

English Year One Grammar, Punctuation and Spelling

#### Sentences

A sentence is a group of words that make up a complete idea. Sentences start with capital letters and end with full stops, commas or exclamation marks.

Full stop

Capital lette

The new car was red.



#### **Capital letters**

Capital letter start every sentence. The names of people and

places start with capital letters. The personal

pronoun I is always a capital letter.

People: Tommy, Sarah, Mrs Smith

Places: Burnley, England

**Pronoun I:** I went shopping.

# Bowk

# **Question Marks**

Question marks are used at the end of the sentence when a question is asked.



Who is that?

## Joining two words together

The word 'and' can be used to link two words together in a sentence. 'But' and 'or' can also be used.

I like apples and grapes.

I like apples but not grapes.

You can have apples or grapes for lunch.



FUNBE

### **Exclamation Marks**

Exclamation marks are used at the end of a sentence to show strong feelings or to show someone is shouting.



# Joining two clauses together

The word 'and' can also be used to join two clauses together that each make sense by themselves. 'But' can also be used to join clauses together

We went to the park and we played on the swing.

We went to the park but the swing was broken.

# Year One Word List

Can you read and spell all of these words?

the	а	do	to	today
of	said	says	are	were
was	is	his	has	I
you	your	they	be	he
me	she	we	no	go
SO	by	my	here	there
where	love	come	some	one
once	ask	friend	school	put
push	pull	full	house	our

Key Vocabulary	Definition
Capital letter	Upper case letter used at the start of a sentence or for names of people and places.
Exclamation	Usually begins with 'How' or 'What. It is a full sentence including a verb. What a terrible accident!
Exclamation mark	A punctuation mark (!) used after an exclamation.
Full stop	A punctuation mark (.) normally placed at the end of a statement (a sentence that tells you something).
Plural	More than one .
Prefix	A group of letters that change the meaning of a word when they are added to the start- Kind/ unkind
Pronoun	Word that is used in place of a noun (she, he, his, hers, ours)
Punctuation	Markings that clarify sentences
Question	Sentences that ask something or show doubts Is that your car? Ends with a question mark
Sentence	A group of words that communicate a complete idea
Singular	Only one person or thing.
Statement	Sentence that claims something as truth My car is blue. It ends with a full stop.
Suffix	An 'ending', used at the end of one word to turn it into another word. Care- careful.
Word	A unit of language that speakers can identify.



English Year Two Grammar, Punctuation and Spelling

#### **Nouns**

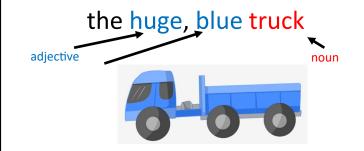
Nouns are words that name objects, people, places and ideas.

#### **Adjectives**

Adjectives are words which describe nouns and tell use what they are like.

#### **Noun Phrases**

When adjectives and nouns are put together they create noun phrases.



# Coordinating

Coordinating conjunctions join two parts of a sentence that have equal importance.

and but or so

I wanted an ice-cream but the shop was closed.



# Subordinating

Subordinating conjunctions join two parts of a sentence that are not equal (the subordinate clause needs the main clause to make sense).

because if when before after

went home because of the

rain



Conjunctions



# Verbs (tenses)

Verbs are words that tell us what is happening. The tense of a verb tells us whether it is happening in the past, the present or the future. The progressive form is a verb tense that shows something is on-going or continuous.

Past - He ran to the shop. Present - He runs to the shop.

Past Progressive - He was running to the shop for an hour. Present Progressive - He is running to the shop now.

#### Commas in a list

In a list of items, commas are used to separate each item.

I bought rice, peas, fish and a loaf at the shop.



The final item on the list is always separated by 'and.'

# **Different types of sentence**

Sentences when you are asking something are questions.

Who are you?

Exclamations usually begin with 'how' or 'what.'

How exciting!

Commands tell you to do something. They are often short.

Close the door.

Statements are sentences that state something as the truth. They usually end in a full stop.

The lesson is over.



# **Year Two Word List**

Can you read and spell all of these words?

door	floor	poor	because	find
kind	mind	behind	child	children
wild	climb	most	only	both
old	cold	gold	hold	told
every	everybody	even	great	break
steak	pretty	beautiful	after	fast
last	past	father	class	grass
pass	plant	path	bath	hour
move	prove	improve	sure	sugar
eye	could	should	would	who
whole	any	many	clothes	busy
people	water	again	half	money
Mr	Mrs	parents	Christmas	

Key Vocabulary	Definition
Adjective	A word that describe a noun (a person, place or thing)
Apostrophe	Punctuation mark used to show possession (belonging) or omission (letters left out)
Adverbs	A word that adds more information about a verb, an adjective or another adverb
Command	Tells you to do something. Often urgent and short. Get in the car.
Exclamation	Usually begins with 'How' or 'What. Full sentence including a verb. What a terrible accident!
Noun	Names of things that we can touch (concrete) and abstract (ideas, emotions).
Noun phrase	A group of words giving information about a noun
Past Tense	Verb form used to describe things that happened in the past
Present Tense	Verb form used to describe things happening right now
Question	Sentences that ask something or show doubts
Statement	Sentence that claims something as truth
Suffix	An 'ending', used at the end of one word to turn it into another word. Care- careful
Verb	Can be referred to as 'action/doing' words. The girl chased the dog



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English Year Three Grammar, Punctuation and Spelling

## **Complex Sentences**

A complex sentence is made up of a main clause and a subordinate clause. A main clause makes sense by itself. A subordinate clause only makes sense alongside a main clause.



→ When it is cold, Jim wears a hat. ← \_\_\_\_

Main clause

Subordinate clause

Jim wears a hat when it is cold.

When the subordinate clause is first, the clauses are separated by a comma.

if

since

as

when

although

while

after

before

until

because

# <u>Prepositions</u>

Prepositions describe where something is.

The rope wrapped around the pirate.

beyond above below beneath outside around

inside through across



#### **Adverbs**

Adverbs give more information about verbs (action words). Sometimes adverbs open sentences.

## -ly adverbs

Many adverbs end in –ly. They give detail about how something happened.

Sally carefully place the book down.

Carefully, Sally placed the book down

#### **Adverbs for time**

Some adverbs tell us when something happened.

Meanwhile, I carried on looking for the jewels.

next soon lately later meanwhile soon

# Using 'a' or 'an'

If the following word begins with a vowel we use 'an' before the noun or adjective.

a

e

u

If the following word begins with a consonant we use 'a'

an egg





a leaf

# **The Perfect Tense**

Perfect tense uses have or has to show that an action is completed.

Simple Past - He went out to play.

Past Perfect - He has gone out to play.



# **Direct Speech**

Direct speech uses inverted commas (speech marks) to show the exact words spoken.

I miss my dog.

"I miss my dog," cried the girl.

accident(ally)	actual(ly)	address	answer	appear	arrive	believe
bicycle	breath	breathe	build	busy	business	calendar
caught	centre	century	certain	circle	complete	consider
continue	decide	describe	different	difficult	disappear	early
earth	eight	eighth	enough	exercise	experience	experiment
extreme	famous	favourite	February	forward(s)	fruit	grammar
group	guard	guide	heard	heart	height	history
imagine	increase	important	interest	island	knowledge	learn
length	library	material	medicine	mention	minute	natural
naughty	notice	occasion(ally)	often	opposite	ordinary	particular
peculiar	perhaps	popular	position	possess(ion)	possible	potatoes
pressure	probably	promise	purpose	quarter	question	recent
regular	reign	remember	sentence	separate	special	straight
strange	strength	suppose	surprise	therefore	though	although
thought	through	various	weight	woman	women	

Key Vocabulary	Definition
Adverb	A word that adds more information about verbs, adjectives or other adverbs
Complex sentence	Has a main clause (makes sense on its own) and at least one subordinate clause (doesn't make sense on its own)
Consonant	The letters in the alphabet which are not vowels (b,c,d,f,g,h,j,k,l,m,n,p,q,r,s,t,v,w,x,y,z)
Direct speech	The exact words spoken
Main clause	Can form a complete sentence on its own
Paragraph	Connected sentences about one idea or theme
Past tense	Verb form used to describe things that happened in the past
Perfect form	Indicates a completed action e.g. He <b>has</b> gone out to play
Present tense	Verb form used to describe things happening right now
Speech marks (inverted commas)	Punctuation used to show what has been spoken or said
Subordinate clause	Is dependent on a main clause. It doesn't make sense on its own
Vowel	The letters a,e,i,o,u



English Year Four Grammar, Punctuation and Spelling

# **Fronted Adverbials**

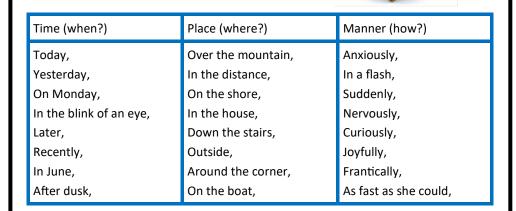
Fronted adverbials are words or phrase which come before a main clause. They add information (where, when, how) to the verb in the main clause. A comma separates the fronted adverbial and the main clause.

A few days later, I found my missing toy.

comma

Main clause

Fronted adverbial for where



# **Possessive Apostrophes**

Apostrophes in words can show that something belongs to someone or something else.

Singular Possession:

The apostrophe is before the 's' to show singular possession. The ball belongs to one girl.



It was the girl's football.

Plural Possession:

The apostrophe is after the 's' to show plural possession. The ball belongs to more than one girl.

It was the girls football.

Some plural nouns do not end in 's.' For these words the apostrophe is always before the 's.'

It was the children's ball.

#### **Pronouns**

Pronouns take the place of nouns to avoid repetition in a sentence.

The pronoun 'she' replaces Suzie's name.

Suzie went shopping. She met Megan at the supermarket. While they were there, they decided to go for a coffee.

'there' is used as a pronoun and replaces 'the supermarket.'



The pronoun 'they' replaces 'Suzie and Megan.'

1st person	2nd person	3rd person
I, me, my, mine, myself we, us, our, ours, ourselves	You, yours, yourself, yourselves	He, him, his, himself She, her, hers, herself It, its, itself They, them, theirs, themselves

# **Direct Speech**

In direct speech the exact words spoken by a character are written inside inverted commas.

Punctuation belonging to the speech inside the

commas.

"Sit down!" ordered the teacher.

inverted T

The teacher said, "Sit down!"

Separate the spoken words and the reporting clause with a comma.

said, yelled, shouted, ordered, exclaimed, announced, screamed, whispered, muttered, cried, responded, stated, answered, murmured

#### **Noun Phrases**

Noun phrases are groups of words that create a clear description for the reader.

noun	beast
Determiner and noun	A beast
Determiner, adjectives and noun	A ferocious, hairy beast
Add extra information using prepositions or 'with'	A ferocious, hairy beast with sharp teeth  A ferocious, hair beast in a dark cave

When a noun phrase has more than one adjective, a comma is used to separate.



# **Determiners**

Determiners come before nouns to introduce and identify them.

a, an, the, this, that, these, those, his, her, my, their, some, each, every, one, two, three, which, what, whose

# **Standard English**

Standard English verbs forms should be used in writing. Non-standard might be used in a character's speech.

I was, He was, She was, It was

You were, They were, We were

# Year Three and Four Spelling Words

Can you spell all of these words?

accident(ally)	actual(ly)	address	answer	appear	arrive	believe
bicycle	breath	breathe	build	busy	business	calendar
caught	centre	century	certain	circle	complete	consider
continue	decide	describe	different	difficult	disappear	early
earth	eight	eighth	enough	exercise	experience	experiment
extreme	famous	favourite	February	forward(s)	fruit	grammar
group	guard	guide	heard	heart	height	history
imagine	increase	important	interest	island	knowledge	learn
length	library	material	medicine	mention	minute	natural
naughty	notice	occasion(ally)	often	opposite	ordinary	particular
peculiar	perhaps	popular	position	possess(ion)	possible	potatoes
pressure	probably	promise	purpose	quarter	question	recent
regular	reign	remember	sentence	separate	special	straight
strange	strength	suppose	surprise	therefore	though	although
thought	through	various	weight	woman	women	

# **Glossary**

Key Vocabulary	Definition
Adverbial	A word or phrase expressing time, place or manner
Apostrophe	Punctuation mark used to show possession (belonging) or omission (letters left out).
Determiner	Introduces the noun and goes before any modifiers (e.g. adjectives or other nouns). Some examples of determiners are:  articles (the, a or an) demonstratives (e.g. this, those) possessives (e.g. my, your) quantifiers (e.g. some, every).
Direct speech	The exact words spoken
Noun	Names of things that we can touch (concrete) and abstract (ideas, emotions)
Noun phrase	A phrase with a noun as its head, e.g. some foxes, foxes with bushy tails
Preposition	Often describe locations or directions but can describe other things, such as relations of time
Pronoun	A word used in place of a noun or noun phrase
Reporting clause	Reports who is speaking or who has spoken (she shouted, he answered)
Inverted commas (Speech Marks)	Punctuation used to show what has been spoken or said



English Year Five Grammar, Punctuation and Spelling

### **Relative Clauses**

A relative clause is a type of subordinate clause used to adapt, modify or describe a noun. Relative clauses often start with relative pronouns: who, which, where, when, whose, that.

John is visiting his friend who lives in Nelson.

Sometimes the relative clause is embedded within the sentence. Commas are used around the embedded clause.

The house, which is at the end of the row, is haunted.

Sometimes the relative pronoun is omitted for effect.

Nothing that Jim does surprises me anymore.

## Commas to clarify meaning

Commas can be used to make the meaning of a sentence clear. This can be very

important!

Suggests we are eating → Can we eat Mum?

Asking mum if we can → Can we eat, Mum?



#### **Parenthesis**

Parenthesis is when a word, phrase or clause is inserted as an afterthought or explanation. The sentence will still make sense without the parenthesis. Brackets, commas or dashes can be used to indicate parenthesis.

Jane (his daughter) visits every weekend.

Sam is, in my opinion, the best at times tables.

The cake was lovely - delicious in fact- so I had more.

# **Possibilty**

## **Modal Verbs**

Model verbs show certainty or ability of other verbs.

must will would ought to should can could

may might

# **Most Certain**



# Adverbs of Possibility

maybeperhapscertainlydefinitelymaybepossiblyclearlyobviouslyperhapsprobably

#### Sentence openers

A range of different opening clauses can be used to create complex sentences. A comma is placed between the opening clause and the main clause.

-ed opening clauses



Horrified by what he saw, the man ran away.

-ing opening clauses

Jumping for joy, Sophie collected her award.



With a face like thunder, he stomped off

# Linking ideas across paragraphs (cohesion)

Fronted adverbials can be used to show relationships between ideas and link sentences and paragraphs together.

Number /	<u>Time</u>	<u>Place</u>	<u>Manner</u>
<b>Frequency</b>	Today,	Over the mountain,	Anxiously,
Firstly,	Yesterday,	In the distance,	In a flash,
Secondly,	On Monday,	On the shore,	Intrigued,
Finally,	In the blink of an	In the house,	Nervously,
Lastly,	eye,	Down the stairs,	Devastated,
Occasionally,	Later,	Outside,	Feeling nervous,
Rarely,	Recently,	In the corner,	As fast as she
Often,	In June,	On the boat,	could,
Sometimes,	After dusk,	Beneath the water,	Scanning the room,

# **Expanded Noun Phrases**

Noun phrases can be used to give detailed information about a noun. This is particularly effective in non-fiction texts.

The landscape is full of <u>deciduous trees that shed their delicate frost-prone</u>

leaves.



# Year Five and Six Spelling Words

Can you spell all of these words?

accommodate	category	determined	forty	marvellous	programme	soldier
accompany	cemetery	develop	frequently	mischievous	pronunciation	stomach
according	committee	dictionary	government	muscle	queue	sufficient
achieve	communicate	disastrous	guarantee	necessary	recognise	suggest
aggressive	community	embarrass	harass	neighbour	recommend	symbol
amateur	competition	environment	hindrance	nuisance	relevant	system
ancient	conscience	equipment	identity	occupy	restaurant	temperature
apparent	conscious	equipped	immediate	occur	rhyme	thorough
appreciate	controversy	especially	immediately	opportunity	rhythm	twelfth
attached	convenience	exaggerate	individual	parliament	sacrifice	variety
available	correspond	excellent	interfere	persuade	secretary	vegetable
average	criticise	existence	interrupt	physical	shoulder	vehicle
awkward	curiosity	explanation	language	prejudice	signature	yacht
bargain	definite	familiar	leisure	privilege	sincere	
bruise	desperate	foreign	lightning	profession	sincerely	

Key Vocabulary	Definition			
Adverbial	A word or phrase expressing time, place or manner			
Ambiguity	Could have more than one meaning			
Bracket	Punctuation used to add additional information to a sentence			
Cohesion	'Tying' words, phrases, sentences and paragraphs together to create a piece of writing which is clear and logical to the reader, giving the text 'flow'.			
Dashes (pair)	Punctuation used to add additional information to a sentence			
Parenthesis	A word, phrase or clause inserted as an afterthought or an explanation			
Modal verb	Used to change the meaning of other verbs. They can express meanings such as certainty or ability. The main modal verbs are will, would, can, could, may, might, shall, should, must and ought.			
Pronoun	A word used in place of a noun or noun phrase.			
Relative clause	A special type of subordinate clause that modifies a noun. It often does this by using a relative pronoun such as who or that to refer back to that noun. E.g. That's the boy who lives near school.			
Relative pronoun	Introduce a relative clause. The most common relative pronouns are who, whom, whose, which, that.			
Subordinate clause	Is dependent on a main clause. It doesn't make sense on its own. E.g <u>. After she picks me up</u> , Mum is taking me to buy new shoes.			



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English Year Six Grammar, Punctuation and Spelling

### **Active and Passive Sentences.**

Most sentences need a subject (the noun performing the action in the sentence), a verb (the action in the sentence) and an object.



In the active voice the subject is carrying out the action: Paula is eating the cake.

When we use the **passive voice**, the action is done to the subject.



# **Subjunctive Verb Form**

The subjunctive verb form makes writing sound more formal. It is used to express wishes, hopes, commands, demands or suggestions. It doesn't change when the pronoun changes.

If I were able to come and meet you, I would.

The school requires that all children wear full uniform.

## **Hyphens**

Hyphens can be used to avoid ambiguity (something having more than one possible meaning) in writing.

It was a man eating shark.



It was a man-eating shark.



# **Ellipsis**

Ellipsis is used to add a pause for suspense at the end of a sentence.

She opened the door and saw...

It can also show that a character's thoughts are trailing off or that someone stops speaking midsentence.

#### **Cohesion within and Across Paragraphs**

Adverbials can be used to open sentences and paragraphs. They make links between the previous writing and the writing which is coming next.

Time	Place	Number/Frequency	Exception	
In the beginning,	Around here,	Firstly,	Despite this,	
Only yesterday,	In the city,	Secondly,	Even though,	
Meanwhile,	Beyond the wall,	Once,	Aside from,	
Simultaneously	Beside the table,	Occasionally	However,	
Straight away,	Inside the cave,	Rarely,	Besides,	
Presently,	Above the fireplace,	Every so often,	Excluding,	
Cause and effect	Contrast/Comparison	Clarification	Emphasis/Addition	
As a result,	On the other	In fact,	Most importantly,	
Subsequently,	hand,	In other words,	Above all else,	
Therefore,	Alternatively,	Above all,	As well as,	
Consequently,	In contrast,	For instance,	In addition,	
Due to,	In Comparison,	To summarise	Furthermore,	
Due to,		To summarise,	r ar circimore,	

Sammy always looks untidy. On the other hand, she keeps her car very clean.

#### **Colons and Semi-Colons for Lists**

A colon can be used to introduce a list when the introductory clause is independent (makes sense on it's own).

Ethan went to the shop to buy some ingredients: flour, butter, eggs and sugar.

Semi-colons are used in lists when extra details are included or when commas are needed within the list.

to buy some
ingredients: eggs to
make an omelette;
butter for his toast;
and sugar, cocoa and
flour, which he will use
to make a cake.

#### **Colons and Semi-Colons to Separate Clauses**

Semi-colons (;), colons (:) and dashes can all be used to separate two independent clauses. (Clauses which make sense on their own.)

Semi-colons are used to separate two closely related independent clauses. A semi-colon takes the place of a conjunction.

It started to rain so I ran home.

The semi-colon replaces the conjunction 'so' to become,

It started to rain; I ran home.

Dashes can also be used to separate clauses in this way. This is most common in informal witing.

I love crisps—any flavour is fine!

Colons separate clauses when the second clause explains, or gives more detail about, the first.

Cheetahs are the fastest land mammals: they can reach speeds of up to seventy miles per hour.



#### **Perfect Tense**

The perfect tense uses have/had/has/will have to show that an action starts or ends in a different time.

Past perfect	Bertie had eaten all his toast.		
Present perfect	Flossie has grown larger since she was a puppy.		
Future perfect	I will have finished by bedtime.		

## **Formal and Informal Writing**

When we write we have to choose the correct style to suit the audience we are writing for. In formal writing we always use standard English. Sometimes non-standard forms can be used for effect in story writing e.g. when a character is speaking.

Formal Writing	Informal Writing
Presenting an award Writing a letter of complaint Writing a report Writing a letter of application	Talking to friends Writing an email to a friend/ family Sending a text

Key Vocabulary	Definition			
Active voice	The sentence begins with the subject (person or thing) performing the action			
Adverbial	A word or phrase expressing time, place or manner			
Ambiguity	Could have more than one meaning			
Antonym	Two words are antonyms if their meanings are opposites			
Bullet points	Little markers at the start of a line which are used to separate items in a list			
Cohesion	'Tying' words, phrases, sentences and paragraphs together to create a piece of writing which is clear and logical to the reader, giving the text 'flow'			
Colon	Punctuation mark used to introduce a list or to separate two independent clauses			
Dash (one)	Punctuation mark to separate two independent clauses			
Ellipsis	Punctuation mark used to show a pause at the end of a sentence, a thought trailing off or missing words in a			
Hyphen	Punctuation mark used to join words			
Independent clause	A clause which makes sense on its own			
Object	A noun, pronoun or noun phrase that comes straight after the verb and shows what the verb is acting upon. The man chased the cat.			
Passive voice	The object begins the sentence. The cat was chased by the man.			
Semi-colon	Punctuation mark used to separate two independent clauses or in a detailed list of items which already contains commas			
Subject	The noun, noun phrase or pronoun that names the 'do-er' or 'be-er' in a sentence. The man chased the cat.			
Subordinate clause	It is dependent on a main clause. It doesn't make sense on its own. E.g <u>. After she picks me up</u> , Mum is taking me to			
Synonym	Two words are synonyms if they have the same meaning, or similar meanings.			

# Year Five and Six Spelling Words

Can you spell all of these words?

accommodate	category	determined	forty	marvellous	programme	soldier
accompany	cemetery	develop	frequently	mischievous	pronunciation	stomach
according	committee	dictionary	government	muscle	queue	sufficient
achieve	communicate	disastrous	guarantee	necessary	recognise	suggest
aggressive	community	embarrass	harass	neighbour	recommend	symbol
amateur	competition	environment	hindrance	nuisance	relevant	system
ancient	conscience	equipment	identity	occupy	restaurant	temperature
apparent	conscious	equipped	immediate	occur	rhyme	thorough
appreciate	controversy	especially	immediately	opportunity	rhythm	twelfth
attached	convenience	exaggerate	individual	parliament	sacrifice	variety
available	correspond	excellent	interfere	persuade	secretary	vegetable
average	criticise	existence	interrupt	physical	shoulder	vehicle
awkward	curiosity	explanation	language	prejudice	signature	yacht
bargain	definite	familiar	leisure	privilege	sincere	
bruise	desperate	foreign	lightning	profession	sincerely	