

Grammar and Punctuation Glossary

Year Group	Key terminology (cumulative)	Explanation/ Example
Year 1	Sentence	A sentence is a group of words which are grammatically connected, and where nothing is grammatically missing.
	Word	A word is a unit of grammar: it can be selected and moved around relatively independently. In punctuation, words are normally separated by word spaces.
	Letter	A character representing one or more of the sounds used in speech; any of the symbols of an alphabet.
	Capital letter	One of the large alphabetic characters used for a proper noun, to start a sentence for the personal pronoun I and the main words in titles
	Full stop	A punctuation mark (.) placed at the end of a declarative sentence
	Question	A question is a sentence which asks someone something and ends with question mark
	Punctuation	Punctuation includes any conventional features of written presentation other than spelling and general layout: the standard punctuation marks (. , ; : ? ! - - () " " ") E.g. "I'm going out, Usha, and I won't be long," Mum said.
	Exclamation mark	A punctuation mark (!) used after an exclamation (a sentence or a short phrase which expresses very strong feeling)
	Singular	One thing
	Plural	A plural noun normally has a suffix -s or -es and means "more than one". E.g. boat → boats mouse → mice
Conjunction	A conjunction is a connective that is used to link different ideas in a sentence. E.g. and	
Year 2	Present tense	What is happening <u>now</u>
	Past tense	Says what happened in the <u>past</u> Most verbs take a suffix -ed, to form their past tense, but many commonly used verbs are irregular.
	Suffix	A suffix is an "ending", something used at the end of one word to turn it into another word. call → call <u>ed</u> teach → teacher <u>er</u> terror → terror <u>ise</u>
	Comma in a list	When there are more than two items in a list, they should be separated using commas. The last item is usually preceded with 'and', 'or' or 'but'. E.g. I have not seen any foxes, badgers or deer in these

		woods this year.
	Apostrophes for possession	Apostrophes (') used to show that something belongs to someone or something E.g. Hannah's mother went to town in Justin's car.
	Verb	A verb gives an action or happening
	Noun	A noun names a person, animal, place, thing or idea
	Adjective	An adjective describes a noun E.g. the cat is very happy
	Adverb	Adverbs are words that tell you how, when or where the action happened E.g. the cat moved stealthily
	Statement	A statement is a sentence that tells someone something and ends with a full stop
	Command	A command is a sentence which orders someone to do something and often ends with an exclamation mark
	Noun phrase	A group of words which modifies the noun E.g. The wart ridden ogre stomped across the room.
	Time connective	A time connective is something that allows a writer to connect things that happen at different times. E.g. later, after, meanwhile, eventually
Year 3	Conjunction	A conjunction is a connective that is used to link different ideas in a sentence E.g. if, whilst, although
	Prefix	A prefix is added at the beginning of a word in order to turn it into another word. E.g. overnight disappear
	Word family	Groups of words which are closely related E.g. light, night, fight
	Inverted commas/speech marks	Inverted commas (speech marks) are punctuation marks that show what somebody said <ol style="list-style-type: none"> 1. Put " " around what the speaker says 2. A new speech sentence starts with a capital letter (even if it is in the middle of another sentence) 3. Place appropriate punctuation before you close the speech marks (.,?!) 4. Start a new paragraph if a sentence has a new speaker saying something
	Direct speech	Direct speech uses the speaker's own words and uses inverted commas
	1st, 2nd, 3rd person	1 st person = First Person is told from the character's perspective and is distinguishable by the use of words like "I", "me", and "myself" 2 nd person = Second Person is rarely used but is most

		common in dialogue or in who-done-it mysteries and is characterized by the use of "you" 3 rd person = Third Person is always told from an outside narrator's point of view with your general "he did this", "she said that" format.
	Preposition	A word that gives information, such as time, location or direction E.g. on, at, between
	Vowel	A vowel is a speech sound which is produced without any closure or obstruction of the vocal tract. The letters <i>a, e, i, o, u</i> and <i>y</i> can represent vowels.
	Clause	A clause is a group of words that has a subject doing a verb E.g. because she liked picking flowers
	Consonant	A sound which is produced when the speaker closes off or obstructs the flow of air through the vocal tract, usually using lips, tongue or teeth.
Year 4	Subordinate clause	A part of the sentence that is dependent upon another part E.g. I'll feed the dog [main clause] when he barks [subordinate clause]!
	Phrase	A phrase is a group of words that may have nouns and verbs but does not have a subject doing a verb. E.g. after the terrible meal
	Adverbial	An adverbial is a word or phrase that makes the meaning of a verb more specific (how, when, where) E.g. The bus leaves in five minutes .
	Pronoun	A pronoun is a word that takes the place of a noun in a sentence E.g. he/she/it/they/these
	Possessive pronoun	A pronoun which shows ownership mine/ yours/ his/hers/their
	Synonym	Synonyms are words that have the same (or similar) meaning E.g. quiet, silent, hushed, tranquil, noiseless
	Connective	A connective links different phrases, sentences and paragraphs together E.g. however, consequently, firstly
	Homograph	Two different words are homographs if they look exactly the same when written but have different meanings depending upon the context. E.g. <i>This animal is called a bear. I can't bear to look at it!</i>
	Homophone	Two different words are homophones if they sound exactly the same when pronounced but are spelt differently and have different meanings. <i>some, sum</i>
Year 5	Apostrophes for omission	Apostrophes are used to show where a letter or letters are missed out of words (contractions)

		E.g. cannot → can't he would → he'd
	Commas to demarcate phrases and clauses	The children should be using commas to mark phrases and clauses. E.g. When you start a sentence with a conjunction, place a comma after the first clause.
	Simple sentence	A simple sentence has a subject and a verb
	Compound sentence	A compound sentence is made when you join together two main clauses with a co-ordinating conjunction
	Complex sentence	A complex sentence is formed when you join together a main clause and a subordinate clause using a subordinating conjunction
	Articles	Articles are the words 'a, an, the' which come before nouns
	Standard English	Standard English is the variety of the English language that is generally used for formal purposes in speech and writing.
	Reported speech	In indirect speech, the writer reports what was said. Often the writer needs to change the pronouns and verb tenses. Inverted commas are not used.
	Bracket	Brackets () are useful for separating off parts of a sentence which introduce subordinate information which could be omitted. Brackets are more characteristic of discursive writing.
	Parenthesis	A parenthesis is an extra word/ phrases that are put into a sentence. They are usually written in brackets, between commas or between dashes.
	Dash	Dashes - - are useful for separating off parts of a sentence which introduce subordinate information which could be omitted. Dashes are used more in informal writing.
	Modal verb	Modal verbs are used to change the meaning of other verbs. They can express degrees of certainty, ability, or obligation. The main modal verbs are <i>will, would, can, could, may, might, shall, should, must</i> and <i>ought</i> . E.g. I can do this maths work by myself. This ride may be too scary for you!
Year 6	Main clause	A sentence that functions independently E.g. I'll feed the dog.
	Subordinating conjunction	A conjunction that introduces subordinate clauses E.g. <i>although, despite, whilst</i>
	Coordinating conjunction	A conjunction that connects two main clauses E.g. and, or
	Hyphen	Hyphens are short dashes between two words. They are used for: Compound nouns = mother-in-law Verbs made from two nouns = ice-skate

	Compound adjectives = green-fingered Adding a prefix to some words = ex-wife Clarity, to distinguish between words = re-sign/ resign
Ellipses	An ellipsis is a set of three dots... Ellipsis marks can be used to show a character trailing off in speech or for a pause for emphasis, thought or suspense.
Colon	A colon is used after a full sentence before a list. E.g. I had to pack a lot for the trip: a whistle, first aid kit and spare clothes.
Semi-colon	A semi colon is used to join two complete sentences that are very closely related. E.g. Susan went to bed early; she was tired from an exciting day at the zoo.
Active	A sentence is active when the subject is doing the action (verb) E.g. The police caught the thief
Passive	A sentence is passive when the subject has the action done to it. E.g. The thief was caught by the police
Double negative	The use of two negatives in a sentence is called a double negative. They cancel each other out so the meaning is positive. E.g. We didn't see nothing
I and me	Use the pronoun I when the pronoun is the subject of a verb. E.g. Clare and I are going for coffee. Use the pronoun me when the pronoun is the object of a verb or preposition. E.g. Rose spent the day with Jake and me .
Singular pronouns	Singular pronouns are used to refer to one person or thing. E.g.: I, you, me, he, she, it, you, him, her, mine, yours, his, hers, its
Plural pronouns	Plural pronouns are used to refer to more than one person or thing. <u>E.g.:</u> we, they, us, them, ours, yours, theirs
Relative pronoun	A relative pronoun is used to start a description for a noun. That/Which/Who/Whom/Whose
Proper noun	This is a noun used to name particular people and places: Jim, Betty, London... - and some 'times': Monday, April, Easter... It always begins with a capital letter.

	Common noun	A common noun is a noun that is used to name everyday things: <i>cars, toothbrushes, trees</i> ,... - and kinds of people: <i>man, woman, child ...</i>
	Collective noun	This is a noun that describes a group or collection of people or things: <i>army, bunch, team, swarm</i> ...
	Abstract noun	An abstract noun describes things that cannot actually be seen, heard, smelt, felt or tasted: <i>sleep, honesty, boredom, freedom, power ...</i>
	Antonyms	Antonyms are words that have opposite meanings E.g. natural → artificial hindrance → help