

The document below is used by children in class to refer to in order to help them learn the correct terminology for grammar and punctuation and to prompt them to use a range of grammar and punctuation in their writing.

Punctuation

CAPITALS	cat <u>A</u> pril <u>E</u> ngland sad <u>T</u> im <u>M</u> onday <u>E</u> ssex	
	For proper nouns, proper pronouns and titles	
.	A sentence is a complete statement. Use when the statement is complete	
“ ”	"66,99, new speaker, new line!" sang Mildred.	
‘ ’	Inverted commas to be used when someone is speaking directly or for quotations	
'	He + will = he'll	Charlie's watch / The kid's games (regular plural) boys' ball (irregular plural)
	Omission for contraction	Possession: plural and singular
!	STOP! Command	I can't wait! Exclamation
?	Do you want another one? Use at the end of statements which uses a question word	
,	In the morning, he bought a coat, a pair of gloves and a woolly hat. lists/extra information/ using an adverbial phrase/subordination	
Paragraph	Sentences grouped together to develop a single idea or theme	
()	Miss Big (my class teacher) Leave your key(s) To add more information/clarity/thoughts/explain abbreviations	
—	We had our dinner - eventually Creates a break in a sentence/add more information/pause	
...	I was thinking... maybe it is a bad idea after all Pause/trailing off a sentence/omission of words from a quote	
-	Part-time, user-friendly, jump-start Hyphens link two or more words together	
;	Dad bought cricket tickets; we're so excited! For a wordy list or joining clauses which are related	
•	Bullet points are used to separate items in a list	
:	The menu had lovely food on it: fruit salad, ice-cream... To announce a list or explanation is to follow	

? Question Words ?

Ask yourself and others questions to learn more and get more ideas

Who What Where How When Which Why
Can If Do Will Would Could Does Did Shall
Were Should Was Is Are Might Has Have

Singular and Plural

church	churches
kiss	kisses
push	pushes
box	boxes
leaf	leaves
wife	wives
bunny	bunnies
potato	potatoes

VOWELS

an elephant in orange underwear



Conjunctions

Co-ordinating conjunctions	and, but, so, for, nor
	Link 2 independent clauses together
Subordinating conjunction	when, if, that, because
	Gives more information about a sentence but can't stand alone
Time conjunction	after, before, prior, at
	Show order or place in time
Cause conjunction	as, because, therefore, so
	How or why something happened
Preposition conjunction	before, since
	Prepositions which link a clause

<u>Prefix</u>	<u>Suffix</u>
un, pre, dis	ing, ed, est, er

<u>Synonym</u>	<u>Antonym</u>
wet: damp, saturated, soggy	wet: dry, arid, parched

Sentence Starters

Make the sentences interesting

Subordinating conjunction	When, If, That
Time conjunction	Prior, After
Adverb of time	At, On
Adverb of frequency	Often, Sometimes
Adverb of manner	Quietly, Sharply
Adverb of place	Here, Nowhere
Adverb of intensity	Really, Very
Adverb of purpose	So, In order
Preposition	Under, Behind
Noun/Pronoun	Tim/I, We, They
Adjective	Fierce, Small
Determiners	These, Little, Our
Question word	Who, Might
Possessive pronoun	Her, My
Passive	Subject starts clause
Active	Object starts clause
Fronted adverbial	Adverbial before the verb

Auxiliary verbs (inc. modal verbs)	be/are/am/is, have/had, do/did/done/does
Modal verbs (show future and possibility)	ought, may, must, will, should