

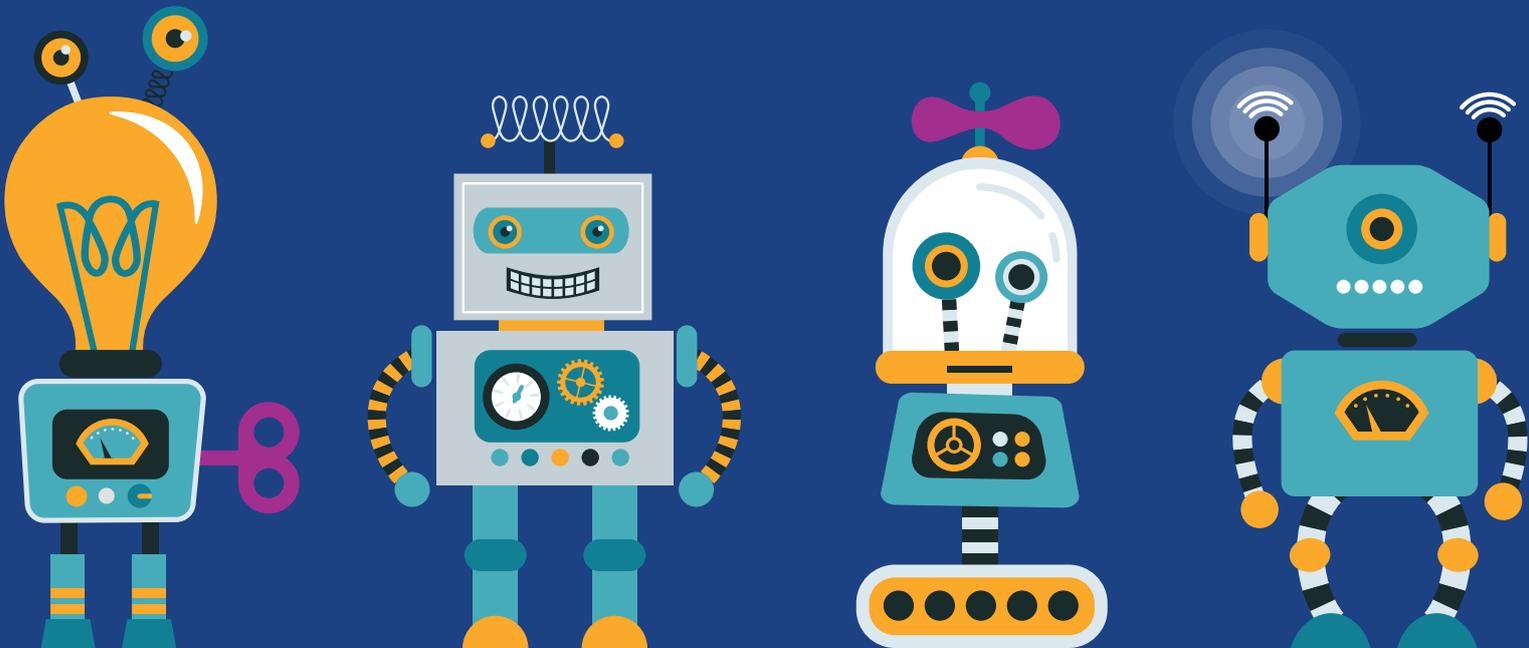
# Tricky Grammar and Punctuation

Is grammar giving you a headache?

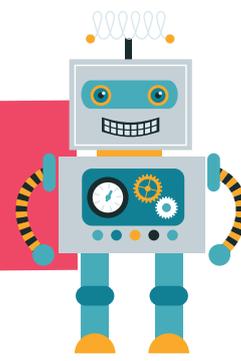
Not sure how to use different punctuation marks?

This booklet contains definitions and examples of grammar terms and punctuation taught in **years 3, 4, 5 and 6** to help parents and pupils.

You may also wish to look at the booklet for year 1 and 2 to see previous grammar and punctuation terms taught.



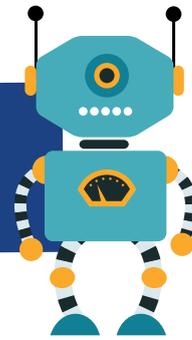
# Year 3



Term:	Guidance:	Example:
<b>Clause</b>	A clause is a special type of phrase that has a verb at its head. A clause can be a complete sentence. You may also have main or subordinate clauses.	<b>Susie loves the beach and swimming in the sea.</b> (two main clauses linked with a conjunction to create a compound sentence) <b>If you are coming to my party</b> , please let me know. (subordinating clause)
<b>Complex sentence</b>	A complex sentence has a main clause and a 'less important' clause, called a subordinate clause. Sometimes, the subordinate clause can come before the main clause.	<b>You may have pudding if you eat all of your vegetables.</b>  <b>If you eat all of your vegetables, you may have pudding.</b>
<b>Compound sentence</b>	This is when two main clauses that would make sense on their own are linked with a coordinating conjunction.	<b>Susie loves the beach and her sister likes swimming in the sea.</b>
<b>Conjunction</b>	These are words that join words, clauses or sentences together. They can be coordinating (for, and, nor, but, or, yet) or subordinating (if, when, that, because, whether, after, since, before etc).	He was an enormous, <b>yet</b> gentle creature. I love pizza <b>but</b> I do not like peas. Emma cannot play in the team <b>because</b> she is injured. Raj goes to the park <b>when</b> it is sunny. Tim was very bright, <b>although</b> he was often lazy.
<b>Direct speech</b>	These are the exact words that someone says. It is shown using inverted commas.	<b>"Will you come to the park with me?"</b> asked Braden.
<b>Inverted commas</b>	These punctuation marks show when someone is speaking.	<b>"Will you come to the park with me?"</b> asked Braden.

<b>Phrase</b>	A phrase is a group of words that are grammatically connected. They can be a noun phrase or prepositional phrase.	The teacher taught her <b>eager pupils.</b> (noun phrase) The pots are on the shelf <b>below the plates.</b> (prepositional phrase)
<b>Prefix</b>	These are groups of letters that can be added to the beginning of words to change their meaning.	<b>dis</b> appear <b>inter</b> national <b>re</b> cycle <b>bic</b> ycle <b>un</b> well
<b>Preposition</b>	These words tell you how things are related to one another. They can show when or where and are used before a noun or pronoun.	I am sitting <b>next to</b> my friend. The pots are <b>on the shelf</b> below the plates. You must be in bed <b>before</b> 10 o'clock.
<b>Prepositional phrase</b>	This is a phrase that has a preposition at the beginning.	I am sitting <b>next to my friend.</b> The pots are on the shelf <b>below the plates.</b> You must be in bed <b>before 10 o'clock.</b>
<b>Present perfect</b>	This is used to link ideas within and across sentences and paragraphs. It shows something has started to happen and is still happening now, or it is still relevant now.	<b>She has played for the football team many times.</b>  Aliens <b>have landed</b> on the school field.  <b>present perfect = have/has + past tense verb</b>
<b>Subordinate clause</b>	The 'less important' clause in a complex sentence. It usually begins with a subordinating conjunction.	<b>If you are coming to my party,</b> please let me know.
<b>Word family</b>	These are groups of words that are related by grammar, spelling and meaning.	<b>help, helpful, helpfully, unhelpful</b> <b>joy, enjoy, enjoyable, enjoyment</b>

# Year 4



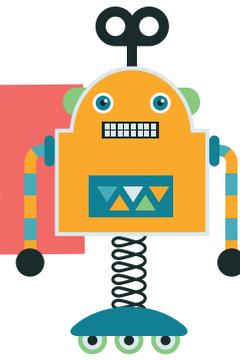
Term:	Guidance:	Example:
<b>Adverbial</b>	This is an adverb, phrase or clause that modifies a verb. It can show time, frequency, place or manner.	I went to the shop <b>yesterday</b> . I <b>often</b> visit the supermarket. The cat purred <b>under the blanket</b> . <b>Suddenly</b> , the cat pounced.
<b>Determiner</b>	These are words that come before the noun or at the start of a noun phrase.	<b>The</b> girls raced to <b>the</b> park. I saw <b>an</b> elephant at <b>the</b> zoo. <b>My</b> sister made <b>our</b> lunch. A black bird sat on <b>the</b> branch.
<b>Expanded noun phrase</b>	These are phrases that add information to a noun using determiners, adjectives and prepositional phrases.	<b>The red roses in the garden</b> were flowering. <b>My clever brother in year 5</b> won a poetry competition.
<b>Fronted adverbial</b>	An adverbial placed at the beginning of a sentence. It must have a comma placed after it.	<b>Later that day</b> , we went out to dinner. <b>As quick as a flash</b> , the fox dashed across the field.
<b>Plural possession</b>	Apostrophes are used to show possession when the noun is plural.	<b>The girls'</b> changing room. (The changing room belongs to more than one girl)
<b>Possessive pronoun</b>	A pronoun that show who owns something.	The pencil case is <b>hers</b> . <b>Their</b> mum is waiting outside.
<b>Pronoun</b>	A pronoun can replace a noun in a sentence.	Tim is very clever. <b>He</b> always come top of the class. I would love to come to <b>her</b> party.

# Year 5



Term:	Guidance:	Example:
<b>Ambiguity</b>	We use commas to make sure that the meaning is clear, avoiding ambiguity.	<b>While the chicken was cooking, gravy was made in the jug.</b> Clear meaning <b>While the chicken was cooking gravy in the jug.</b> Unclear meaning!
<b>Brackets</b>	This punctuation is used to separate words or phrases within a sentence (parenthesis).	Did you leave your bag (red with pink flowers) on the bus? Amy (aged 11) joined the local football team.
<b>Comma</b>	This punctuation is used to separate words or phrases within a sentence (parenthesis) and also separate clauses.	Amy, aged 11, joined the local football team. Tom's football, which was a birthday present, went into a neighbour's garden. if you eat you dinner, you may have pudding.
<b>Dash</b>	This punctuation is used to separate words or phrases within a sentence (parenthesis).	Did you leave your bag – red with pink flowers – on the bus? Amy – aged 11 – joined the local football team.
<b>Modal verb</b>	These change the meaning of other words and indicate possibility.	You <b>can</b> go to the party. You <b>might</b> go to the party. You <b>will</b> not go to the party. You <b>should</b> go to the party.
<b>Parenthesis</b>	This is a word or phrase added to a sentence to provide additional information. brackets, commas or dashes are used to punctuate them.	Amy (aged 11) joined the local football team. Did you leave your bag – red with pink flowers – on the bus? Tom's football, which was a birthday present, went into a neighbour's garden.
<b>Past perfect tense</b>	This is used to link ideas within and across sentences and paragraphs. It shows that something had happened before something else in the past.	Katherine <b>had worked</b> very hard. Aliens <b>had landed</b> on the school field. <b>past perfect = had + past tense verb</b>
<b>Relative pronoun</b>	A pronoun that refers back to the noun in a sentence.	<b>who, which, where, whose, whom, that</b>

# Year 6



Term:	Guidance:	Example:
<b>Active voice</b>	An active verb is used in a sentence to show that the subject is doing something.	The <b>school arranged</b> a visit. <b>She cleaned</b> her bedroom.
<b>Antonym</b>	These are words which have opposite meanings.	<b>hot - cold</b> <b>light - dark</b> <b>large - small</b>
<b>Bullet points</b>	These are used to show important information in a text.	For my holidays I must pack: <ul style="list-style-type: none"> <li>• sun cream</li> <li>• reading book</li> <li>• sunglasses</li> </ul>
<b>Colon</b>	This punctuation mark can be used to introduce a list, before bullet points or introduce explanations.	When shopping today I must buy: eggs, milk, bread and chicken.  I love the colour red: it is the colour of my favourite football team.
<b>Ellipsis</b>	This is a punctuation mark with three dots. It shows when a word has been missed out or a sentence is not finished.	Suddenly she heard a scream...  Well... I was just wondering...
<b>Hyphen</b>	A hyphen is used to join two (or more) words and some prefixes to words. They are also used to make meaning clear.	sky-blue mother-in-law co-operate  a man eating tiger > a man-eating tiger
<b>Object</b>	The object in a sentence is usually a noun, pronoun or noun phrase and comes after the verb.	The pupils walked to <b>the museum</b> . Sheila's mum went to <b>the supermarket</b> .
<b>Passive voice</b>	A passive verb is used to show that the object has had something done to it.	A <b>visit was arranged</b> by the school.  The <b>bedroom was cleaned</b> .

<b>Semi-colon</b>	This punctuation mark can be used to separate two main clauses that are of equal importance, or to separate longer phrases in a list.	The show was excellent; we all had a fabulous time.  For the camping trip, the children must bring: a headtorch with spare batteries; a hot-water bottle; a cup, plate and bowl; cutlery.
<b>Subject</b>	A subject is the person 'doing' the verb. It is usually the noun, pronoun or noun phrase that comes before the verb in a sentence.	<b>The pupils</b> walked to the museum.  <b>Sheila's mum</b> went to the supermarket.
<b>Subjunctive form</b>	This is used in formal writing. It expresses wishes, hopes, commands, demands or suggestions.	<b>If I were</b> a good writer, I would have work published. <b>I wish I were</b> able to attend. <b>I demand they be</b> counted again.
<b>Synonym</b>	Words that have a similar meaning.	<b>small - tiny</b> <b>old - ancient</b>