemort.
23.	Antecedent	The noun or noun phrase which a pronoun refers to	If a man has <i>talent</i> and can't use <i>it</i> , he's failed.
24.	Exophora	Making reference to something outside the text, perhaps within a speaker's physical context	Look at that!



Discourse - Speech

1.	Discourse	Exploring whole text (written, spoken and multimodal) construction at a level beyond lexis/grammar	
2.	Interlocutor	A person who is engaged in a dialogue or conversation (either spoken or written)	
3.	Conversational floor	The 'space' containing a conversation – participants can share the floor, or hold the floor	
Non-fluency Features			
4.	Non-fluency feature	Anything that removes fluency in spoken language	
5.	Voiced pause	A pause in speech with sound	Erm, umm, err
6.	Unvoiced pause	A pause in speech without sound	
7.	False start	When a speaker begins to speak, pauses, then recommences – often they return to correct a previously stated phrase or sentence	She...er, "he" was late
8.	Filler	A type of voiced pause where the speaker hesitates by using an apparently meaningless word or phrase so they have thinking time	Right; Okay
9.	Hesitation particle	A form of filled pause which is common in everyday speech and often precedes a dispreferred response	Hmmmm; Erm; Mmmmm
Utterance			
10.	Utterance	The act of making a vocal sound	
11.	Supportive minimal vocalisation	Where a second speaker utters minimal responses to support what is being said	Mmmmm; Yeah
12.	Constraints	Something that limits or restricts someone's behaviour or actions	Social situation
13.	Fixed expression	A conventional and routine expression which is used in colloquial discourse and is often metaphorical	As a matter of fact At the end of the day
14.	Situational characteristics	The situation or context in which a discourse event takes place which motivates the speaker or writer to adopt a particular register, such as: • Relationship between speakers • Setting • Communication method (face-to-face/separated) • Purpose	
Interaction Structure			
15.	Adjacency pair	Dialogue which follows a set pattern of question/answer	How are you? I'm good, thanks!
16.	Insertion sequence	A sequence of turns that intervenes between the first and second parts of an adjacency pair (eg. a request for clarification by the recipient will take place after the first pair part but before the second pair part)	A: I'd like some paint. B: How many tubes? A: Um, what's the price? B: Three pound a tube, sir. A: I'll have five, then.
17.	Preferred response	A response to a speech act which is culturally expected – characteristics include: • Brief and to the point • Prompt response	Want to join us for dinner tomorrow? We'd love to!
18.	Dispreferred response	A response to a speech act which is not expected – characteristics include: • Rudeness • Delayed response • Hesitation particles • Long-winded explanation	Want to join us for dinner tomorrow? Well, hmmm... I told Cathy that I would join her tomorrow for dinner.

19.	Exchange structure	The routine structure for short interactions which usually follow a specific structure: Initiation Response Follow-up	I: What time is it? R: 6.30 F: Thanks
20.	Turn-taking	The way in which participants take turns in interactions	
21.	Transition relevance place	The time in a conversation at which the turn of talk could legitimately pass from one speaker to another	
22.	Overlap	When speech acts overlap and one speaker rapidly ceases to speak	
23.	Simultaneous speech	Where speakers speak at the same time	
24.	Topic change	A natural phenomenon in conversations where speakers move topics to aid the flow of the discourse	
25.	Skip-connector	Returning back to previous topics of conversation	Anyway; Coming back
26.	Tag question	Questions added at the end of speech or added onto the end of a statement to encourage a response, especially to check the speaker's understanding	Do you know what I mean? You're Laurie, aren't you?
27.	Closed question	A question which needs only a yes or no answer	Do you like peas?
28.	Open question	A question which demands more information than a simple yes or no - it passes the turn to the other person fully and expects them to contribute to the exchange	What is your favourite animal?
Speech Act Structure			
29.	Adjunct	Non-essential elements of clauses (usually adverbials) that can be omitted without changing the meaning	I'll see you in the morning
30.	Disjunct	An adverb that expresses a writer or speaker's attitude towards the material that follows	Sadly , not one of them lived.
31.	Repair	The correction of a misunderstanding or error made within a conversation	I mean...
32.	Phatic talk	Language that is devoid of content but that supports social relationships	Hello
33.	Unfinished sentence	A feature of spoken discourse where sentences are left unfinished either because of pre-existing knowledge or paralinguistic aspects of the interaction	So I didn't...
34.	Interrupted construction	Sentences that are dropped half-way through in favour of another	So I think that it's ... what I'm trying to say is I hate it
35.	Elision	When sounds or syllables are left out of speech to make pronunciation easier	Bacon n' eggs D'ya...
36.	Ellipsis	When words are left out of a sentence without affecting the meaning	Hope you have fun! Where is it? On the table.

