

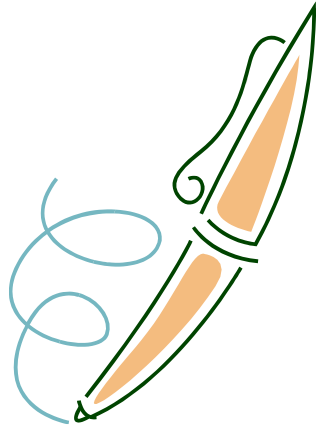
SPAG

Spelling, Punctuation and Grammar



Bottisham Community Primary School

**A Glossary
for Children and Parents**



Dear children and parents,

This booklet is to help you and your child with the **Spelling, Punctuation and Grammar** terms that the children will be using in their English lessons.

We have split the glossary into a *Grammar Glossary* and a separate *Spelling Glossary*.

We hope this will be of use to you and your child.

Active voice: when the **subject** of the sentence is **active** and comes first in the sentence.

E.g. *The **school** arranged a visit.*

The opposite of this is **Passive voice**:

E.g. *The visit was arranged **by** the school.*

Adjectives: sometimes called 'describing words' because they **describe the noun**.

E.g. *The **tall**, **green** tree*

Adverb: A word that **describes the verb**. They can describe manner, place or time.

E.g. *He spoke **gently** to the injured bird. She could sing **well**.*

Adverbial: A **phrase** that describes the verb. They can describe manner, place or time.

E.g. *The bus leaves **in five minutes**.*

Antonym: Two words with **opposite** meaning.

E.g. *hot—cold.*

Apostrophe: Apostrophes have two completely different uses:

1. *for **contraction**—showing the place of missing letters*

*e.g. **I'm** = **I am** **wouldn't** = **would not***

2. *for **possession** e.g. **Hannah's** mother*

Article or Determiner:

Here is a list of articles/determiners:

- *the*
- *a*
- *an*
- *some*
- *many*
- *three (all numbers are determiners)*

Clause: A clause is a part of a sentence. It needs to contain a verb—there are different types of clauses.

- main clause
- subordinate clause
- relative clause

Conjunction: a single word that links two clauses together. There are two types of conjunctions:

1. **Co-ordinating conjunction:** links two main clauses together as an equal pair. Examples are: **and, but, so, for, nor, yet, or (FANBOYS)**

E.g I like tea but my brother likes coffee.

2. **Subordinating conjunction:** links a subordinate clause to a main clause

E.g. When I get home, I will tidy my room.

I SAW A WABUB—a useful way to remember subordinating conjunctions
If, Since, As, When, After, While, Although, Before, Until, Because.

Even though is another useful example of a subordinating conjunction

Dash: A dash looks like this —

It can be used at the end of a sentence for an extra comment.

He was only six years old, yet he could ride a bike —quite incredible!

Dashes in pairs: Dashes can be used in pairs to add parenthesis.

The train - which was 20 minutes late - was heading for London.

Ellipsis: the three dots ...

Used where words have been left out or a sentence has not been finished.

She turned around swiftly and couldn't believe her eyes ...

Expanded noun phrase: a phrase with a noun and some adjectives

E.g. some cute, little foxes.

Fronted Adverbial: a word or phrase that describes the verb. It goes at the front of the sentences and is marked with a comma.

E.g. Early in the morning, she set off on her journey.

Hyphen: - used to link two words together.

E.g. Primary-school teacher

Ice-cream van

Main clause: the part of a sentence which is the main idea. It must be able to stand alone.

E.g. It was raining when we got to the beach.

Modal verb: used to change the meaning of other verbs. They can express how likely something is to happen.

Examples of modal verbs:

will, would, can, could, may, might, shall, should, must and ought.

Noun: names of people, places and things.

There are different types of nouns:

Common nouns—boy, girl, house, school

Proper nouns—Wednesday, Mr Smith, Bottisham

Pronouns—I, you, he, she, it, we, they,

Possessive pronouns—mine, yours, his, hers, theirs

Abstract nouns—fear, humour, joy

Parenthesis: commas, brackets or dashes can be used in pairs to mark a clause in the middle of a sentence:

-

There was nothing he could do—it was pointless trying — nobody would be able to help him now.

There was nothing he could do, it was pointless trying, nobody would be able to help him now.

There was nothing he could do (it was pointless trying) nobody would be able to help him now.

Object: The **object** of a sentence is the person or thing having something done to them.

The boy picked up the cat.

In this sentence "the cat" is **the object** of the sentence

Passive voice: when the **object** of the sentence (the thing or person having something done to them) comes first in the sentence.

The table leg was chewed by our dog. PASSIVE Voice

Our dog chewed the table. ACTIVE Voice

Past tense: A sentence talking about what has happened in the past.

Most past tense verbs take a **suffix -ed ending**

walked, talked, climbed

But many common verbs are **irregular**.

went, saw, was

Phrase: a phrase is a group of words. It is shorter than a clause and does not contain a verb.

E.g. the hard-working athlete

Pronoun: replaces a name of person, place or thing

E.g. He went to bed early.

Preposition: describe locations, directions or time

E.g. under, over, through, in between

Words like *before* and *after* can be prepositions or conjunctions.

Present tense: a sentence talking about what is happening now or what you usually do.

Simple Present *E.g. I walk to school*

Present Progressive *E.g. I am walking to school*

Progressive tense: includes the verb "to be" with the main verb. It is used to show the activity is carrying on...

E.g. *He is waiting for the bus — Present progressive*
He was waiting for the bus — Past progressive

Perfect tense: includes the verb "to have" with the main verb

E.g. *He has waited for the bus — Present Perfect*
He had waited for the bus — Past Perfect

Formal or Informal Tone

E.g. *I regret to inform you that Mr Joseph Smith is leaving the company.*
[formal tone]

Have you heard that Joe is leaving? [informal tone]

Relative clause: a type of clause starting with a relative pronoun such as "who" or "that"

E.g. *The boy, who lives next door to me, walks to school every day.*

Relative pronoun: *who, which, that, whose*

A word used to start a relative clause:

This is the boy who lives next door to me.

Subordinate Clause: a part of a sentence which **cannot** stand alone. It is linked to a main clause with a conjunction.

Even though it was raining, we still went out to play.

We went out to play, even though it was raining.

The subordinate clause can go at the **beginning or end** of a sentence. Notice the position of the comma.

Subject: The subject of a sentence is the person or thing doing the action in the sentence.

E.g. The boy picked up the cat.

In this sentence, "the boy" is **the subject** of the sentence

Synonyms: two words that have the same meaning.

E.g. talk and speak. Midday and noon

Tense: writing in the **past, present or future**

I sing —present tense

I sang —past tense

I will sing —future tense

Verb: often called **doing words**

E.g. walk, climb, jump, grab.

*They can be **past, present or future** tense.*

Remember the verb "**to be**" and "**to have**" are also verbs:

"to be" — I **am** happy

— He **was** happy

Word class: every word belongs to a group called a word class: Words can be...

nouns, verbs, adjectives, adverbs, prepositions, determiners, pronouns,

conjunctions ...

Spelling Glossary

Here is a glossary of terms relating to spelling

Consonant: any letter that is **not a vowel**

E.g. the letters b, c, d, f, g ...

Vowels: There are 5 vowels *a, e, i, o, u*

Homophone: two words that sound the same but have different spellings and different meanings:

E.g. hear and here.

Commonly mis-used homophones are:

*there - There are 30 children in our class
Look over there!*

their - Their dog is called Rufus!

they're - They're coming on holiday with us.

Homonym: two words that look the same and sound the same but have different meanings.

E.g. The dog had a loud bark. There is bark on a tree.

Prefix: added to the beginning of a word to turn it into another word.

E.g. reposted submarine recovered disappointed

Plural: more than one

A plural noun normally has the suffix -s, -es, -ies, or -ves

boy—boys

box—boxes

bush—bushes

battery—batteries

wolf—wolves

Irregular plurals—Words that don't follow the rules

sheep—sheep mouse—mice woman—women foot—feet

Root word: in spelling the part of the word that can stand alone without a prefix or suffix.

unbelievable

believe — root word

un — prefix

able — suffix

Suffix: an ending used to change the meaning of a word.

E.g. **ed ing able ence comfortable**

Compound word: a compound word is a word made up of two other words

E.g. **whiteboard, superman.**

Syllables: Syllables are the units of sound you can hear when you say a word.
They sound like a beat in a word.

re-mem-ber has 3 syllables **com-pli-ment** has 3 syllables

Vowels: There are 5 vowels **a,e,i,o,u**

Vowels can have short sounds and long sounds

Short vowel sounds - cat met kick shot drum

Long vowel sounds — make eve nine bone flute

Word family: words that are related to each other in meaning. They have the same root word.

E.g. **happy, unhappy, happiness**

care, careless, uncaring, carefully