

# Glossary

<b>Announcement</b>	something that someone says officially
<b>Apologizing</b>	telling someone that you are sorry for having done something that has caused inconvenience or unhappiness
<b>Cards</b>	rectangular piece of paper sent on a special occasion
<b>Clarifying</b>	making things clearer
<b>Descriptive adjectives</b>	adjectives that are used for describing people or things
<b>Descriptive text</b>	is a piece of text that is used to describe people or things
<b>Forbidding</b>	refusing to allow something
<b>Gratitude</b>	the feeling or quality of being grateful
<b>Greeting</b>	something friendly or polite that you say or do when you meet or welcome somebody
<b>Imperative verbs</b>	verbs that are mainly used for giving order as command.
<b>Information</b>	facts about a situation, person or event
<b>Leave taking</b>	an act of saying good bye
<b>Expressing likes/ dislikes</b>	expressing liking or disliking something or someone
<b>Notes</b>	a short piece of writing
<b>Notice</b>	information
<b>Noun phrase</b>	a group of words used as a noun
<b>Politeness</b>	behaving in a way that is socially correct
<b>Post card</b>	a card for sending a message by post without an envelope. Postcards often have pictures or photograph on one side
<b>Procedure text</b>	a piece of text that gives us instructions for doing something
<b>Requesting</b>	asking for something politely
<b>Shopping list</b>	a list containing things to buy