The Language Levels Toolkit

- **Discourse framework:** the "rules" of a particular text or genre
- **Pragmatics framework:** inference, politeness and shared meanings of texts
- **Grammatical** framework: terminology about the grammatical classification of words
- **Lexical-semantic** framework: words and their meanings
- **Graphological** framework: terms for the visual aspects of texts
- **Phonological** framework: effects created by sound devices

Lexical – semantic framework

Antonym	Words with opposite meanings: up and down
Cliché	Overused expression
Coherence	If a text makes sense
Cohesion	How a text fits together
Collocation	A set of words which have become strongly associated. Often also clichés e.g. the vast majority
Collocation clash	A play on words where a word in a known collocation is changed e.g. The Codfather
Connotation	Values a word has beyond its main meaning e.g. house/home /residence all mean similar things, but have different connotations
Denotations	The dictionary meaning of a word
Euphemism	A word or phrase that tries to avoid saying something unpleasant e.g passed away
Figurative language	Non literal language use such as similes and metaphors
Filler	words used to fill gaps e.g. er
Hedge	Words to pad out what is being said e.g. sort of, possibly
Homonymic pun	Play on words based on words that look the same but are not "Being a mortician is a grave business"
Homophonic pun	Play on words based on words that sound the same but are not "Atheism is a non-prophet institution"
Hyperbole	Exaggeration
Hypernym	A category into which other words fit e.g. fish (cod/pike)
Hyponym	A word within a hypernym category
Idiom	Metaphors common in their cultural context which don't make much sense translated e.g. pull your socks up
Imagery	Same as figurative language
Jargon	Technical language

Lexical register	General formality of a passage. High register: formal/complex Low register: informal
Lexis	Total words in a language
Metaphor	A figure of speech where a person/object is described as something else
Personification	A figure of speech where an animal or inanimate object is described with human characteristics
Pun	A play on words
Semantic cohesion	Using semantic fields related to the topic and/or an extended metaphor to link a whole text
Semantic field	A group of words related by their meaning
Semantics	The meanings of words
Simile	A figure of speech comparing two things using as or like
Slang	Informal vocabulary
Synonym	A word meaning the same as another word e.g. sofa, settee, couch
Taboo	Words that shouldn't be said in certain contexts. Usually relating to body parts, urination and excretion, religion, sex and death

Grammatical framework: word class

Abstract noun	Idea/concept/emotion/belief
Active voice	The subject in a sentence acts as the agent – does the verb
Adjective	Modifies a noun
Adverb	Modifies verbs (and sometimes adjectives/clauses)
Adverb type	Manner/time/frequency/place Degree/comment/linking
Adverbial	Word or phrase acting as an adverb "We'll see her *in a while*"
Agent	The person (or thing) carrying out the actions of a verb
Aspect	Verbs change aspect depending on the duration of an event. Perfective: completed actions Progressive: ongoing
Attributive adjective	Premodifier which defines an attribute of a noun
Auxiliary verb	A 'helper' verb. If there is more than 1 verb in a clause, 1 is the main and the others are auxiliaries
Collective noun	A number of things as one unit e.g team
Common noun	Object, animal, person, idea
Comparative	Adjective with '-er' or 'more'
Complement	An element that adds information to a subject or object
Concrete noun	A subcategory of common nouns – a tangible object
Conjunction	Function word which joins clauses
Coordinating conjunction	Joins 2 main clauses to make a compound sentence: and/but/or
Copular verb	Used to join a subject to a complement. Usually 'to be' e.g. I am happy, he seems odd.

Demonstrative pronoun	This, these, that, those
Determiner	Indefinite article: a/an Definite article: the Possessives: my, your, his, her, its, our, their
Evaluative adjective	Makes a judgement. Leads the audience's opinion of something
Functional word	Has a function but no real meaning of its own
Future	No real future tense. We show future with: Auxiliary verb 'will' or 'shall' 'be going to' + infinitive verb Present progressive 'we're leaving at 8' Simple present 'he goes at ten'
Grammatical cohesion	Use of ellipsis or pronouns to avoid repetition in a text
Infinitive	Base form of a verb, e.g. to eat
Interrogative pronoun	Asks questions, stands in for unknown noun e.g. who, whom, whose, what, which
Main verb	Main focus of a clause
Modal auxiliary verb	Will, would, can, could, shall, should, may, might, must
Modality	Degree of certainty or doubt expressed by a text
Modifier	A word used to add meaning to other words
Nominalisation	Process of turning an event of action normally expressed as a verb into a noun "Baby snatch mother" – a mother has had her baby snatched
Object	The person/thing receiving action of verb
Participle	Past: -ed or –en 'eaten' Present: -ing 'eating' (regular)
Passive voice	The subject of the clause carries out the verb. Subject can be missed out
Person	First , second, third
Personal pronoun	Singular subject: I, you, he/she/it Plural subject: we, you, they Singular object: me, you, him/her/it Plural object: us, you. Them
Possession	Marking a word to indicate it possesses something
Possessive pronouns	Mine, yours, hers, his, its, ours, theirs (stand in for noun phrase)
Predicative adjective	Follows a stative verb 'he is unhappy', 'the table is bare'
Prefix	Adapts the start of a word
Preposition	Expresses relationship between words/phrases/clauses. Relate to space or time. E.g. in, on, between
Primary verb	Be, havem do
Pronoun	Stands in the place of a noun
Proper noun	Specific person, animal, place, day, work of art etc…
Reflexive pronoun	Refers back to the subject – myself, himself
Subject	The main focus of a sentence
Subordinating conjunction	Connects a subordinate to a main clause. Includes because, although, until, while, when…
Suffix	Adapts the end of a word

Superlative	Adjective with most, or –est at the end
Tense	Where we locate a verb in time: Simple present: I take, I do, I am Simple past: I took, I did, I was
Aspect	Combining with tense to create different time frames – simple, progressive, perfective
Lexical word	Word which carries meaning
Verb	A doing word Dynamic: action/process Stative: state
Voice	Active or passive verbs

Grammatical framework: syntax

Clause	A unit of meaning. Sentences can be single or multiple clauses. Clauses can contain subjects, verbs, objects, complements and adverbials
Complex sentence	A sentence consisting of a main clause with one of more dependent clauses
Compound sentence	A sentence consisting of two main clauses
Compound complex sentence	A sentence containing two or more main clauses and at least one subordinate clause
Coordinate clause	A main clause in a sentence containing more than one main clause introduced by and/or/but
Main clause	A clause that can stand alone as a simple sentence
Minor sentence	A grammatically incomplete sentence missing a subject or verb
Mood	Sentence function
Noun phrase	A phrase with a noun as its head word
Phrase	A group of words functioning as a single unit
Post modification	Placing modifiers after the noun
Pre modification	Placing modifiers before the noun
Relative clause	A subordinate clause that is used to add more information about another clause element
Sentence function	Declarative: make statements Interrogative: ask questions Imperative: commands Exclamatory: incomplete (!)
Sentence type	Structure of the sentence
Simple sentence	A sentence consisting of a single main clause
Subordinate clause	Cannot act as a main clause, forms part of a complex sentence
Syntax	Linguistic framework dealing with word order and sentence structure
Verb phrase	A phrase with a main verb as its main word

Whole Discourse

Asynchronous communication	Participants don't need to be present simultaneously, e.g. email
Audience positioning	How the writer/speaker imagines and places the audience
Blended/ mixed mode	Electronic communication which uses features of different modes
Channel	How a text is received (eyes or ears)
Context	The conditions surrounding a text's production – audience, purpose, genre, mode
1st person narrative	Written from the 'I' position
Genre	Category/type of text
Implication	Indirect meaning
Inference	Drawing out meanings from other people's speech
Mode	Spoken or written texts
Pragmatics	The actual meanings words have outside the literal meanings
Subject positioning	The perspective from which events/issues are perceived
Synchronous communication	All/both participants are present, e.g. chat
Tenor	The relationship between participants determines it e.g. 'professional'/'intimate'

Discourse: Rhetoric

Balanced structure	A sentence where the two halves balance each other. May be contrast/antithesis
Contrast/antithesis	Reality contrasted with what the speaker offers or is fighting for
Figurative language	Non literal language use: simile, metaphor, personification
Hyperbole	Exaggeration
Repetition	To help audience retain key points
Rhetoric	Linked to the art of public speaking. Tend to be to persuade or make a speech memorable
Rhetorical question	A question that is not intended to be answered
Syntactic parallelism	The repetition of the same sentence structure
Synthetic personalisation	Use of second person pronoun to synthesise a relation with the audience
Triad	A pattern of 3 words/phrases

Phonological framework: Interaction

Accommodation	Adapting speech to make it more or less similar to other participant
Adjacency pairs	Two utterances by different speakers that have a link
Backchannel behaviour	Support/feedback to speaker – gestures, minimal response
Closed question	Limited response possible
Cohesion in speech	Smooth turn taking, recycling and mirroring
Convergence	When a person's speech patterns become more like the other

	participants in conversation
Declaratives used as interrogatives	Intonation changes meaning: "you take French at college?"
Discourse marker	Word or phrase to change topic
Divergence	When a person's speech patterns become less like the other participants in conversation
Face	The persona/role a person plays in conversation
Face threatening act	A communicative act which threatens someone's face
Interaction	How people relate to each other
Interruption	Beginning a turn when someone else is talking
Intervention	An attempt to take part in a debate
Latch	Turns that join each other without pause or overlap
Mirroring	Speakers use words/phrases/ features previously used by other speakers
Monitoring device	To check others are listening – rising intonation/tag questions
Open question	Allows a range of responses
Overlap	Beginning a turn whilst someone else is talking, done cooperatively to agree/encourage
Reformulation	Rephrasing what someone else has said
Simultaneous speech	Two or more participants speaking at the same time
Tag question	Brief ending tagged onto statements to turn into questions
Three part exchange	3 linked utterances following an 'initiation – response – feedback' structure
Topic management	Control of a conversation
Turn	One person's utterance

Phonological framework: sounds and prosodics

Accent	Way words are pronounced according to geographical region
Alliteration	Repetition of a sound at the beginning of words
Assonance	Repetition of similar vowel sounds e.g loud brown cow
Consonance	The repetition of consonant sounds e.g. lazily buzzing
Consonant clusters	Groups of consonants produced together
Consonants	All sounds except vowels
Emphatic stress	Emphasising a word/phrase – usually shown in bold
Falling intonation	Pitch going down at the end of an utterance
Half rhyme	Words that almost or nearly rhyme
Homonym	Words that look the same but are pronounced differently
Homophone	Words that sound the same but are spelt differently
Intonation	The way the pitch of our voices goes up and down as we speak
Non verbal communication	The meaning conveyed without using words (Inc. body language)

Onomatopoeia	Words that create the sound they're describing
Paralinguistics	Things that add to the meaning of a text that aren't language e.g. gesture, facial expression etc
Phoneme	The smallest unit of sound
Phonological cohesion	Using phonological devices to create patterns in a text- e.g. alliteration, assonance
Phonology	Sounds used for effect
Pitch	High and low sounds
Prosodics	Vocal elements which add meaning but aren't words e.g. stress, pitch, volume, tone, pace
Rhyme	Words which end in the same sound
Rising intonation	A pitch that goes up at the end on an utterance - e.g. tag question
Vowels	Sounds created with unrestricted airflow (a,e,i,o,u)

Graphological framework

Colour	Connotations used to create meanings
Deviant spelling	Deliberate use of non-standard spelling for effect (Kwik Fit)
Font	Typeface chosen by writer
Graphological cohesion	Using appropriate layout for the text – columns, headline etc…
Graphology	Visual layout features of a text
Headline	Newspapers – summary/pun
Image	Picture used
Inset article	Small box, appears within main article
Layout	The shape of a text
Lists	Bullets/numbers.
Phonetic rendition	When words are spelled as they sound e.g. queen as kween
Pull quote	Enlarged quote from an article
Satellite article	Sub article connected to main at side or bottom with own heading
Subheading	Leads reader through text