

## Guide to Grammar

Pre-Prep 1: Term	What is it?	Examples
<b>word</b>	Are a group of sounds together that symbolise something.	chair the school
<b>sentence</b>	A sentence begins with a capital letter and ends with a full stop (or ! or ?). It must have a verb and make complete sense on it's own.	I went to the park with my friends. The children danced at the party.
<b>letter</b>	A written way of showing a sound.	a, b, c, d
<b>capital letter</b>	Upper case version of a letter that is used at the start of sentences and for names, days of the week and months of the year.	A, B, C, D  My friend Sarah went to school on Monday.
<b>full stop</b>	Full stops are used to show the end of a sentence.	After tea she washed her hands. Then she went to play outside.
<b>punctuation</b>	Marks used to signal the end of sentences or enhance a sentence.	., ! ? " ; : ' - ( ) -
<b>singular</b>	A word about one thing.	pig engine park
<b>plural</b>	A word about more than one thing. It normally ends in an '-s'. (exceptions: children, mice, etc)	pigs engines parks
<b>question mark</b>	A question always ends in a question mark.	What's that? What time is it?
<b>exclamation mark</b>	An exclamation ends in an exclamation mark.	Wow! Ow! That hurt!

Pre-Prep 2 Term:	What is it?	Examples
<b>verb</b>	Verbs are the <b>doing</b> or <b>being</b> words in a sentence.	She <b>is falling</b> . Jenny <b>cut</b> herself. They <b>are</b> cold.
<b>past tense</b>	When you are writing or talking about something that has already happened.	He <b>liked</b> it. I <b>was</b> happy. He <b>could</b> swim.
<b>present tense</b>	When you are writing or talking about something that is happening at the moment or something that is true now.	He <b>likes</b> it. I <b>am</b> happy. He <b>can</b> swim.
<b>adjective</b>	Adjectives are describing words. You use them to say what the noun is like.	A <b>fat</b> cat. A <b>beautiful</b> day. A <b>kind, old</b> lady.
<b>noun</b>	A noun is a naming word. It is always a person's name, place or a thing.	<b>cat</b> <b>day</b> <b>lady</b> <b>Sally</b> <b>Manchester</b>
<b>suffix</b>	Suffixes are groups of letter that you stick on the end of a word.	care + <b>less</b> - care <b>less</b> - <b>ly</b> - <b>ness</b> - <b>ful</b> - <b>er</b>
<b>apostrophe</b>	An apostrophe will show where letters have been left out.  An apostrophe can show possession.	I am – I'm She would – She'd  Sarah's literacy book Mr Hanson's office
<b>comma</b>	You would use commas: - in a list  - to separate clauses (parts of a sentence).	Mrs Twit was ugly, disgusting, dirty and mean. With a squeak, the squirrel pounced on the giraffe.

<b>Prep Term:</b>	<b>What is it?</b>	<b>Examples</b>
<b>word family</b>	Words that are related to each other by meaning, form or grammar.	teach – teacher – teaching extensive – extent – extend
<b>conjunction</b>	A conjunction can join two sentences together or can be used to add extra information to a simple sentence.	and, but, because, or, if, although
<b>adverb</b>	Adverbs are used to describe the verb. They tell you how something is happening.	She is clumsily falling. Jenny cut herself badly.
<b>preposition</b>	A preposition links a noun to other words in a sentence.	in, of, at, with, by, between Sit in the chair between the tables.
<b>direct speech</b>	The actual words of a speaker quoted using speech marks.	“That,” he said, “is nonsense.”
<b>inverted commas (speech marks)</b>	Mark the beginning and end of direct speech. Can be used if quoting a word or phrase from somewhere.	“That,” he said, “is nonsense.” What does ‘adverb’ mean?
<b>prefix</b>	Prefixes are groups of letters at the start of some words.	un + happy - unhappy - un - dis - im - mis - pre
<b>consonant</b>	There are 21 consonant letters in the English alphabet.	B C D F G H J K L M N P Q R S T V W X Y Z
<b>vowel</b>	All words include at least one vowel.	A E I O U
<b>clause</b>	A clause is either a complete sentence (main clause) or part of a sentence that could be used to add extra information but could not be a sentence on its own (subordinate clause).	Main Clauses - The man walked down the street. - I tripped over a dog.
<b>subordinate clause</b>	A subordinate clause gives us some extra information but could not be a sentence on its own.	When I grow up, I want to be a vet.

Elements Term:	What is it?	Examples
<b>pronoun</b>	A pronoun is a word that can be used to stand for another word.	Mr Hanson stopped. Mr Hanson could see the children learning. Mr Hanson stopped. <b>He</b> could see the children learning. Examples: - <b>we</b> - <b>you</b> - <b>they</b> - <b>it</b>
<b>adverbial</b>	An adverbial is part of a clause that behaves like an adverb by modifying the verb.	<b>Leaving school at 9.30am</b> , Ethan went upstairs to have a rest.
<b>possessive pronoun</b>	Some pronouns show who something belongs to. They are called possessive pronouns.	This is <b>my</b> umbrella. The umbrella is <b>mine</b> .

<b>Figures Term:</b>	<b>What is it?</b>	<b>Examples</b>
<b>relative clause</b>	A relative clause is a type of subordinate clause. A relative clause usually adds more detail about the noun in the main clause.	The dog, <b>which was brown</b> , growled at the cat.
<b>modal verb</b>	Modal Verbs go before other verbs in a sentence. The main Modal Verbs are: will, would, can, could, may, might, shall, should, must.	I <b>should</b> learn a great deal this lesson.  I <b>will</b> go to school tomorrow.
<b>relative pronoun</b>	Used after a nouns to make it clear which noun we are talking about or to add more information about that noun.	<b>that, who, which, whose, where</b>
<b>parenthesis</b>	Parenthesis is a word or phrase put into a sentence to give more information. Parenthesis is used to: <ul style="list-style-type: none"> <li>- explain what a difficult word means.</li> <li>- show someone's thoughts.</li> <li>- add extra information to help the reader.</li> <li>- emphasise a point.</li> </ul>	The trainers ( <b>red and blue Nike Air</b> ) were very expensive.  They may be in <b>brackets ( )</b> , <b>italics</b> , have a <b>– dash</b> , or have <b>'inverted commas'</b> around it.
<b>bracket</b>	Brackets enclose or surround information to show that it is separate from everything around it.	The shoes ( <b>made of patent leather</b> ) were all scuffed and dirty.
<b>dash</b>	A dash can be used to mark off information or ideas that are not essential to the understanding of the rest of the sentence.	One thing's for sure <b>–</b> he doesn't want to face the truth. Thousands of children <b>–</b> like the girl in this photograph <b>–</b> have been left homeless.
<b>cohesion</b>	A text has cohesion if its meaning is coherent (makes sense and fits together).	If it is clear how the meanings of its parts fit together.
<b>determiner</b>	A determiner stands before a noun and any other words that modify the noun.	<b>the, a, this, any, my, an</b>  <b>The</b> beautiful flower was blossoming.
<b>ambiguity</b>	The possibility of interpreting an expression in two or more distinct ways.	<b>they are cooking apples</b>

Rudiments Term:	What is it?	Examples
<b>active and passive voice</b>	<p>A sentence is written in <b>active voice</b> when the subject of the sentence performs the action in the sentence.</p> <p>A sentence is written in <b>passive voice</b> when the subject of the sentence has an action done to it by someone or something else.</p>	<p>The girl was washing the dog.</p> <p>The dog was being washed by the girl.</p>
<b>object</b>	The subject of a sentence is the 'doer'.	The girl threw the book.
<b>subject</b>	The object of a sentence is 'being done to'.	The girl threw the book.
<b>hyphen</b>	<p>Hyphens are used to link words and part of words. There are three main cases where they are used:</p> <ul style="list-style-type: none"> <li>- in compound words.</li> <li>- to join prefixes to other words.</li> <li>- to show word breaks.</li> </ul>	<p>sugar-free</p> <p>co-own</p>
<b>colon</b>	<p>There are three main uses of the colon:</p> <ul style="list-style-type: none"> <li>- between two main clauses when the second clause explains the first</li> <li>- to introduce a list</li> <li>- before a quotation and sometimes before direct speech</li> </ul>	<p>That is the secret of my extraordinary life: always do the unexpected.</p> <p>The price includes the following: travel to London, hotel accommodation, and excursions.</p> <p>They shouted: "Our families are starving!"</p>
<b>semi-colon</b>	A semi-colon can link two complete sentences and turn them into one.	<p>The door swung open; a masked figure strode in.</p> <p>She was very tired; she had worked late the night before.</p>
<b>bullet points</b>	Bullet points are used to draw attention to important information. They are there so the reader can see the key facts quickly.	<p>Matilda was:</p> <ul style="list-style-type: none"> <li>- intelligent</li> <li>- caring</li> <li>- unloved</li> <li>- small</li> </ul>
<b>synonym</b>	Synonyms are words with the same or similar meaning.	bad, horrid, disgusting, etc.