

Vocabulary, Grammar and Punctuation Terminology

Letter

The English alphabet is made up of 26 Letters. Each letter has a letter name and a sound. 'A' and 'Z' are the first and last letters of our alphabet, these should be known in order.



Capital Letter

A capital letter is a letter from the alphabet. They are used at the beginning of a sentence and for proper nouns – person, place, personal pronoun 'I' or specific thing

Jack
Scotland
Jack Russell
(the name of a dog breed)



Plural Word

A word that refers to more than one person or thing. The spelling rule must be used for adding -s or -es.

cats
foxes



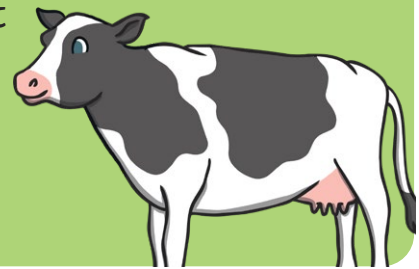
Sentence

A sentence is a collection of words joined together, beginning with a capital letter, leaving spaces between each word and ending with punctuation. Sentences can be joined together using 'and'.

The man went to market.

He bought a cow.

The man went to market **and** he bought a cow.



Full Stop

A full stop is used at the end of sentence. This tells the reader to take a pause.

The man took his prize pig to the market.



Singular Word

A word that that refers to only one person or thing.

cat
Beth



Word Spelling

A word is a group of sounds joined together to form a word. Spelling is important as this helps the reader to understand the writing. Some words are common exception words and cannot be 'sounded out'.

c-a-t

f-l-igh-t

was (common exception)



Punctuation Marks

Punctuation marks are important because they show the reader where sentences start and end. They also help to change how the reader understands the writing.



Noun

A noun is a word that names a person, place or thing.

Sam went to the **playground**.
She played with the **ball**.

Omitted Apostrophe

An apostrophe would be used in place of a missing letter. This is when two words have been joined together to create a shorter word, known as a contraction.

I + will = **I'll**

I + am = **I'm**

we + will = **we'll**



Question Mark

A question mark is used at the end of a sentence that asks a question.

What time is lunch?

Exclamation Mark

An exclamation mark is used after a word or sentence to express a strong feeling or excitement or anger.

"Wow! Look up there!"

Tom shouted.

"Ouch! That hurt!" Sam yelled as he sat on a pin.

Prefixes and Suffixes

Words where no change is needed to the root words can be changed to add -ing, -ed, -er and -est.

Buzzing **Started** **Higher**
Brightest

Compound Word

Compound words are two or more words joined together to make a new word.

fair + ground = **fairground**

Vocabulary, Grammar and Punctuation Terminology

Expanded Noun Phrase

In a sentence, an expanded noun phrase describes more information about the noun.

If 'dog' is the noun, a noun phrase gives more information about the dog.

The scruffy dog likes to play in the sand pit.

There can be more than one noun phrase in a sentence.

The scruffy dog likes to play in the **deep sand pit**.



Adjective

An adjective is a word that describes a noun or pronoun.

the **blue** butterfly

the **tallest** man



Verb

A verb is a word that describes an action.

sing run march

Adverb

An adverb is a word that describes a verb, adjective or another adverb in a sentence.

You can describe the verb;

The boy jumped **high**.

You can describe the adjective;

The **dark** green grass.

You can describe the adverb;

The man talked **very** quickly.

Tense

A tense tells the reader when something happens. If it has already happened, it is in the past tense. If it is happening now, it is in the present tense and if it will happen it is the future tense.

The man **kicked** the ball.

The man **is kicking** the ball.

The man **will kick** the ball.

Suffixes

A letter or group of letters can be added to the end of a word to make a new word with a slightly different meaning.

Adding -ment can change a verb into a noun.

enjoy**ment**

Adding -ful or -less can change a verb or noun into an adjective

careful

Adding -ness can change an adjective into a noun.

sad**ness**

Adding -ly can change an adjective into an adverb

proud**ly**



Possessive Apostrophe

A possessive apostrophe is used to show a noun is owned by a single person.

The man's dog.

The girl's pen.

Command Sentences

A sentence that orders or instructs.

Leave the building now.

Statement Sentences

A sentence that includes a fact, opinion or idea.

Ruth likes to play in the mud.

All children at the primary school wear red jumpers.

Spelling Rules

Spelling rules are used to help with spellings, such as;

-ge and -dge at the end of words.

badge

/s/ sound spelt c before e, I and y.

race

/n/ sound spelt kn and gn at the beginning of words.

knock

/r/ sound spelt wr at the beginning of words.

write

/l/ sound spelt -le at the end of words

table

/i/ sound spelt -y at the end of words

cry

Subordination and Co-ordination

Subordination is using 'when', 'if', 'that' and 'because' to connect two clauses together. The subordination adds additional information but will not work on its own.

The bus stopped **because** the traffic lights turned red.

Co-ordination is using 'or', 'and' or 'but' to join words that link together as part of a sentence. The sentences can be joined together and will make sense on their own.

I was feeling ill **but** I still went to work.

Punctuation Marks

Punctuation marks are important because they show the reader where sentences start and end. They also help to change how the reader understands the writing.



Comma

A comma is used to break up a phrase or separate words in a list.

I went to the shop and bought eggs, chicken, milk and cheese.



Vocabulary, Grammar and Punctuation Terminology

Clause

A clause is a phrase of two or more words. It has a verb as the key word.

It's raining.

Samira has four pets
because **she likes animals.**



Conjunctions

Conjunctions are used to express a time, place or cause (for example, when, before, after, while, so, because).

The dog was sick **after** he ate his food.

The boy felt happy **while** he was on holiday.

Direct Speech

Direct speech is used to show the actual words a person says. Inverted commas go around the text to show where the speech starts and ends.

"Do you like football or rugby?" Larry asked Jack.

"I like football."
Jack answered.

Prepositions

A preposition tells the reader when or where something happened, happens or will happen (for example, before, after, during, in, because of).

Please put your pens **in** the pot.

Dad read his book **during** the football match.



Subordinate Clause

A subordinate clause is a clause that cannot stand alone.

Here's the book **that I promised you.**

When I grow up, I want to be a pilot.

Present Perfect Verbs

A present perfect verb tells us when the action happened.

He **has gone** out to play.



Prefixes

A letter or group of letters can be added to the beginning of a word to make a new word with a slightly different meaning.

in-

inactive

-il

illegal

im-

impossible

re- (means 'again' or 'back')

refresh

sub- (means 'under')

submarine

inter- (means 'between')

interact

super- (means 'above')

superstar

anti- (means 'against')

antiseptic

auto- (means 'self' or 'own')

autograph

Some prefixes are used at the beginning of words to create a negative meaning.

un-

unlike

dis-

disagree



Suffixes

A letter or group of letters that can be added to the end of a word to make a new word with a slightly different meaning.

-ly

sadly

-ous

dangerous

/shun/ sound spelt -tion, -sion, -ssion and -cian at the end of words.

-ation

sensation

-sion

extension

-ssion

expression

-cian

musician



Homophones and Near-Homophones

Homophones and near-homophones are words that sound the same but have a different meaning.

here and **hear**

meat and **meet**



Spelling Rules

Spelling rules are used to help with spellings, such as;

/i/ sound spelt 'y' elsewhere other than at the end of words

myth

/u/ sound spelt 'ou'

touch

/k/ sound spelt 'ch'

chemist

/sh/ sound spelt 'ch'

chef

/g/ sound spelt 'gue'

tongue

/k/ sound spelt 'que'

antique

Words with the /s/ sound spelt 'sc'

scene



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Expanded Noun Phrases

A noun phrase that has been expanded to include a change of adjectives, nouns and preposition phrases.

The **strict** English teacher **with curly hair**.

Adverbial Phrase

An adverbial phrase is a group of words that describes a verb, adjective or another adverb in a sentence.

I walk to school **during the week**.

Fronted Adverbials

An adverb is a word that describes a verb, adjective or another adverb in a sentence. A fronted adverbial is an adverb that is used at the start of the sentence to describe the action that follows.

Later that day, I heard good news.

After school, I played with my friend.

Possessive Apostrophe

A possessive apostrophe is used to show a noun is owned by a singular person or group of persons. If the word or name of the person the noun belongs to ends in -s, the possessive 's' is not added and the possessive apostrophe is added at the end of the word.

girls' James'

If the plural word does not end in -s, the possessive 's' is added after the possessive apostrophe.

Children's

Pronoun

A pronoun takes the place of a noun which is already known, perhaps from a previous sentence.

Martin likes cheese. **He** likes to grapes after dinner.

Sally and **Bob** play football together. **They** play every night.



Determiner

Determiners are words which tell us which noun we mean. They come before adjectives or other describing words.

Articles

Articles are common determiners ('a', 'an' and 'the'). An indefinite article is used when the writer is talking about a general version of the noun.

A cat is **a** good pet.

A definite article is used when the writer is talking about a specific noun.

The dog is running very fast.

Comma

Later that day, I heard good news.

After school, I played with my friend.



Vocabulary, Grammar and Punctuation Terminology

Relative Clause

A relative clause is a special type of subordinate clause which adds extra information to another noun or clause. A relative clause uses a relative pronoun such as; 'who', 'that' or 'which'. The extra information is embedded in a sentence with commas.

James, **who never does his homework**, is very lazy.

All the chocolate pudding was gone by the time I got to lunch, **which really annoyed me**.

Relative Pronoun

Relative Pronouns (**who**, **which**, **where**, **that**, **when**) introduce a relative clause. They refer back to a noun or clause what we already know.

The athlete, **who** won the race, trained hard.

Where did you buy the jumper **that** you wore yesterday?

Modal Verbs

Modal verbs change or affect other verbs in a sentence.

They are used to show the level of possibility – certain, possible or impossible.

My keys **must** be in the house.

Modal verbs also talk about ability, to ask permission, make requests or offers.

May I ask a question?

Could I have some tea, please?

Cohesive devices

A text which has cohesion fits logically together. The reader can see how one part moves on to another or how the end links to the beginning. To achieve cohesion, we use cohesive devices such as connective phrases and determiners.



Verb Prefixes

A letter or group of letters can be added to the beginning of a verb to make a new word with a slightly different meaning.

dis- (this reverses the verb meaning)

disconnect

de- (means 'do the opposite')

deselect

mis- (means 'badly')

mislead

over- (means 'too much')

oversleep

re- (means 'again' or 'back')

revisit

Parenthesis

We use parenthesis to add extra detail to a clause which is already grammatically correct. We may use brackets, dashes or commas to separate the information within the main clause.

Suffixes

To convert a noun or adjective, a letter or group of letters can be added to the end of a noun to make a verb.

-ate

assassinate

-ise

authorise

-ify

classify

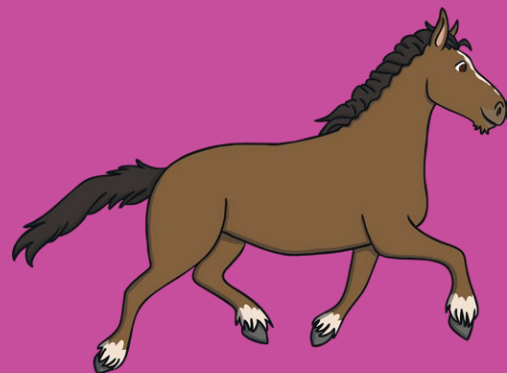


Ambiguity

If a phrase or clause is ambiguous, the meaning is not clear. Often, you can solve this problem by re-ordering the sentence or using more precise punctuation.

I rode my horse wearing red pyjamas. Is it the horse that is wearing pyjamas?

Wearing red pyjamas, I
rode my horse.



Brackets

Brackets are used to add extra information in a text. Curved brackets are most commonly used in a clause.

Mrs Jones (**my teacher**) works in Year 5.

Commas

Commas are used to embed a clause (a group of words that include a subject and verb) within a main clause. The comma is used before the embedded clause and immediately after.

Michael, **who sits next to me**, is brilliant at Art.

,

Dashes

A dash is used in a clause to separate groups of words. A dash is longer than a hyphen and it tells the reader to take a pause.

The product of four and nine
– 36 – is a square number.



Vocabulary, Grammar and Punctuation Terminology

Formal and Informal Language

Formal language uses unabbreviated words and an appropriate choice of vocabulary and grammar whereas informal language uses relative clauses with no relative pronouns and contractions. It is important to select the correct language for writing.

find out – **discover**

ask for – **request**

go in – **enter**

Synonym

A synonym is a word or phrase with the same or similar meaning to another. You can find synonyms in a **thesaurus**.

Talk = speak = mention

sleep = doze = kip

Punctuation Marks

Punctuation marks are important because they give writing flow. They also help to change how the reader understands the writing.

Antonym

A synonym is a word or phrase with the opposite meaning.

young – old

straight – bendy

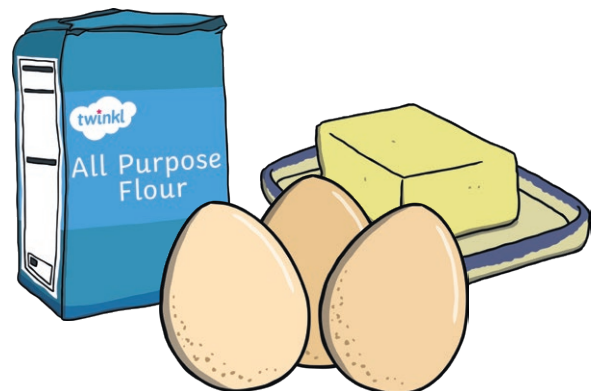
full – empty

Colon

A colon is used to tell the reader 'this is what I mean' or 'as follows' and indicates the information following it.

I ordered the following ingredients (and they are): eggs, butter and flour.

Would simply be written as, I ordered the following ingredients: eggs, butter and flour.



Passive and Active voices

A voice describes whether the subject of a clause performs or receives the action of the verb.

If a clause is in an active voice, the subject of the sentence is performing the verb

Active – **Johnny broke** the vase.

In this sentence, Johnny is the subject of the sentence who is performing the verb (broke), Johnny broke the vase.

When a clause is in the passive voice, the verb is being done to the subject.

Passive – **The vase** was broken by Johnny.

In this sentence, the vase is the subject of the sentence but the verb is being performed on it (was broken). The vase didn't break itself.

Cohesive devices

A text which has cohesion fits logically together. A writer may use repetition of word or phrase, adverbials or ellipsis to build on writing.

The day was **fun, fun, fun**.

I love chocolate but **on the other hand**, I like cake.

He walked to the edge of the cliff...



Semi-colon

A semi-colon joins two independent clauses without using a conjunction such as 'and'.

We can go to the library in the morning; Mondays are usually quiet.

A semi-colon may be used in a list to divide the items where commas are already used to avoid ambiguity.

I have been to Birmingham, England; Paris, France; New York, USA; and Moscow, Russia.

;

Bullet Points

Bullet points can be used to break up complicated information, make the text easier to read or turn it into a list. A colon must be used before a list.

I need to buy:

- mushrooms
- toothpaste
- popcorn



Subject

The subject is the person, noun phrase, pronoun or thing which does the verb in a clause.

Wednesday is my favourite day.

Sam's mum is picking me up today.

Are **you** coming to the sleepover?

Object

The object is the person, noun, pronoun or thing which usually comes directly after the verb.

Wednesday is **my favourite day**.

Sam's mum is picking **me** up today.

Are you coming to **the sleepover**?

