

# SPELLING, PUNCTUATION AND GRAMMAR

Struggling with spelling? Puzzled by punctuation? Grappling with grammar? Check out these terms & see if they help you out...

## Adjective

A word which describes a **noun**: *red, big, sweet*

## Adverb

A word which describes a **verb**, **adjective** or other adverb: *here, today, carefully, gently*

## Adverbial

A word or phrase expressing place, time or how something is done: *in the garden, in June, in a strange way*

## Agreement

When words in a sentence 'match' by number, gender or person: *The men ~~was~~ were happy.*  
*I ~~be~~ am glad to see you.*

## Antonym

A word that means the opposite of another: *bad/good, tall/short*

## Apostrophe '

Shows possession, or where a letter has been left out: *I'm (I am) Lucy's friend.*

## Brackets / Parenthesis ( )

Punctuation marks which surround words to separate them from the main sentence:

The lady (*who was very pretty*) handed him the change.

## Bullet Point

A symbol which shows separate items in a list

## Capital Letter

Used to show the start of a sentence, or a **proper noun**:

*Today, Jane will travel to New York.*

## Clause

A part of a sentence containing a **subject** and **verb**.

## Colon :

Punctuation which comes before a list, quotation or explanation:

*It was her favourite tea: chips, ham and eggs.*

## Comma ,

Punctuation used to separate items in a list or between **clauses** in a sentence:

*Yesterday, when making tea, I burned myself.*  
*The fire is red, hot and bright.*

## Command

A sentence which contains an order:

*Quickly, run and get your teacher.*

## Conjunction / Connective

A word which joins two **clauses** or sentences:  
*because, so, if, therefore*

## Contraction

Shortening a word by combining parts:

*I am = I'm, do not = don't*

## Dash —

A punctuation mark used to show a break or pause:

*My homework—maths, literacy and spellings—got ruined when they were chewed by my little sister.*

## Determiner

Word which defines a **noun** or noun group: *a, an, the, every, all*

## Exclamation

A sentence that expresses strong emotion such as surprise, joy or pain:

*That car is going too fast!*

## Exclamation Mark !

Punctuation showing an **exclamation**.

## Full Stop .

A punctuation mark used to show the end of a sentence or an abbreviation:

*Mrs. Roberts knows everything.*

# SPELLING, PUNCTUATION AND GRAMMAR

Struggling with spelling? Puzzled by punctuation? Grappling with grammar? Check out these terms & see if they help you out...

## Noun

Word naming a person, place or thing

Proper; name of a particular person or place, they get a **capital letter**: **J**ohn, **L**ondon, **E**gypt

Improper; name of an object or thing: **v**ase, **p**en, **b**ox

## Object

The object in a sentence is the person or thing that is acted on by the **subject**. It usually follows the **verb**:

Tom loves **football**.

Sally opened **the wooden door**.

She left **the garden** behind her.

## Plural

A word meaning there is more than one:

**trees, babies, churches, women**

## Prefix

A group of letters added to the start of a word and change its meaning: **un-**, **re-**, **pro-**, **sub-**

## Preposition

A word describing where a noun is in relation to another: **on**, **under**, **after**, **at**

## Pronoun

A word used to replace a noun or noun phrase: **he**, **she**, **I**, **it**, **they**, **we**

## Question

A sentence which may ask someone, or is looking for information:

**Where were you? How was your day?**

## Question Mark ?

Punctuation used to mark the end of a question:  
**What is your name?**

## Semi-colon ;

Shows a pause in a sentence, more definite than a **comma**:

He ate all his dinner; it was delicious

## Singular

Word showing only one person or thing:

**bird, child, tree, mouse**

## Speech Marks / Inverted Commas “ “

Punctuation used to show direct speech. Put around the words a person is saying:

**“Your work is great!” exclaimed the teacher.**

## Statement

Most common type of sentence, used to declare something:

**The butter is in the cupboard.**

## Subject

Person or thing that the sentence is about:

The **vase** is smashed. **She** went crazy!

## Subordinate Clause

A **clause** which depends on the rest of the sentence to make sense:

Yesterday, **when the rain came**, she used her new umbrella.

## Suffix

A group of letters added to the end of a word to change its meaning: **-ing**, **-ness**, **-ment**

## Synonym

Word or phrase that means the same as another: **good/great**, **happy/joyful**

## Tense

How you write the sentence to show when it happened:

**Past**; **she ran**

**Present**; **she runs / she is running**

**Future**; **she will run**

## Verb

An action or doing word: **run**, **work**, **act**, **be**