

GRAMMAR, PUNCTUATION AND SPELLING

Grappling with grammar? Puzzled by punctuation? Struggling with spelling? Check out these terms & see if they help you out...

Adjective

A word which describes a **noun**: *red, big, sweet*

Adverb

A word which describes a **verb**, **adjective** or other adverb: *here, today, carefully, gently*

Adverbial

A word or phrase expressing place, time or how something is done: *in the garden, in June, in a strange way*

Agreement

When words in a sentence 'match' by number, gender or person: *The men ~~was~~ were happy.*
I ~~be~~ am glad to see you.

Antonym

A word that means the opposite of another: *bad/good, tall/short*

Apostrophe '

Shows possession, or where a letter has been left out: *I'm (I am) Lucy's friend.*

Brackets / Parenthesis ()

Punctuation marks which surround words to separate them from the main sentence:
The lady (*who was very pretty*) handed him the change.

Bullet Point

A symbol which shows separate items in a list

Capital Letter

Used to show the start of a sentence, or a **proper noun**:
Today, Jane will travel to New York.

Clause

A part of a sentence containing a **subject** and **verb**.

Colon :

Punctuation which comes before a list, quotation or explanation:
It was her favourite tea: chips, ham and eggs.

Comma ,

Punctuation used to separate items in a list or between **clauses** in a sentence:
Yesterday, when making tea, I burned myself.
The fire is red, hot and bright.

Command

A sentence which contains an order:
Quickly, run and get your teacher.

Conjunction / Connective

A word which joins two **clauses** or sentences:
because, so, if, therefore

Contraction

Shortening a word by combining parts:
I am = I'm, do not = don't

Dash —

A punctuation mark used to show a break or pause:
My homework—maths, literacy and spellings—got ruined when they were chewed by my little sister.

Determiner

Word which defines a **noun** or noun group: *a, an, the, every, all*

Exclamation

A sentence that expresses strong emotion such as surprise, joy or pain:
That car is going too fast!

Exclamation Mark !

Punctuation showing an **exclamation**.

Full Stop .

A punctuation mark used to show the end of a sentence or an abbreviation:
Mrs. Roberts knows everything.

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Noun

Word naming a person, place or thing

Proper; name of a particular person or place, they get a **capital letter**: **John**, **London**, **Egypt**

Improper; name of an object or thing: **vase**, **pen**, **box**

Object

The object in a sentence is the person or thing that is acted on by the **subject**. It usually follows the **verb**:

Tom loves **football**.

Sally opened **the wooden door**.

She left **the garden** behind her.

Plural

A word meaning there is more than one:

trees, **babies**, **churches**, **women**

Prefix

A group of letters added to the start of a word and change its meaning: **un-**, **re-**, **pro-**, **sub-**

Preposition

A word describing where a noun is in relation to another: **on**, **under**, **after**, **at**

Pronoun

A word used to replace a noun or noun phrase: **he**, **she**, **I**, **it**, **they**, **we**

Question

A sentence which may ask someone, or is looking for information:

Where were you? **How was your day?**

Question Mark ?

Punctuation used to mark the end of a question: **What is your name?**

Semi-colon ;

Shows a pause in a sentence, more definite than a **comma**:

He ate all his dinner; it was delicious

Singular

Word showing only one person or thing:

bird, **child**, **tree**, **mouse**

Speech Marks / Inverted Commas “ ”

Punctuation used to show direct speech. Put around the words a person is saying:

“Your work is great!” exclaimed the teacher.

Statement

Most common type of sentence, used to declare something:

The butter is in the cupboard.

Subject

Person or thing that the sentence is about:

The **vase** is smashed. **She** went crazy!

Subordinate Clause

A **clause** which depends on the rest of the sentence to make sense:

Yesterday, **when the rain came**, she used her new umbrella.

Suffix

A group of letters added to the end of a word to change its meaning: **-ing**, **-ness**, **-ment**

Synonym

Word or phrase that means the same as another: **good/great**, **happy/joyful**

Tense

How you write the sentence to show when it happened:

Past; **she ran**

Present; **she runs** / **she is running**

Future; **she will run**

Verb

An action or doing word: **run**, **work**, **act**, **be**