

Punctuation

Apostrophes

Use to show possession: *the boys' jumpers, the boy's jumper.*

Use when a letter has been omitted: *you're (instead of you are).*

Colons

Use to introduce lists or to separate 2 independent but linked clauses.

I need the following items: pens, pencils and paper.

Semi-colons

Use to join 2 independent (main) clauses that are related.

I like fruit; Sam likes vegetables.

Inverted commas

Speech marks – use to indicate direct speech.

"Pick me up at 7," said Sam.

Commas

- **In Lists:** *We ate salad, sandwiches, biscuits and cake.*

- **To Clarify Meaning:** *Wash, Mum insisted. (*Read this without the comma!)*

- **After Fronted Adverbials:** *After dinner, I had a bath.*

Punctuation For Parenthesis: Parenthesis is a word or phrase inserted into a sentence to add extra information. Use brackets, dashes or commas to show parenthesis.

Arjun (my eldest brother) is 14.

Single Dashes: use to mark the boundary between independent clauses or use to show parenthesis.

My aunt has bad knees – she suffers from arthritis.

Hyphens: smaller than a dash, use to join words.

He was a bad-tempered man.

Bullet Points: Use to list information.

I need to:

- *eat breakfast*
- *pack my school bag*
- *walk to school.*

Full Stops.

Exclamation Marks!

Question Marks?

Use to end sentences.

Stop! You're driving too fast. Can you slow down?

Capital letters

Use at the start of sentences and for people's names, places, days of the week and personal pronouns.

I went to London with Jo.

Vocabulary

Synonyms & antonyms

Synonyms: words with similar meaning.

tiny, little, small

Antonyms: words with opposite meaning.

big, gigantic, huge

Word families

Groups of words that have a common feature, pattern or meaning. They usually share the same root word.

design signature signpost signal

Prefixes

Add to the beginning of root words to change their meaning.

unhappy misbehave autograph

Suffixes

Add to the end of root words to change their meaning.

enjoyment playful considerate

Verb forms and tenses

Simple Past & Simple Present

Simple tense is the most basic way to express action. *Simple past: I jumped. Simple present: I jump.*

Verbs in the perfect form

Perfect tense uses the present, past or future form of the verb "to have" + the past form of the main verb.

I have smiled / I had smiled / I would have smiled

Present & Past progressive

The present progressive tense is used for an ongoing action in the present. E.g. *She is swimming at the beach.*

The past progressive tense is used to describe an ongoing activity in the past. E.g. *I was swimming at the beach.*

Passive & Active

Active voice: the subject performs the action stated by the verb. E.g. *I write a letter.*

Passive voice: the subject is acted upon by the verb. E.g. *A letter was written by me.*

Tense consistency

Whether a question is in the past or present, tense must be kept consistent.

I ate the food and danced to the music.

Subjunctive verb forms

Use this verb form to express wishes, suggestions, demands and hopes that could or should happen. Subjunctive verbs use the forms **I were** and **they be**.

I wish I were able to drive.

She asked that they be told today.

Modal verbs

A modal is used to express ability, possibility, permission or obligation.

Common modal verbs: will, would, must, should, could, may, can, shall, ought to, might

Standard English & Formality

Standard English

Standard English refers to the "correct" form of English used in formal writing.

Non standard: *There ain't no point.*

Standard: *There is no point.*

Formal & Informal Vocabulary

Formal language is the use of Standard English for speech and writing.

Formal: *It is my opinion.*

Informal: *I reckon.*

Functions of sentences

Statements

Statements are sentences that express a fact, opinion or idea.

The weekend is almost over.

Exclamations!

A sentence showing strong emotion and ending with an exclamation mark (!). Often begins with 'What' or 'How'.

What an exciting day it has been!

Questions?

A sentence worded to get more information. Ends in a question mark.

Are you playing football tomorrow?

Commands

A command is a sentence that contains an order or instruction, for example someone being told to do something.

Mix the eggs with the flour.

Phrases & clauses

Main & Subordinate clauses: a main clause contains a subject and an object and makes sense on its own (e.g. He likes apples). A subordinate (dependent) clause needs to be attached to a main clause as it does not make sense on its own. E.g. We ate ice cream, **even though we were cold.**

Relative clauses

Relative clauses add information to sentences by using a relative pronoun such as who, that, which, where, when.

That's the man who won the lottery.

Co-ordinating conjunctions

Use to join two parts of a sentence that are of equal importance. There are 7: for, and, not, but, or, yet, so (FANBOYS)

I like to read or watch a film.

Noun phrases

A noun phrase contains one noun plus words that describe it, to function like a single noun.

A man in a suit The glistening snow

Subordinating Conjunctions

A subordinating conjunction (when, if, that, because) introduces a subordinate clause.

I like cycling because it keeps me fit.

Grammar

Nouns

A word that names a person, place or thing.

house, car, John, Zara, London

Verbs

A doing word, or phrase that describes an action or experience.

run, sing, think, eat, feel, play

Adjectives

A word that describes or gives more information about a noun.

A red hat A fierce dog

Conjunctions

Words used in a sentence to connect (or glue together) clauses, phrases or words.

when, before, after, while, so, because

Pronouns

A word that is used to replace a noun in a sentence. e.g. she, you, him, mine, yours

She went to the store.

Prepositions

A word that expresses the relationship between two other nearby words.

before, after, during, in, because of

Determiners

A word that introduces a noun. Examples are: a, an, the, some, each, every, one.

There were two men in the shop.

Subject & Object

The subject is doing something, and the object is having something done to it.

The girl (subject) ate a cake (object).

Adverbs & Adverbials

An adverb modifies a verb and often ends in -ly. Examples: slowly, easily, never

An adverbial is a word or phrase used like an adverb to give more detail about a verb. **In the garden, flowers grew.**

Possessive & Relative Pronouns

Possessive: a pronoun showing ownership, e.g. mine, yours, hers, theirs.

Relative: joins 2 sentences or refers to a noun mentioned previously. E.g. which, who, whom, that, whose, whoever.