



Key grammatical terms:

	Definition:	Examples:	Useful things to know	Additional information:
noun	the name of a person, place or thing	bus table river sheep mother	If you can say a or the with the word, it's a noun. Nouns link with adjectives.	Proper nouns are nouns that need a capital letter, such as the name of a person (John Smith, Aunt Joan) or city (London). Abstract nouns are ideas or concepts, such as joy, hope, peace or happiness . A noun phrase is a group of words that function as a noun e.g. the big red bus or the dog with the long hair . Note that these contain other words within them e.g. adjectives.
adjective	an adjective describes a noun	red bus she was happy you were thoughtful fluffy, white sheep	To find an adjective, identify the noun, then work out what word describes it.	
verb	a doing or being word	run jump think know	It is sometimes difficult to spot verbs from "to be" e.g. was, were, am or are.	Modal verbs are should/would/might/could etc. which are verbs of possibility. Imperative verbs are commands used in instructions e.g. Mix the eggs and sugar together or Turn right. It is the verb form that tells us what tense is used.
adverb	a word that tells you more about a verb, usually how the verb is done	happily well fast giggly	Adverbs often end in -ly, but be careful! This is not always true, and some words that end in -ly are not adverbs!	An adverbial phrase is a group of words that tell us how, why, when or where something was done e.g. After the match , we ate burgers. A monster lives under the bed . A fronted adverbial is simply an adverbial phrase at the front of a sentence.
pronoun	a pronoun stands in place of a noun	she me I they	Pronouns are usually used so nouns don't have to be repeated e.g. Jack had breakfast and then he went to school. This sounds better than Jack had breakfast and then Jack went to school.	Possessive pronouns show that something belongs to someone using a pronoun e.g. their house, our car.
preposition	a word that places something in time (preposition of time) or space (prepositions of place)	in under on with	Examples of prepositions of time: at 6 o'clock before lunch Examples of prepositions of place: under the box on the table	Some prepositions can be used for both time and place e.g. on Sunday and on the table.



	Definition:	Examples:	Useful things to know	Additional information:
determiner	a word that tells you how many there are of something and whether it is general or specific	the a three many		The tells you about a specific item whereas a tells you about it generally. For example, I might say I want to buy a table for the kitchen. This means I don't have a specific table in mind. However, when I have chosen my table I might then say I am waiting for the table to be delivered.
conjunction	a word that joins two sentences together	and because if	Conjunctions are often used between two sentences e.g. It's sunny now although it's going to rain later. However, the conjunction can be moved to the front of a sentence e.g. Although it's going to rain later, it's sunny now. In these cases, we need a comma to separate the two clauses.	There are two types of conjunction, co-ordinating and subordinating conjunctions. Co-ordinating conjunctions (often remembered with the acronym FANBOYS) join two clauses of equal importance. Subordinating conjunctions (I SAW A WABUB) join two clauses where one is subordinate or dependent on the other. It is usually subordinating conjunctions that can be used at the start or in the middle of a sentence.
synonym	two words that have the same meaning	patient and tolerant fast and speedy		
antonym	two words with the opposite meaning	up and down fast and slow		
prefix	two or more letters at the front of a word that changes the meaning	unhappy misunderstood	This is often a way to make antonyms.	
suffix	two or more letters at the end of a word that changes the use of the word	happiness happily	Sometimes the spelling of the root word has to change to accommodate the suffix.	

Some words can have more than one word class, which is discovered by knowing the context. For example, in the sentence I sometimes book tickets to a show, book is a verb – something I often do. In the sentence I read a book yesterday, book is a noun.



Sentence structure:

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A sentence contains a **subject** and an **object**. Usually this is structured like this:

subject + **verb** + **object**

for example

Millie plays tennis.

The subject is the active part of the sentence – here **Millie** is the person doing the action of **playing tennis**. **Tennis** is what **Millie** is doing. This is known as the active form.

Sometimes we choose to change things round and start with the **object**. We do this if the **subject** either isn't known or isn't important. For example, using an active construction, we might say:

Jack broke the **window**.

This follows the normal **subject-verb-object** structure and is in the active voice.

However, if we don't know that Jack **broke** the **window**, or it's not important who **broke** it, we might say...

The **window** was broken.

This could include ...by **Jack**.

The **window** is still the **object** of the sentence (the breaking was done *to* the window) and if we add by **Jack**, **Jack** is still the **subject**. This is now in the passive voice and the structure is **object – verb (was broken) – subject**.



Phrases and clauses:

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A phrase is a few words put together with one meaning. It doesn't contain a subject or a verb.

A clause is a group of words containing a verb. A sentence can contain one or more clauses.

Within a sentence, clauses can either be **main** or **subordinate**. A **main** clause stands by itself and can be a sentence in its own right, however a **subordinate** clause makes sense if in a sentence with a **main** clause or is less important than the main clause (and uses a subordinate conjunction).

For example:

After **she picks me up**, **Mum is taking me to buy some new shoes**.

The two clauses here are **she picks me up** and **Mum is taking me to buy some new shoes**

The most important idea here, and the only clause that stands by itself is **Mum is taking me to buy some new shoes**. That means it's the **main** clause. After is the conjunction. **she picks me up** is the **subordinate clause** – dependent on the main clause.

Sometimes the **subordinate clause** is in the middle of a sentence. In this example:

My sister, **who lives in Australia**, **is coming home for Christmas**.

My sister is coming home for Christmas is the **main** clause, with **who lives in Australia** being the **subordinate clause**, giving additional information to the reader.

The above sentence is also an example of a relative clause. Relative clauses add information about a person, an animal, a place, a time or a thing using a relative pronoun – who, which, where, when or that. For example,

This is our cat **that** we have adopted.

Please sign the form **where** I've put the cross.



Tenses:

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Tenses tell us when something happened or is happening – past, present and future. We use them to compare the timing of different events. These are the most common tenses that can be confused:

Name of the tense:	When it's used:	An example:	The grammatical pattern needed:
past simple	For a completed action in the past.	Jake ran a marathon last week.	A verb in the past tense e.g. ran, cycled, had, was.
past progressive	For an action in progress in the past – often to contrast with a shorter action that happened in the middle.	Jake was running a marathon last week when he fell and broke his leg.	was or were + verb ending in -ing
present progressive	For an action in progress in the present.	Jake is running a marathon.	is or am + verb ending in -ing
present perfect	For an action that started in the past but isn't yet finished (often this leaves open the possibility of doing something again).	Jake has run ten marathons.	has or have + past form of the verb
past perfect	For an action that happened in the past, contrasting with an action in the more recent past.	Jake had run six marathons before he had his thirtieth birthday.	had + past form of the verb



Punctuation:

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All punctuation helps the reader to understand what they are reading. It helps the reader know when to take a breath, which is the most important part of a sentence, when ideas are connected and what tone should be used when reading.

		How it is used:	Example:
full stop	.	This ends most sentences. A full stop cannot be replaced by a comma.	Hedgehogs hibernate in the winter.
exclamation mark	!	This shows excitement, noise or danger.	What a beautiful day! Help!
question mark	?	This is used to end a question.	What are you doing? This is great, isn't it?
comma for lists	,	This is used to separate items in a list.	I need to buy bread, eggs, milk and cheese.
commas for clauses	,	This separates clauses and shows where pauses need to be in a sentence.	My sister, who lives in Australia, is coming over for Christmas. If it stops raining, we'll go to the park.
brackets	()	Brackets are used to show additional information (often as a subordinate clause) and can be explained as an aside to the reader. They can be used instead of commas for clauses.	My sister (who lives in Australia) is coming over for Christmas.
semi colon	;	A full stop can sometimes be replaced by a semi colon. This is done when the ideas in two sentences are closely linked and the author wants to emphasise a link. A semi colon cannot be replaced by a comma. A semi-colon can also be used to separate a list made of phrases.	We're going to Germany in the summer; we might also go to France in the Autumn. I need to buy some bread for sandwiches tomorrow; some sausages because we're having them for tea tonight and some jam.
colon	:	This is used to introduce something, for example a list of instructions.	He's famous for his music: a mix of Jazz and Blues.
dash	-	this is used instead of a comma for clauses to signal a break in a sentence.	The story was exciting – it was full of action and adventure.
hyphen	-	Although this looks like a dash (but smaller when typed), this is used, without spaces either side, to join two words into one idea.	thought-provoking well-behaved
ellipsis	...	This is used to show a cliff-hanger or pause. This can be over-used in writing by children!	They looked down and saw...
apostrophe for possession	'	This shows that something belongs to someone. The positioning of the apostrophe shows how many people (or animals or things) something belongs to.	Fred's pencil case The cows' field.
apostrophe for omission	'	This is used in contractions, where two words become one; the apostrophe is usually used where a letter is missing.	should + not = shouldn't I + am = I'm
inverted commas	“ ”	These are also known as speech marks or quotation marks. They go around the exact words that are said, and there are specific rules around their punctuation.	“How are you?” asked Mia. Sam paused. “I am fine, thank you,” he replied.



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