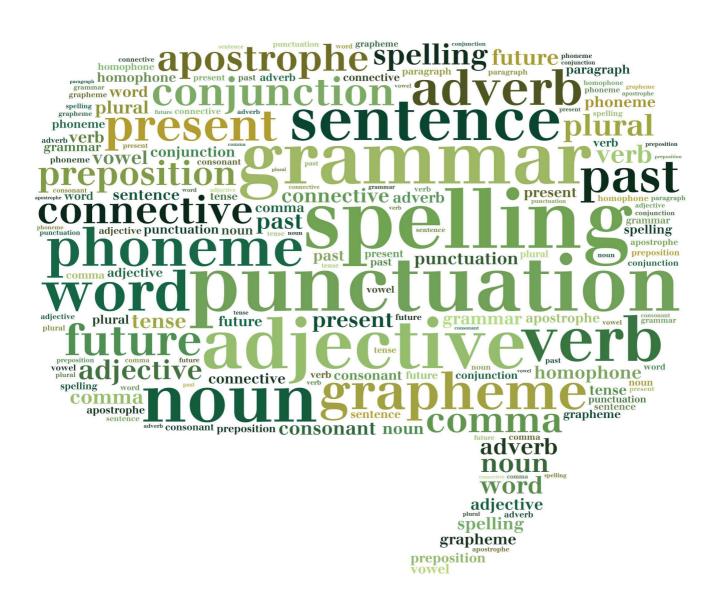


## Sitwell Infant School

Spelling, Punctuation & Grammar Glossary



Grammatical Feature:	Definition:	Guidance:
Adjacent consonant	Adjacent consonants are two or more consonants that appear next to one another within a word and they each represent a different sound.  NB: 'ck' is not an adjacent consonant as both 'c' and 'k' represent the same sound.	Adjacent consonants can appear at the beginning of a word e.g. ' <b>gr</b> ab', at the end of a word 'be <b>nd</b> ' or at both ends of a word e.g. ' <b>print</b> '. There can be three adjacent consonants in a word like in the word ' <b>scr</b> ap'.
Adjective	A word that describes a noun.	The cat was <b>fluffy</b> . She saw a <b>small</b> , <b>pointy</b> hat.
Adverb	A word that describes a verb.	The beetle scuttled <b>quickly.</b> Charlotte danced <b>beautifully</b> .
Apostrophe , Omission	A type of punctuation used to show the place of omitted letters.	I'm (instead of I am) we'll (instead of we will) should've (instead of should have)
<sup>)</sup> Possession	A type of punctuation used to mark possession or belonging.	Hannah's mother. (One Hannah – singular) The boys' ball. (A group of boys - plural)
Article	An article is a word used to modify a noun. There are three articles: <b>the, a</b> or <b>an.</b> NB: <b>An</b> is used before a noun that begins with a vowel e.g. an apple, an elephant.	The girl had freckles on her face. A dog barked loudly. An alligator was in the lake.
Antonym	Words which mean the opposite to each other.	The antonym of <u>up</u> is <u>down</u> The antonym of <u>tall</u> is <u>short</u> The antonym of <u>add</u> is <u>subtract</u>
Capital letters	Uppercase letters.	Capital letters are used: To begin sentences To begin proper nouns (e.g. names of people, places, days of the week etc) To begin words in titles To begin words of exclamation To begin words He, Him, His when referring to God To write the pronoun 'I'
Clause	A clause is a group of words which contains a verb; it is part of a sentence.  There are two kinds of clauses:  1. A <i>main clause</i> (makes sense on its own) e.g.: Sue bought a new dress.  2. A <b>subordinate clause</b> (does not make sense on its own; it depends on the main clause for its meaning).	Main clause: My sister is older than me.  Subordinate: My sister is older than me and is very annoying.  Embedded clause: My sister, who is very annoying, is older than me.

Comma	Punctuation mark used to show a pause, separates clauses or separates items in a list.	Jenny's favourite subjects are Maths, Literacy and Art.
<del></del>	separates items in a list.	Joe, Evan and Mike were chosen to sing at the service.
		The giant had a large head, hairy ears and two big, beady eyes.
	Where the phrase (embedded clause) could be in brackets:	The recipe, which we hadn't tried before, is very easy to follow.
	Where the phrase adds relevant information:	Mr Hardy, aged 68, ran his first marathon five years ago.
	To mark a subordinate clause:	If at first you don't succeed, try again. Though the snake was small, I still feared for my life.
	Introductory or opening phrases:	In general, sixty-eight is quite old to run a marathon. On the whole, snakes only attack when riled.
	Fronted verbs:	Unfortunately, the bear was already in a bad mood and, furthermore, pink wasn't its colour.
Command	A sentence that tells someone to do something.	Do the washing up. Brush your hair.
Common exception words	Words that do not follow a conventional spelling rule OR Common words that follow a more	said, the, their, some, come, are. was, he, she, have, would.
	difficult spelling rule that is taught at a later date.	
Complex sentence	A sentence with a main clause and at least one subordinate clause.	Although it was late, I wasn't tired. My Gran, who is as wrinkled as a walnut, is one hundred years old.
Compound words	Compound words are made by joining two words.	superman classroom lunchbox
Compound sentence	A sentence with two main clauses joined together with a conjunction such as: and, but, or.	It was late but I wasn't tired.
Conjunction	A word or phrase that links clauses or sentences. Within KS1, there are 2 main conjunction types: Coordinating conjunctions: Words that join two clauses which are grammatically independent of each other and would make sense if written on their own. Subordinating conjunctions: Words that introduce a dependent	Coordinating conjunctions: and, but, or. e.g. I had a terrible cold last week, but I still went to work.
	vvorus mui miroduce a dependent	Subordinating conjunctions:

	clause, joining it to a main clause. One will not make sense without the other.	when, if, that, because. e.g. When the doorbell rang, Nicky ran to answer the door.
Connective	A word or phrase that links clauses or sentences to create flow in a text.  Often these words will begin a new sentence so will need a capital letter e.g. Finally.	finally, after this, next, then, firstly, secondly, presently, subsequently, eventually, moreover, besides, in the same way, likewise, what is more, additionally, as well as
Consonant	All letters of the English alphabet except: a, e, i, o, u, which are vowels.	b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z
Contracted form	A word is in its contracted form when it is shortened by omitting letters. The letter(s) are replaced with an apostrophe.	don't wouldn't can't
Digraph	A type of grapheme where two letters represent one phoneme (sound).	ea — each, pea ai — pain, fail or — fork, snort
□ Consonant digraph	A consonant digraph is a combination of two consonants which produce only one sound	ch — chick, cheap sh — shin, fish ng — ring, string
□ Split digraph	Sometimes, the two letters are not next to one another; this is called a split digraph.	i-e — smile, fine a-e — bake, shape
□ Vowel digraph	A vowel digraph is a combination of two vowels which produce only one sound	oi — coin, foil ee — seek, street
Ellipsis	Punctuation mark used to show a pause in someone's speech or thoughts, to build tension or show that a sentence is not finished.	A pause in speech:  "The sight was awesometruly amazing."  At the end of a sentence to create  suspense:  Mr Daily gritted his teeth and slowly advanced on the mountain
Exclamation	A sentence which shows someone feels strongly about something.  An exclamation must begin with how or what, include a verb and end in an exclamation mark.  Other sentences that use an exclamation mark but do not begin with how or what are exclamatory statements.	Exclamation: What a great idea that is! How beautiful you are!  Exclamatory statement: Let's celebrate! I'm so happy!

Exclamation mark  Full stop  Grapheme	Punctuation mark used to show something is being exclaimed or said with feeling or surprise.  Punctuation mark used to show the end of a sentence or an abbreviation.  A letter, or combination of letters, that corresponds to a single phoneme (sound) within a word.	What a triumph that was! I've just about had enough! Wonderful!  The dog ran to the end of the street. I asked Mr. Marshall to help me.  The grapheme t in the words ten, bet and ate corresponds to the phoneme (sound) /t/.
	NB: You see the grapheme, and hear the phoneme.	The grapheme <i>ph</i> in the word <i>dolphin</i> corresponds to the phoneme (sound) /f/.
Homophones	Words which sound the same but are spelt differently and have different meanings.	their, there, they're I, eye our, are to, too, two
Inverted Commas	Punctuation marks used in pairs to indicate direct speech.  Informally known as 'speech marks'.	Janet asked, "Why can't we go today?" "I don't want to go to bed!" screamed Kate.
Noun  Common and proper nouns are taught within the KS1 curriculum.	A word used to name people, places and 'things'.  Nouns can be classified into four different types: common nouns, proper nouns, collective nouns and abstract nouns.  Nouns can be preceded by an article in a sentence — the, a or an.	Common noun:  Everyday things: cars, toothbrushes, trees — and kinds of people: man, woman, child.  Proper noun: Particular people and places: Jim, Betty, London — and some 'times': Monday, April, Easter. Proper nouns always begin with a capital letter.  Collective noun: A group or collection of people or things: army, bunch, team, swarm.  Abstract noun: Cannot actually be seen, heard, smelt, touched or tasted: sleep, honesty, boredom, freedom, power.
Noun phrase	In a noun phrase, one or more adjectives work together to give more information about a noun.  Noun phrases are used in writing to give a clearer picture of the noun.	the <b>red, spiky boots</b> She fluttered her <b>long, luscious eyelashes</b> . It was a <b>cold, frosty evening</b> .
Paragraph	Paragraphs are a series of related sentences. They make texts easier to understand because they chunk ideas or subjects together.	

	A new paragraph usually means a change of topic, idea, time, place or argument.	
Phoneme	A phoneme is the smallest unit of sound. These are represented in writing as graphemes.  There are around 44 phonemes in	The word <i>cat</i> has three letters and three phonemes: c-a-t  The word <i>catch</i> has five letters and three
	English; the exact number depends on regional accents.  NB: You see the grapheme, and hear the phoneme.	phonemes: c-a-tch The word <i>caught</i> has six letters and three phonemes: c-augh-t
Plural	More than one person, place or thing.	
	Most nouns are made into plurals by adding —s:	Three bikes
	Some nouns ending in —o are made into plurals by adding —es:	Two mangoes
	Most nouns ending in hissing, shushing or buzzing sounds are made into plurals by adding —es:	Ten dresses
	For words ending in a vowel and then —y, just add —s:	Eight turkeys
	For words ending in a consonant and then —y, change -y to -i and add —es:	Five flies
	Most nouns ending in -f or-fe change to -ves in the plural:	Six halves
	Some nouns don't follow a spelling rule in the plural form:  Some spellings stays the same e.g. Sheep, fish, deer.  Some spellings change completely: Mouse/mice, tooth/teeth, foot/feet.	-s, -es, -ies and —ves are all examples of plural noun suffixes
Prefix	A letter, or group of letters, added to the beginning of a word to change its meaning.	Adding 'un' to happy – <b>un</b> happy Adding 'dis' to appear – <b>dis</b> appear Adding 're' to try – <b>re</b> try
Prepositions	Words which show the relationship between two things.  They often tell you where one thing	About, above, across, after, against, along, amid, amidst, among, amongst, before, behind, below, beneath, beside, between, beyond, by, down, during, except, for,
	is as opposed to another.	from, in, into, near, of, off, on, over, round, since, though, till, to, towards, under,

		underneath, until, unto, up, upon, with, within, without.
		<u>For example:</u> Tom jumped <i>over</i> the cat. The monkey is <i>in</i> the tree.
Pronoun	Words used to avoid repeating a noun (name of a person, place or thing).	I, you, me, he, she, it, you, him, her, my, mine, your, yours
Punctuation	The use of symbols to separate or link clauses to help the reader understand the intended meaning of a text.	. ?!, '""
Question	A sentence that asks something. A question will always end with a question mark. NB: A question sentence can begin with several words — not just when, where, what, where and why!	Who else will be there? Are you warm enough? Where are we going? Can you come to my house? Do you need some help?
Question mark	Punctuation mark used to indicate that a sentence is a question.	Who else will be there? Is this really little Thomas?
Root word	The simplest form of a word that prefixes or suffixes can be added to.	Help is a root word. It can grow into:  help <u>s</u> help <u>ful</u> help <u>ed</u> help <u>ing</u> help <u>less</u> <u>un</u> help <u>ful</u>
Sentence	A sentence is a group of words which are grammatically connected to each other but not to any words outside the sentence. A sentence may convey a statement, question, command or exclamation.	You are my friend. [statement] Are you my friend? [question] Go and play with your friend. [command] What a good friend you are! [exclamation]
	A sentence contains at least a subject and a verb.	Short example: Danny walks. A subject (Danny) is the noun that is doing the main verb (walks). The main verb is the verb that the subject is doing. In English and many other languages, the first word of a written sentence has a capital letter. At the end of the sentence there is always a full stop or another type of punctuation e.g.!?
Simile	Compares two or more things, usually using the words 'like' or 'as'.	The water was <b>as</b> hot <b>as</b> lava. He was <b>as</b> quiet <b>as</b> a mouse. He crept up the stairs <b>like</b> a big animal

Singular	One person, place or thing.	A dog
		A man A plate
		A hill
Standard English	The form of English which follows formal rules of speech and writing.	
Statement	A statement is a sentence which gives information.	Paper is made from trees. I like pizza.
Suffix	A letter, or group of letters, added to the end of the word to change its meaning.	Adding 'ness' to like — like <b>ness</b> Adding 'er' to fast — fast <b>er</b> Adding 'est' to big — bigg <b>est</b> Adding 'ful' to delight — delight <b>ful</b> Adding 'ment' to excite — excite <b>ment</b> Adding 'ly' to quiet — quiet <b>ly</b>
Syllable	Chunks of sound within a word.	
	Monosyllabic words have one	'jam' has 1 syllable
	syllable. <b>Polysyllabic</b> words have more than	'water' has 2 syllables 'elephant' has 3 syllables
	syllable.	elepitant has 3 syllables
Synonym	Words which have the same or	Synonyms for:
	similar meaning as each other.	Bad – awful, terrible, horrible
		Happy — content, joyful, pleased
		<u>Look</u> — watch, stare, glaze <u>Walk</u> — stroll, crawl, tread
Tense	Any of the forms of a verb which	
. 6.65	show the time at which an action	
	happened.	
	There are 3 tenses:	
	Past, Present and Future. In Key Stage 1, children will learn	
	about the simple and progressive	
	forms of each tense.	
□ Past tense	Tells you about what happened in	Simple past:
	the past.	I played with my toys. <u>Past progressive:</u>
	Regular past tense verbs end in	I was playing with my toys.
	'ed'. Some words do not follow this	1 3 3 3
	pattern e.g. run/ran, buy/bought,	
	and go/went.	
□ Present tense	Tells you about what is happening	Simple present:
1 1 2 2 2 1 1 2 1 2 1 1 2 1 2 1 1 2 1 2 1 1 1 2 1 1 1 2 1	now.	I play with my toys.
		Present progressive:
□ Future tense	Tells you about what will happen.	I am playing with my toys. <u>Simple future:</u>
□ Future tense	You usually place a 'will' in front of	Simple Juture: I will play with my toys this afternoon.
	verbs.	Future progressive:
		I will be playing with my toys this
W. I	A 1	afternoon.
Verb	A doing word that shows what someone or something is, has or	
	does.	

	Present tense:	The table <b>is</b> brown. The table <b>has</b> four legs. The table <b>stands</b> in the room.
	Past tense:	The table <b>was</b> brown. The table <b>had</b> four legs. The table <b>stood</b> in the room.
	NB: 'is and was' are the present and past tense of the verb 'to be'; 'has/had' are the present and past tense of 'to have'; 'does/did' are the present and past tense of 'to do'.	
Vowel	The letters of the alphabet: a, e, i, o, u.	