

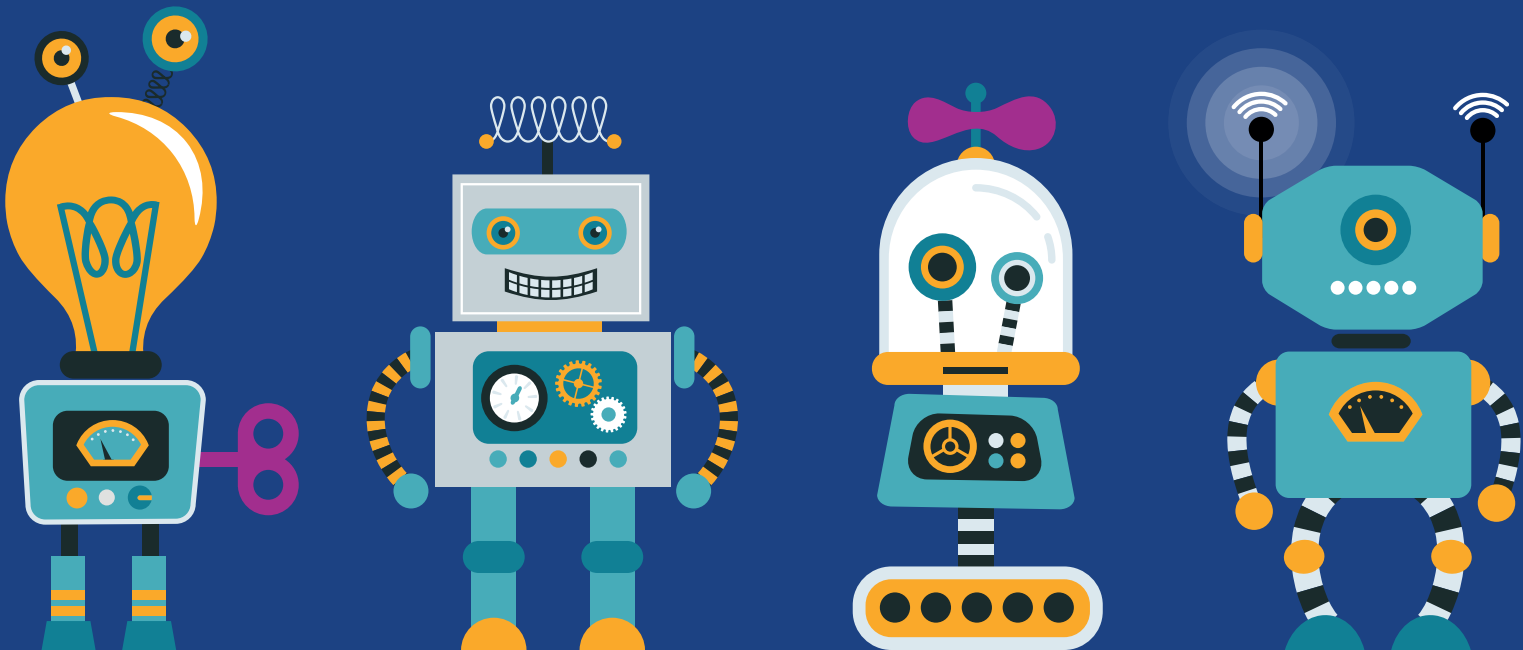
Tricky Grammar and Punctuation

Is grammar giving you a headache?

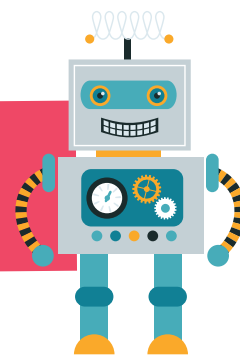
Not sure how to use different punctuation marks?

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.



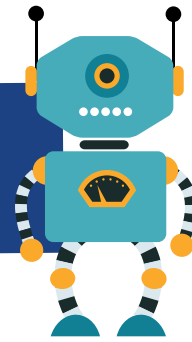
Year 3



Term:	Guidance:	Example:
Clause	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.	Susie loves the beach and swimming in the sea. (two main clauses linked with a conjunction to create a compound sentence) If you are coming to my party , please let me know. (subordinating clause)
Complex sentence	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.	You may have pudding if you eat all of your vegetables. If you eat all of your vegetables, you may have pudding.
Compound sentence	This is when two main clauses that would make sense on their own are linked with a coordinating conjunction.	Susie loves the beach and her sister likes swimming in the sea.
Conjunction	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, yet gentle creature. I love pizza but I do not like peas. Emma cannot play in the team because she is injured. Raj goes to the park when it is sunny. Tim was very bright, although he was often lazy.
Direct speech	These are the exact words that someone says. It is shown using inverted commas.	"Will you come to the park with me?" asked Braden.
Inverted commas	These punctuation marks show when someone is speaking.	"Will you come to the park with me?" asked Braden.

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

Year 4



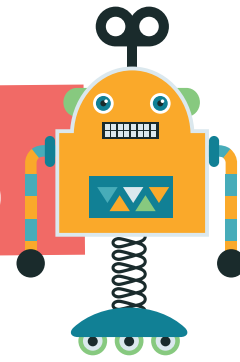
Term:	Guidance:	Example:
Adverbial	This is an adverb, phrase or clause that modifies a verb. It can show time, frequency, place or manner.	I went to the shop yesterday . I often visit the supermarket. The cat purred under the blanket . Suddenly , the cat pounced.
Determiner	These are words that come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

Year 5



Term:	Guidance:	Example:
Ambiguity	We use commas to make sure that the meaning is clear, avoiding ambiguity.	While the chicken was cooking, gravy was made in the jug. Clear meaning While the chicken was cooking gravy in the jug. Unclear meaning!
Brackets	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.
Comma	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.
Dash	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.
Modal verb	These change the meaning of other words and indicate possibility.	You can go to the party. You might go to the party. You will not go to the party. You should go to the party.
Parenthesis	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.
Past perfect tense	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 had worked very hard. Aliens had landed on the school field. past perfect = had + past tense verb
Relative pronoun	A pronoun that refers back to the noun in a sentence.	who, which, where, whose, whom, that

Year 6



Term:	Guidance:	Example:
Active voice	An active verb is used in a sentence to show that the subject is doing something.	The school arranged a visit. She cleaned her bedroom.
Antonym	These are words which have opposite meanings.	hot – cold light – dark large – small
Bullet points	These are used to show important information in a text.	For my holidays I must pack: <ul style="list-style-type: none"> • sun cream • reading book • sunglasses
Colon	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.
Ellipsis	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...
Hyphen	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
Object	The object in a sentence is usually a noun, pronoun or noun phrase and comes after the verb.	The pupils walked to the museum . Sheila's mum went to the supermarket .
Passive voice	A passive verb is used to show that the object has had something done to it.	A visit was arranged by the school. The bedroom was cleaned .

Semi-colon	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.
Subject	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.	The pupils walked to the museum. Sheila's mum went to the supermarket.
Subjunctive form	This is used in formal writing. It expresses wishes, hopes, commands, demands or suggestions.	If I were a good writer, I would have work published. I wish I were able to attend. I demand they be counted again.
Synonym	Words that have a similar meaning.	small – tiny old – ancient