

Nettleham Church of England Aided Junior School

A Simple Guide to Grammar and Punctuation

**Grammatical Terms/ Word
Classes/ Features of Sentences/
Vocabulary/ Language Strategies/
Punctuation**

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Nettleham Church of England Aided Junior School Grammar and Punctuation Guide
Grammatical Terms/Word Classes/Features of Sentences

Nouns	
Term	Definition
Noun	A noun is a 'naming' word: a word used for naming an animal, a person, a place or a thing. A noun phrase is a phrase with a noun as its focus e.g. 'the old, painted house'
Proper noun	This is a noun used to name <u>particular</u> 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: cars, toothbrushes, trees ,... – and kinds of people: man, woman, child ...
Collective noun	This is a noun that describes a group or collection of people or things: army, bunch, team, swarm ...
Abstract noun	An abstract noun describes things that cannot actually be seen, heard, smelt, felt or tasted: sleep, honesty, boredom, freedom, power, joy, guilt ...
Adjectives	
Term	Definition
Adjectives	An adjective is a 'describing' word: it is a word used to describe (or tell you more about) a noun. <u>Example:</u> The burglar was wearing a black jacket, a furry hat and a large mask over his face. (The words in bold tell us more about the noun that follows) <i>An adjective usually comes before a noun but sometimes it can be separated from its noun and come afterwards (e.g.: Ben looked frightened; the dog was very fierce)</i>
Interrogative ('asking') adjectives	e.g.: What? Which? ... They are used to ask questions about a noun. <u>Example:</u> Which hat do you prefer?
Possessive adjectives	e.g.: my, our, their, his, your ... Possessive adjectives show ownership. <u>Example.:</u> Sue never brushes her hair.
Adjectives of number or quantity	e.g. much, more, most, little, some, any, enough ... These answer the question: How much? <u>Example:</u> She invited five friends for breakfast; she did not have any food left
Demonstrative ('pointing-out') adjectives	e.g.: this, that, these, those... Demonstrative adjectives answer the question: Which? Example: Those apples and these pears are bad; That man stole this handbag.

Verbs	
Term	Definition
Verb	<p>A verb is a word, or a group of words, which tells you what a person or thing is being or doing. It is often called a 'doing' word: e.g. <i>running, eating, sitting</i>.</p> <p>All sentences have a subject and a verb. The subject is the person or thing doing the action: <u>Example:</u> Cats purr (Cats is the subject and purr is the verb)</p>
Infinitive	<p>The infinitive is the base form of the verb without any additional endings. For example play is an infinitive form as (as opposed to playing, played or plays).</p>
Auxiliary verb	<p>A verb is often made up of more than one word. The actual verb-word is helped out by parts of the special verbs: the verb to be and the verb to have. These 'helping' verbs are called auxiliary verbs and can help us to form tenses.</p> <p>Auxiliary verbs for 'to be' include: am, are, is, was, were, Auxiliary verbs for 'to have' include: have, had, hasn't, has, will have, will not have.</p> <p><u>Examples:</u> I <i>have</i> arrived ('arrived' is the main verb and 'have' is the auxiliary verb) We <i>are</i> waiting ('waiting' is the main verb and 'are' is the auxiliary verb)</p>
Active and passive	<p>Many verbs can be active or passive. For example bite:</p> <p>The dog bit Ben. (active) Ben was bitten by the dog. (passive)</p> <p>In the active the dog performs the action. In the passive sentence the subject (Ben) is in the receiving end of the action.</p>
Adverbs	
Term	Definition
Adverb	<p>An adverb tells you more about the verb (it 'adds' to the verb). It nearly always answers the questions: How? When? Where? How often?</p> <p>Most adverbs in English end in -ly and come from adjectives: <u>E.g.</u> <i>soft – softly; slow – slowly</i>. These are often referred to as ADVERBS OF MANNER as they tell you the manner in which something is undertaken.</p> <p>ADVERBIALS are phrases that act as adverbs e.g.</p> <p>How? With caution When? Yesterday evening Where? Behind the garage (this is also a prepositional phrase – but that really doesn't matter!) How often? At regular intervals</p> <p>The expression fronted adverbial simply means it is placed at the front of a sentence. E.g. At regular intervals, the dog barked to warn his master.</p>
Adverb or Adjective?	<p>Some words can be either adverbs or adjectives depending on what they do in a sentence, e.g. <i>fast, hard, late</i>.</p> <p>If they answer the questions: How? When? Where? or Why? – they are adverbs. If they answer the question: "What is it like?" - they are adjectives, and will be telling you more about a specific noun.</p> <p><u>Examples:</u> <i>Life is hard. (adjective)</i> <i>Kim works hard. (adverb)</i> <i>The train arrived early. (adverb)</i> <i>I took an early train. (adjective)</i></p>

Pronouns	
Term	Definition
Pronoun	<p>Sometimes you refer to a person or a thing not by its actual name, but by another word which stands for it. The word you use to stand for a noun is called a pronoun (which means ‘for a noun’)</p> <p>We use pronouns so that we do not have to repeat the same nouns over again.</p> <p>Have a look at the following sentence: When Barnaby stroked the cat and listened to the cat purring softly, Barnaby felt calm and peaceful.</p> <p>Compare it with the same sentence where some of the nouns have been replaced by pronouns: When Barnaby stroked the cat and listened to it purring softly, he felt calm and peaceful.</p>
Singular pronouns	<p>Singular pronouns are used to refer to one person or thing.</p> <p>E.g.: <i>I, you, me, he, she, it, you, him, her, mine, yours, his, hers, its</i></p>
Plural pronouns	<p>Plural pronouns are used to refer to more than one person or thing.</p> <p>E.g.: <i>we, they, us, them, ours, yours, theirs</i></p>
Types of Pronouns	<p>Personal Pronouns</p> <p>The personal pronouns are <i>I, you, he, she, it, we, they, and who</i>. More often than not (but not exclusively), they replace nouns representing people. When most people think of pronouns, it is the personal pronouns that usually spring to mind.</p> <p>Example:</p> <ul style="list-style-type: none"> • We can't all be heroes because somebody has to sit on the curb and clap as they go by. • I bought some batteries, but they weren't included. <p>Possessive Pronouns</p> <p>Possessive pronouns are used to show possession.</p> <p>My, your, his, her, its, our and their are all possessive pronouns.</p> <ul style="list-style-type: none"> • Have you seen her book? <p style="padding-left: 40px;">(In this example, the pronoun <i>her</i> replaces a word like <i>Sarah's</i>.)</p> <p>Relative Pronouns</p> <p>Relative pronouns are used to add more information to a sentence. Which, that, who (including whom and whose) and where are all relative pronouns.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Dr Adam Sissons, who lectured at Cambridge for more than 12 years, should have known the difference. <p style="padding-left: 40px;">(In this example, the relative pronoun <i>who</i> introduces the clause <i>who studied at Cambridge for 12 years</i> and refers back to <i>Dr Adams Sissons</i>.)</p>

Other word classes and grammatical terms	
Term	Definition
Prepositions	<p>Prepositions are words which show the relationship of one thing to another.</p> <p><u>Examples:</u> Tom jumped over the cat. The monkey is in the tree.</p> <p>These words tell you where one thing is in relation to something else. They are related to position (place) or time.</p> <p>Other examples of prepositions include: up, across, into, past, under, below, above ...</p>
Connectives (conjunctions) Co-ordinating	<p>A conjunction is a word used to link clauses within a sentence</p> <p>There are two kinds of conjunction: Co-ordinating conjunctions join clauses of equal weight eg two main clauses</p> <p style="text-align: center;">for and nor but or yet so</p> <p style="text-align: center;">F A N B O Y S</p> <p>Used to form compound sentences (both parts of the sentence are of equal weight):</p> <ul style="list-style-type: none"> • It is late and I am tired. • The night is warm, but I am cold. • We can eat in, or we can go out. • The king is unable to eat, for he thinks only of his missing brother. • The lizard eats frogs, yet in times of hardship it will resort to insects. <p>Use a comma before all of these connectives apart from 'and'.</p>
Subordinating conjunctions	<p>Subordinating conjunctions link a main (independent) clause with a subordinate (dependent) clause (a clause which does not make sense on its own).</p> <p>Example: <u>When we got home</u>, we were hungry. (underlined subordinate clause)</p> <p>We were hungry <u>because we hadn't eaten all day</u>. (underlined subordinate clause)</p> <p>Other subordinating connectives include: if, while, after, until, before, although, when, since, until, whilst...</p> <p>Subordinating conjunctions go at the beginning of a subordinate clause.</p>

<p>Article</p>	<p>An article is always used with, and gives some information about, a noun. There are three articles: a, an and the</p> <p>Examples: the chair; a table; an elephant</p> <p>The <u>definite article</u> is the as it refers to a particular thing – the table rather than a table. The <u>indefinite article</u> is a or an as it refers to no particular thing – a coat/an apple.</p> <p>*There is sometimes confusion about whether to use a or an. The sound of a word’s first letter helps us to know which to use: If a word begins with a vowel sound, you should use an; if a word begins with a consonant sound, you should use a.</p> <p>Determiners</p> <p>Small words that come before a noun e.g. the, an, a etc.</p> <p>These are words which limit, or determine the noun in some way.</p> <p>‘Determiners’ is an umbrella term which covers:</p> <p>Articles – the, a, an</p> <p>Possessives – my, your, his, her, its, our</p> <p>Quantifiers – some, any, many, much, few, little, both, all, either, neither, each, every, enough</p> <p>Numbers</p> <p>Question words</p> <p>Demonstratives – this/that, these/those</p>
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Features of sentences/Types of sentences	
Term	Definition
<p>Statement (Declarative sentence)</p>	<p>These are sentences which state facts. e.g.: It is hot. The butter is in the fridge.</p>
<p>Question (Interrogative sentence)</p>	<p>Interrogative sentences (questions) are sentences which ask for an answer. e.g.: Are you hot? Where is the butter?</p>
<p>Command (Imperative sentence)</p>	<p>These are sentences which give orders or requests. e.g.: Play the movie. Give me a dinosaur for my birthday.</p>
<p>Exclamation (Exclamatory sentence)</p>	<p>Exclamatory sentences (exclamations) are sentences which express a strong feeling of emotion. e.g.: My goodness, it's hot! I absolutely love this movie!</p>
<p>Clause</p>	<p>A clause is a group of words which contains a verb. There are two kinds of clauses:</p> <ol style="list-style-type: none"> 1. A main clause (makes sense on its own – a complete sentence) e.g. : Grace bought a new car. 2. A subordinate clause (does not make sense on its own; it depends on the main clause for its meaning) E.g.: Grace bought a new car <u>when she got a new credit card</u> . *‘when she got a new credit card’ is the subordinate clause as it would not make sense without the main clause.
<p>Phrase</p>	<p>A phrase is a group of words which does not make complete sense on its own and <u>does not contain a verb</u>; it is not a complete sentence: e.g.: up the mountain</p>

Vocabulary/language strategies

Definition	Example
<p>Synonyms</p> <p>These are words that have a similar meaning to another word. We use synonyms to make our writing more interesting.</p>	<p>Synonyms for:</p> <p>Bad - awful, terrible, horrible Happy - content, joyful, pleased Look - watch, stare, glaze Walk - stroll, crawl, tread</p>
<p>Antonyms</p> <p>These are words with the opposite meaning to another word.</p>	<p>The antonym of <u>up</u> is <u>down</u> The antonym of <u>tall</u> is <u>short</u> The antonym of <u>add</u> is <u>subtract</u></p>
<p>Word groups/ families</p> <p>These are groups of words that have a common feature or pattern - they have some of the same combinations of letters in them and a similar sound.</p>	<p>at, cat, hat, and fat are a family of words with the "at" sound and letter combination in common.</p> <p>bike, hike, like, spike and strike are a family of words with the "ike" sound and letter combination in common.</p> <p>blame, came, fame, flame and game are a family of words with the "ame" sound and letter combination in common.</p>
<p>Prefix</p> <p>Prefixes are added to the beginning of an existing word in order to create a new word with a different meaning.</p>	<p>Adding 'un' to happy – unhappy Adding 'dis' to appear – disappear Adding 're' to try – retry</p>
<p>Suffix</p> <p>Suffixes are added to the end of an existing word to create a new word with a different meaning.</p>	<p>Adding 'ish' to child – childish Adding 'able' to like – likeable Adding 'ion' to act – action</p>
<p>Root words</p> <p>Root words are words that have a meaning of their own but can be added to either with a prefix (before the root) or a suffix (after the root) to change the meaning of the word. Root words can often be helpful in finding out what a word means or where it is 'derived' from.</p>	<p><u>help</u> is a root word</p> <p>It can grow into:</p> <p style="text-align: right;"> helps help<u>ful</u> help<u>ed</u> help<u>ing</u> help<u>less</u> unhelp<u>ful</u> </p>
<p>Singular</p> <p>A singular noun names one person, place or thing (a single item).</p>	<p>One bike One mango One dress One fly One turkey</p>

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<p>Plural</p> <p>More than one person, place or thing.</p>	<p>One half</p> <p><i>Most nouns are made into plurals by adding -s:</i> Three bike<u>s</u></p> <p><i>Some nouns ending in -o are made into plurals by adding -es:</i> Two mango<u>es</u></p> <p><i>Most nouns ending in hissing, shushing or buzzing sounds are made into plurals by adding -es:</i> Ten dress<u>es</u></p> <p><i>For words ending in a vowel and then -y, just add -s:</i> Eight turkey<u>s</u></p> <p><i>For words ending in a consonant and then -y, change -y to -i and add -es:</i> Five fl<u>ies</u></p> <p><i>Most nouns ending in -f or -fe change to -ves in the plural:</i> Six hal<u>ves</u></p>
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Punctuation

Definition	Example
<p>Capital letter</p> <p>Used to denote the beginning of a sentence or a proper noun (names of particular places, things and people).</p>	<p>Joel has karate training ever <u>M</u>onday afternoon at <u>W</u>ells <u>P</u>rietary <u>S</u>chool.</p> <p>In <u>J</u>anuary, the children will be visiting <u>L</u>ondon <u>Z</u>oo.</p>
<p>Full stop</p> <p>Placed at the end of a sentence that is not a question or exclamation.</p>	<p>Terry Pratchett's latest book is not yet out in paperback •</p> <p>I asked her whether she could tell me the way to Brighton •</p>
<p>Question mark</p> <p>Indicates a question/disbelief.</p>	<p>Who else will be there? Is this really little Thomas?</p>
<p>Exclamation mark</p> <p>Indicates an interjection/surprise/strong emotion</p>	<p>What a triumph! I've just about had enough! Wonderful!</p>
<p>Inverted commas (speech marks)</p> <p>Punctuation marks used in pairs (" ") to indicate:</p> <ul style="list-style-type: none"> • quotes (evidence). • direct speech • words that are defined, that follow certain phrases or that have special meaning. 	<p><i>For direct speech:</i> Janet asked, "Why can't we go today?"</p> <p><i>For quotes:</i> The man claimed that he was "shocked to hear the news".</p> <p><i>For words that are defined, that follow certain phrases or that have special meaning:</i> 'Buch' is German for book. The book was signed 'Terry Pratchett'. The 'free gift' actually cost us forty pounds.</p>
<p>Direct and indirect speech</p>	<p>Direct speech uses the speakers original words in and speech marks will mark the beginning and ending.</p> <p>Indirect speech (reported speech) reports what has been said, but does not use the exact words of the original speaker. e.g. Kate said that she was going home.</p>
<p>Apostrophes</p> <p>Used to show that letters have been left out (contractions) or to show possession (i.e. 'belonging to')</p>	<p><i>Contractions:</i> <i>Is not = isn't Could not = couldn't</i></p> <p><i>Showing Possession:</i> <i>With nouns (plural and singular) not ending in an s add 's:</i> the girl's jacket, the children's books</p> <p><i>With plural nouns ending in an s, add only the apostrophe:</i> the guards' duties, the Jones' house</p> <p><i>With singular nouns ending in an s, you can add either 's or an apostrophe alone:</i> the witness's lie or the witness' lie (be consistent)</p>

<p>Commas in a list Used between a list of three or more words to replace the word <i>and</i> for all but the last instance.</p>	<p>Jenny’s favourite subjects are maths, literacy and art. Joe, Evan and Mike were chosen to sing at the service. The giant had a large head, hairy ears and two big, beady eyes.</p>
<p>Commas to mark phrases or clauses</p>	<p>To indicate contrast: The snake was brown, not green, and it was quite small.</p> <p>Where the phrase (embedded clause) could be in brackets: The recipe, which we hadn't tried before, is very easy to follow.</p> <p>Where the phrase adds relevant information: Mr Hardy, aged 68, ran his first marathon five years ago.</p> <p>To mark a subordinate clause: (use a comma when the SC starts the sentence).</p> <p>If at first you don't succeed, try again. Though the snake was small, I still feared for my life.</p> <p>Introductory or opening phrases: In general, sixty-eight is quite old to run a marathon. On the whole, snakes only attack when riled.</p> <p>Before a name: “Let’s go for a ride, James.”</p>
<p>Brackets (also known as parentheses) Used for additional information or explanation.</p>	<p>To clarify information: Jamie's bike was red (bright red) with a yellow stripe.</p> <p>For asides and comments: The bear was pink (I kid you not).</p> <p>To give extra details: His first book (The Colour Of Magic) was written in 1989.</p>
<p>Ellipsis Used to indicate a pause in speech or at the very end of a sentence so that words trail off into silence (this helps to create suspense).</p>	<p>A pause in speech: “The sight was awesome... truly amazing.”</p> <p>At end of a sentence to create suspense: Mr Daily gritted his teeth, gripped the scalpel tightly in his right hand and slowly advanced...</p>
<p>Dash Used to replace other punctuation marks (colons, semi-colons, commas) especially in informal writing.</p>	<p>Particularly useful when you want the reader to pause for effect: It was a great day out – everybody enjoyed it. The film was amazing – the effects were unbelievable.</p>
<p>Colons</p> <p>a) Used before a list, summary or quote</p> <p>b) Used to complete a statement of fact</p>	<p>Before a list: I could only find three of the ingredients: sugar, flour and coconut.</p> <p>Before a statement of fact: There are only three kinds of people: the good, the bad and the ugly.</p> <p>In the above two examples a main clause (complete sentence) should come before the colon.</p> <p>Before a line of speech:</p>

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	Tom asked: "May I have another cupcake?"
Semi-colons Used in place of a connective (conjunction) to join to related sentences. Can also be used to separate items in a list if the items consist of longer phrases.	<i>To link two separate sentences that are closely related:</i> The children came home today; they had been away for a week. <i>In a list:</i> Star Trek, created by Gene Roddenberry; Babylon 5, by JMS; Buffy, by Joss Whedon; and Farscape, from the Henson Company.