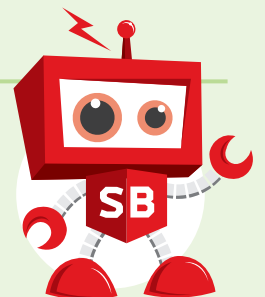


Skills Builders

GUIDE TO GRAMMAR

- ✓ **Definitions of technical terminology to improve subject knowledge**
- ✓ **Child-friendly definitions for each year group**
- ✓ **Examples of use in context**

- capital letter** Used to start a sentence, to start proper nouns and the personal pronoun 'I'.
*We are going on holiday.
Jenifer, Spain, Monday*
- exclamation mark** Used instead of a full stop to mark a sentence that is an exclamation, showing strong emotions or emphasis. An exclamation mark can also be used at the end of a phrase or a single word.
*How lovely to see you!
What a beautiful day!
Help!*
- full stop** Used to mark the end of a sentence.
*Leo ran down the street.
Paris is in France.
It is Jose's birthday.*
- letter** Letters are put together to make words. They can be lower case or upper case (also known as 'capital letters').
aA bB cC
- plural** (see singular) Plurals are used for more than one of something.
cats, beaches, wishes
- punctuation** The marks used in writing to separate sentences and clarify meaning.
*full stop .
question mark ?
exclamation mark !*
- question mark** Used instead of a full stop when a sentence is a question.
*What time is it?
Why didn't you wait for me?
Who does this coat belong to?*
- sentence** A unit of written language that has a subject and a verb and makes sense on its own. It must begin with a capital letter and end with a full stop, question mark or exclamation mark.
*She played in the park.
Can I have an ice-cream?
Close the window at once!*
- singular** (see plural) A singular is one of something.
cat, beach, wish
- word** Letters put together to give meaning.
*c-a-r – car
h-o-s-p-i-t-a-l – hospital
v-i-o-l-i-n – violin*



adjective

An adjective is a describing word.

tall, blue, old
the tall tree
a blue car
the old house

apostrophe

An apostrophe is used to show:

1) contraction, where a word has been shortened or two words combined.
can't, should've, I'm
2) possession, where something belongs to someone or something.
Helen's car, the teacher's chair, the rabbit's hutch

comma

Punctuation used to separate items in a list.

In my pocket I found a coin, a button, a sweet and a tissue.
My favourite foods are chicken, pizza and pasta.
I have been on holiday to Paris, Rome, London and Moscow.

Note: commas are also used to separate clauses. This is introduced in Years 5 and 6.

command

A sentence that orders or commands. A command often ends with an exclamation mark.

Put your book away! or Please put your book away.
Close the door! or Please close the door.
Go to bed! or Please go to bed.

compound

A longer word made from two shorter words.

playground, afternoon, sunshine

exclamation

A sentence, phrase or word which shows strong emotions, or emphasis. An exclamation ends with an exclamation mark.

How fantastic!
What an amazing film!
What a surprise!

noun

A noun is a naming word.

book, lion, kitchen

noun phrase

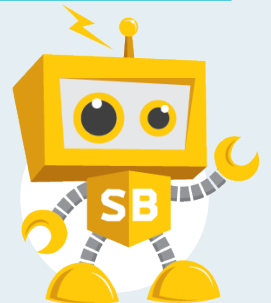
A phrase is a group of words which make up part of a sentence but it does not contain a verb. A noun phrase is a phrase which has a noun as its main word.

my house, that big box, seven kittens

question

A sentence asking for information that ends with a question mark.

Who are you meeting?
What do you want for tea?
Where is the new toy shop?



statement

A statement is a sentence that gives us information and ends with a full stop.

We went to London by train.

There were lions and tigers at the zoo.

The supermarket opens at 8 o'clock.

suffix

A group of letters added to the end of a word to change its meaning.

agreement, helpful, shorter

tense (past, present) Tells us when a verb happened. If the verb is in the past tense, the action has already happened; if it is in the present tense, it is happening now.

past – *played, shouted, jumped*

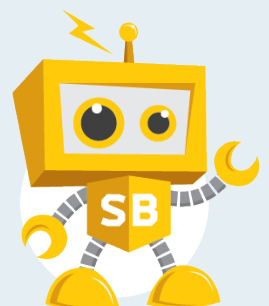
present – *play, shout, jump*

verb

A verb is a doing or being word.

doing – *running, sleeping, crying*

being – *am, are, is (from the verb 'to be')*





adverb

Works with a verb to describe manner, time, frequency, place, degree or cause.

carefully, finally, outside

Mariam painted carefully.

Finally, we arrived.

I went outside.

Note: There are some words which can be used as adverbs, conjunctions or prepositions, depending on their function in a particular sentence. For example, 'before' and 'since' act as conjunctions when they link clauses, adverbs when they modify the verb and prepositions when they modify the noun.

clause

A single idea or event that has a verb and a subject. A clause can be a sentence, but some clauses cannot stand alone as a sentence (see 'subordinate clauses').

The girl walked to the shops.

Today is a sunny day.

before he went to bed

conjunction

Conjunctions link ideas together, expressing time, place or cause.

She was angry because her friend was late.

He wanted to build a snowman but the snow had melted.

I will call for you after I've had my guitar lesson.

(See note under 'adverb'.)

consonant

The **consonant letters** are all of the letters other than vowels (see 'vowels').

direct speech

(Also see 'inverted commas'.)

Direct speech is what a character actually says.

"I want to go on the swing next," said the little girl.

"You shall go to the ball," the fairy godmother told Cinderella.

Asif yelled, "Pass the ball!"

inverted commas (or 'speech marks')

Punctuation which goes around direct speech, to show what a character actually says.

"I want to go on the swing next," said the little girl.

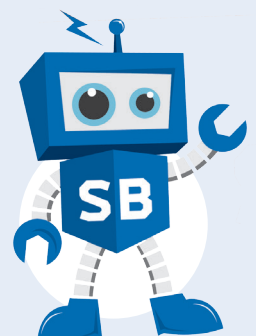
"You shall go to the ball," the fairy godmother told Cinderella.

Asif yelled, "Pass the ball!"

prefix

A group of letters which are added to the beginning of a word to change its meaning.

unhappy, disappointed, automatic





preposition

A preposition works with a noun or a pronoun, showing a relationship of time, place or cause.

under, in, during

Alex crawled under the table.

The box is in the cupboard.

During the holiday, we will go to the seaside.

(See note under 'adverb'.)

subordinate clause A subordinate clause does not make sense by itself; it works with another clause (the independent clause) to add information.

The dog wagged its tail because its owner had returned.

When we get home, it'll be time for bed.

Karina hasn't played football since she injured her knee.

vowel

The **vowel letters** are a, e, i, o and u (see 'consonants').

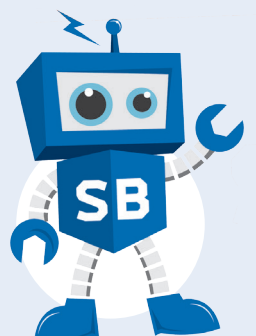
word family

A group of words that are built from the same root word and are related in form and meaning.

agree disagree agreeable agreement

vary various variety

hope hopeful hopeless hopelessness



adverbial

A word or phrase that is used to give more information about a verb or clause. A **fronted adverbial** is an adverbial placed at the beginning of the sentence.

We went for a walk along the beach.

All of a sudden, a dark figure appeared.

The footballer scored the goal with amazing skill.

determiner

A word or phrase that helps us to be more specific about the noun or noun phrase we are talking about.

a, my, that

I need a hat.

My car was fastest.

Put the apples on that table.

Note: determiners should be used in context, as they could also be other word classes. For example:

I want those trainers. (determiner used before the noun)

I want those. (pronoun)

possessive pronoun Possessive pronouns tell us who or what something belongs to.

mine, their, our

That coat is mine!

Kamal and Rosie have invited us to their party.

We will drive into town in our car.

pronoun

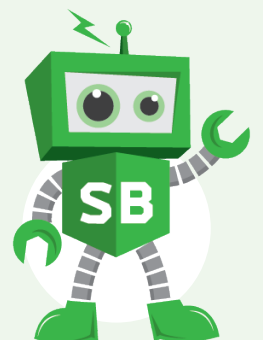
Pronouns are used to replace a noun within a sentence.

him, she, anyone

When you see Ahmed, please ask him to phone me.

She will arrive at 3 o'clock.

I haven't told anyone the secret.



ambiguity

When the meaning of a sentence is not clear and there could be more than one interpretation. This can be intentional, or it can be because grammar and punctuation have been used incorrectly.

I've never tasted a cake like that! It's not clear whether that's good or bad.
She took the dog for a walk wearing a floppy hat. Is 'she' or the dog wearing the floppy hat? This could be rewritten as *Wearing a floppy hat, she took the dog for a walk.*

Eat Grandma. Suggesting that Grandma is going to be eaten. If this is not intended, there should be a comma, to show that this is a command for Grandma to eat:

Eat, Grandma!

bracket

Punctuation used to mark information which is 'in parenthesis' (see 'parenthesis'), extra information in a sentence. The sentence makes sense without this information.

The party (which starts at 7 o'clock) is going to be fun for everyone.

I had a delicious burger (the best I've ever tasted!).

Edinburgh (the capital city of Scotland) is visited by millions of tourists every year.

cohesion

The devices used to link sentences and paragraphs across a piece of writing. This can include time conjunctions, adverbials, tense choices and repetition of a word or phrase.

In a house nearby, someone else was making plans.

Later that night, they met at the end of the road.

It had been decided that she would go first.

dash

Punctuation used to mark information which is 'in parenthesis' (see 'parenthesis'), extra information in a sentence. A single dash can be used to add a final comment.

The ingredients were all there – flour, eggs, milk, butter – so it was time to start baking.

That morning – which was cold and windy – he forgot to put his coat on.

We were all ready – but where was Melissa?

modal verb

Used to show degrees of possibility, or how likely it is that something is going to happen.

might, should, will

I might go to visit my cousin, if I finish my work.

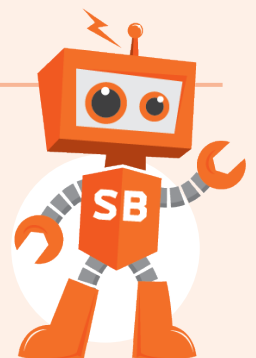
The weather forecast says that it should be sunny tomorrow.

Louisa will bake a cake, as she has bought the ingredients.

**parenthesis
(plural –
parentheses)**

A word or phrase added as an explanation, to provide extra information, as an afterthought or aside in a sentence that would be complete without it.

Parentheses are punctuated with commas, brackets or dashes.



Arsenal, the football team I support, are playing in the cup tonight.

We're having pizza (my favourite) for tea.

A few of the people at the party – Anna, Ramone and Wing Gee – left very early.

**relative clause
(also see 'relative
pronoun')**

Adds extra information to a sentence, using *that*, *who*, *what*, *where*, *which* or *why*.

Salisbury, which is in Wiltshire, is famous for its cathedral.

Ibrahim, whose car we were travelling in, was a safe driver.

The central sports complex, where we play hockey, is open seven days a week.

relative pronoun

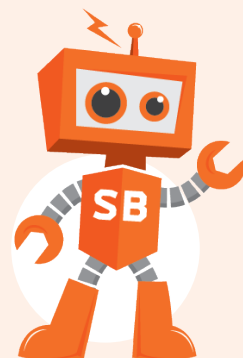
Pronouns are used to replace nouns or noun phrases. A relative pronoun links one part of a sentence to another by introducing a relative clause that describes an earlier noun or pronoun.

who, *which*, *that*

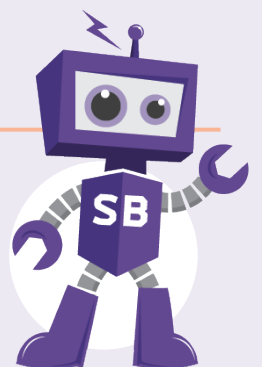
This is the athlete who won a gold medal.

The new school, which opened yesterday, has 450 pupils.

I think we should go that way to get home.



-
- active** In an active sentence, the subject is doing the action.
(also see ‘passive’) *Ashley found the missing key.*
The cat chased the mice.
Lightning struck the tree.
-
- antonym** Antonyms are words that have the opposite meaning.
able/unable, rough/smooth, inside/outside
-
- bullet points** Break up large pieces of information and make it easier for the reader to pick out key details.
- You will need:*
- *a needle*
 - *thread*
 - *scissors*
 - *fabric.*
- To look after a dog, you will need to:*
- *provide food and water every day*
 - *take it for a walk twice a day*
 - *give it a basket to sleep in.*
- How lions survive in the wild:*
- *They live in groups called prides.*
 - *Males guard their territory and cubs.*
 - *Females are the main hunters.*
 - *They hunt mainly at night and their prey includes antelopes, crocodiles, zebras and giraffes.*
-
- colon** Punctuation used after a complete sentence to introduce a list, a playscript or an example, or to join two sentences where the second explains or clarifies the first.
(also see ‘semi-colon’)
- We went to the supermarket to buy all of the ingredients: eggs, milk, flour, butter and cocoa powder.*
- Our school has five rules to follow: one of them is to walk along the corridors.*
- Over the loud speaker came the words: “Please make your way to the exits as the shop will close in 10 minutes.”*
-
- ellipsis** Used where a word or phrase is missing but the context means that the original meaning is still clear. It can also indicate a pause or interruption.
- Everyone enjoyed the party... now it was time to go home.*
Louisa won the race... I didn’t.
“Stop...” yelled the policeman.
-
- hyphen** A punctuation mark used to join words or to separate syllables in single words.
- award-winning, co-worker, re-enter*



object
(also see 'subject')

In a sentence, the object is the person, place or thing which is having something done to it.

The decorator painted the wall.
I ate an apple.
Hannah wrote a letter.

passive
(also see 'active')

In a passive sentence, the subject is having the action done to it.

The missing key was found by Ashley.
The mice were chased by the cat.
The tree was struck by lightning.

subject
(also see 'object')

In a sentence, the subject is the person, place or thing which is doing something.

A butterfly flew past.
The car stopped.
Hannah wrote a letter.

semi-colon
(also see 'colon')

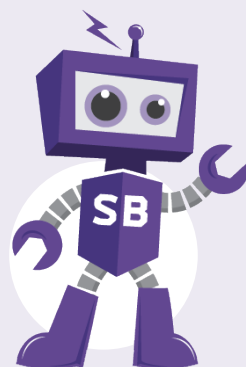
Punctuation used to separate items in a complicated list, or to link two closely related sentences.

I've visited Spain, Portugal, France and Italy in Europe; Brazil, Chile and Argentina in South America.
The rain was pouring down; I put on my wellingtons.
It was a small bedroom; but I liked it.

synonym

Synonyms are words which have the same, or similar, meaning.

polite/courteous, answered/replied, flat/apartment



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