



Spelling, Punctuation and Grammar glossary

Terminology	Definition	Example
Active Voice	When the subject comes before the object in a sentence.	<p>Sarah ate a delicious chocolate cake.</p> <p>Sarah is the subject and the cake is the object.</p> <p>The girls attended the party.</p> <p>The girls are the subject and the party is the object.</p>
Adjective	<p>Adjective are used:</p> <ul style="list-style-type: none"> • Before a noun to add extra description • After the verb be, as its complement. <p>Adjectives cannot be modified by other adjectives. This distinguishes them from nouns, which can be.</p> <p>Adjectives are sometimes called 'describing words' because they pick out single characteristics such as size or colour. This is often true, but it doesn't help to distinguish adjectives from other word classes because verbs, nouns and adverbs can do the same thing.</p>	<p>Before a noun: the grumpy cat my funny sister</p> <p>After the verb be: Their work was incredible. The game was exciting.</p> <p>Not adjectives: The lamp glowed. (verb)</p> <p>It was such a bright red! (noun)</p> <p>He spoke loudly. (adverb)</p> <p>It was a French grammar book. (noun)</p>
Adverbs	<p>A word that describes a verb, an adjective or another adverb.</p> <p>It nearly always answers the questions: How? When? Where? or Why?</p>	<p>Usha soon started snoring loudly. (adverbs modifying the verbs started and snoring)</p> <p>That match was really exciting! (adverb modifying the adjective exciting)</p> <p>We don't get to play games very often. (adverb modifying the other adverb, often)</p> <p>Fortunately, it didn't rain. (adverb modifying the whole clause 'it didn't rain' by commenting on it)</p>
Adverbial	An adverbial is a word or phrase	The bus leaves in five minutes .

	<p>that is used, like an adverb, to modify a verb or clause.</p> <p>Adverbs can be used as adverbials, but many other types of words and phrases can be used this way, including preposition phrases and subordinate clauses.</p>	<p>(preposition phrase as adverbial: modifies leaves)</p> <p>She promised to see him last night. (noun phrase modifying either promised or see, according to the intended meaning)</p> <p>She worked until she had finished. (subordinate clause as adverb)</p>
Ambiguity	<p>Ambiguity occurs when a sentence or passage could have more than one meaning.</p>	<p><i>Flying planes can be dangerous.</i> It is not clear whether it is referring to <i>flying planes</i> as a noun or as a verb.</p> <p><i>John saw the man on the mountain with a telescope.</i> It is not clear whether John saw the man with his telescope, or if the man on the mountain had a telescope.</p>
Antonyms	<p>Words which mean the opposite to each other.</p>	<p>The antonym of up is down</p> <p>The antonym of tall is short</p> <p>The antonym of add is subtract</p>
Apostrophe	<p>Punctuation showing possession or missing letters.</p>	<p>Contraction to show missing letters: Is not = isn't Could not = couldn't</p> <p>Showing Possession: With nouns (plural and singular) not ending in an s add 's:</p> <p>the girl's jacket the children's books</p> <p>With plural nouns ending in an s, add only the apostrophe:</p> <p>the guards' duties the Jones' house</p> <p>With singular nouns ending in an s, you can add either 's or an apostrophe alone:</p> <p>the witness's lie or the witness' lie</p>
Article	<p>The articles the (definite) and a or an (indefinite) are the most common type of determiner.</p>	<p>The dog found a bone in an old box.</p>
Auxiliary verb	<p>The auxiliary verbs are:</p>	<p>They are winning the match.</p>

	<p>be, have, do and the modal verbs. They can be used to make questions and negative statements. In addition:</p> <ul style="list-style-type: none"> • be is used in the progressive and passive • have is used in the perfect • do is used to form questions and negative statements if no other auxiliary verb is present 	<p>(be used in the progressive)</p> <p>Have you finished your picture? (have used to make a question, and the perfect)</p> <p>No, I don't know him. (do used to make a negative; no other auxiliary is present)</p> <p>Will you come with me or not? (modal verb will used to make a question about the other person's willingness)</p>
Brackets	Punctuation Used for additional information or explanation.	<p>To clarify information: Jamie's bike was red (bright red) with a yellow stripe.</p> <p>For asides and comments: The bear was pink (I kid you not).</p> <p>To give extra details: His first book (The Colour Of Magic) was written in 1989.</p>
Capital Letters	<p>Uppercase letters. Capital letters are used:</p> <ul style="list-style-type: none"> • To begin sentences • To begin proper nouns • To begin words in titles • To write the pronoun 'I' 	<p>To begin a sentence: We should go now.</p> <p>To begin a proper noun: Ben and Sam went to France today.</p> <p>To begin words in titles: The Lion, the Witch and the Wardrobe</p> <p>To write the pronoun I: Then I went to bed.</p>
Clause	<p>A clause is a group of words which contains a verb; it is part of or a sentence.</p> <p>There are two kinds of clauses.</p> <ul style="list-style-type: none"> • A main or independent clause (makes sense on its own) • A subordinate clause or dependent clause (does not make sense on own) 	<p>Main clause: My sister is older than me.</p> <p>Subordinate: My sister is older than me and she is very annoying.</p> <p>Embedded clause: My sister, who is very annoying, is older than me.</p>
Cohesion	A text has cohesion if it is clear how the meanings of its parts fit together. Cohesive devices can help to do this. In the example, there are repeated references to the same thing (shown by the different style pairings), and the logical relations, such as time and cause, between different parts are clear.	A visit has been arranged for Year 6 , to the Mountain Peaks Field Study Centre , leaving school at 9.30am. This is an overnight visit. The centre has beautiful grounds and <i>a nature trail</i> . During the afternoon, the children will follow <i>the trail</i> .
Cohesive	Cohesive devices are words used	<i>Julia's dad bought her a football. The</i>

<p>device</p>	<p>to show how the different parts of a text fit together. In other words, they create cohesion.</p> <p>Some examples of cohesive devices are:</p> <ul style="list-style-type: none"> determiners and pronouns, which can refer back to earlier words conjunctions and adverbs, which can make relations between words clear ellipsis of expected words. 	<p><i>football was expensive!</i> (determiner The refers us back to a particular football)</p> <p>Joe was given a bike for Christmas. He liked it very much. (the pronouns refer back to Joe and the bike)</p> <p>We'll be going shopping before we go to the park. (conjunction; makes a relationship of time clear)</p> <p>I'm afraid we're going to have to wait for the next train. Meanwhile, we could have a cup of tea. (adverb; refers back to the time of waiting)</p> <p>Where are you going? (...) To school! (ellipsis of the expected words I'm going; links the answer back to the question)</p>
<p>Complement</p>	<p>A verb's subject complement adds more information about its subject, and its object complement does the same for its object.</p> <p>Unlike the verb's object, its complement may be an adjective. The verb be normally has a complement.</p>	<p><i>She is our teacher.</i> (adds more information about the subject, she)</p> <p><i>They seem very competent.</i> (adds more information about the subject, they)</p> <p><i>Learning makes me happy.</i> (adds more information about the object, me)</p>
<p>Colon</p>	<p>Punctuation which indicates that an example, a list, or more detailed explanation follows.</p>	<p>On School journey you will need to bring: a waterproof coat, wellies, warm jumpers and any medication. (introduces a list)</p> <p>Marvin was stunned: <i>he had never seen a firework display like it!</i> (more detail to follow)</p>
<p>Command</p>	<p>A sentence that tells someone to do something.</p>	<p>Do the washing up.</p> <p>Buy milk at the shop</p> <p>Finish your dinner.</p>
<p>Commas</p>	<p>Punctuation which shows a pause, separates clauses or separates items in a list.</p>	<p>Jenny's favourite subjects are <i>maths, literacy and art</i>.</p> <p><i>Joe, Evan and Mike</i> were chosen to sing at the service.</p> <p>The giant had a <i>large head, hairy ears</i></p>

		<p><i>and two big, beady eyes.</i> (items in a list)</p> <p>The recipe, <i>which we hadn't tried before</i>, is very easy to follow.</p> <p>Mr Hardy, <i>aged 68</i>, ran his first marathon five years ago. (to show parenthesis)</p> <p>If at first you don't succeed, try again.</p> <p>Though the snake was small, I still feared for my life. (to separate subordinate and main clauses- only when the sentence starts with a subordinate clause)</p> <p><i>In general</i>, sixty-eight is quite old to run a marathon.</p> <p><i>On the whole</i>, snakes only attack when riled. (introductory or opening phrases)</p> <p><i>Unfortunately</i>, the bear was already in a bad mood</p> <p><i>Furthermore</i>, pink wasn't its colour. (fronted adverbials)</p>
Complex sentences	A sentence with a main clause and at least one subordinate clause.	<p>Although it was late, I wasn't tired.</p> <p>I wasn't tired although it was late</p> <p>My Gran (who is as wrinkled as a walnut) is one hundred years old.</p>
Compound sentences	<p>A sentence with two main clauses joined together with a connective like: and, but, or.</p> <p>Compound sentences can also be joined with a semi-colon.</p>	<p>It was late, but I wasn't tired.</p> <p>It was late; I wasn't tired.</p> <p>It is my sister's birthday, so I bought her a lovely present.</p> <p>It is my sister's birthday; I bought her a lovely present.</p>
Conjunction	<p>A conjunction links two words or phrases together. There are two main types of conjunctions:</p> <ul style="list-style-type: none"> • co-ordinating conjunctions 	<p>James bought a bat and ball. (links the words bat and ball as an equal pair)</p> <p>Kylie is young but she can kick the ball hard.</p>

	<p>(e.g. and) link two words or phrases together as an equal pair</p> <ul style="list-style-type: none"> subordinating conjunctions (e.g. when, because, although) introduce a subordinate clause. 	<p>(links two clauses as an equal pair)</p> <p>When Kyle does back- flips, everyone watches (introduces a subordinate clause)</p> <p>Joe can't practise kicking because he's injured. (introduces a subordinate clause)</p>
Connectives	A word or phrase that links clauses or sentences.	<p>Cause and effect: because, as a result of, then, therefore, accordingly, for</p> <p>Choices: or, on the other hand, either or, another, otherwise, alternatively</p> <p>Compare and contrast: but, or, however, likewise, otherwise, similarly, yet, on the other hand, notwithstanding, the opposing view</p> <p>Conclusions: the findings are, in summary, hence, thus, on the whole, in the main, in conclusion</p> <p>Linking: moreover, besides, in the same way, likewise, what is more, additionally, as well as</p> <p>Order: finally, after this, next, then, firstly, secondly, presently, subsequently, eventually, then</p>
Consonant	<p>Most of the letters of the alphabet represent consonants.</p> <p>Only the letters a, e, i, o, u are not consonants. They are vowels#</p>	b,c,d,f,g,h,j,k,l,m,n,p,q,r,s,t,v,w,x,y,z
Contraction	<p>A word that is shortened by omitting some letters.</p> <p>The apostrophe goes in place of the omitted letter.</p>	<p>do not - don't</p> <p>would not - wouldn't</p> <p>could not – couldn't</p>
Dash	<p>Punctuation which indicates a stronger pause than a comma. Can be used like a comma or bracket to add parenthesis.</p>	<p>I stood – waiting – waiting – waiting.</p> <p>The woman – only 25 years old – was the first to win a gold medal for Britain.</p>
Determiner	A determiner specifies a noun as known or unknown, and it goes before any modifiers (e.g.	the home team (article, specifies the team as known)

	<p>adjectives or other nouns).</p> <p>Some examples of determiners are:</p> <ul style="list-style-type: none"> • articles (the, a or an) • demonstratives (e.g. this, those) • possessives (e.g. my, your) • quantifiers (e.g. some, every) 	<p>a good team (article, specifies the team as unknown)</p> <p>that pupil (demonstrative, known)</p> <p>Julia's parents (possessive, known)</p> <p>some big boys (quantifier, unknown)</p>
Dialogue	A conversation between two or more people.	<p>"Who's there?" asked Marvin. "Doctor", replied the mysterious man behind the door.</p> <p>"Doctor Who?" Marvin enquired.</p> <p>"Exactly..." came the ominous response.</p>
Direct speech	<p>When you write down the actual words that are spoken and use speech marks.</p> <p>Direct speech must follow these rules:</p> <ul style="list-style-type: none"> - new speaker, new line - open speech (inverted commas) - capital letter - punctuation at the end of speech - close speech (inverted commas) 	<p>"Who's there?" asked Marvin. "Doctor", replied the mysterious man behind the door.</p> <p>"Doctor Who?" Marvin enquired.</p> <p>"Exactly..." came the ominous response.</p>
Ellipsis (grammar)	Ellipsis is the omission of a word or phrase which is expected and predictable.	<p><i>Frankie waved to Ivana and she watched her drive away.</i></p> <p><i>She did it because she wanted to do it.</i></p>
Ellipsis (punctuation)	Punctuation used to show a pause in someone's speech or thoughts, and to build tension or show that a sentence is not finished.	<p>"The sight was awesome...truly amazing." (a pause in speech)</p> <p>Mr Daily gritted his teeth, gripped the scalpel tightly in his right hand and slowly advanced... (at end of a sentence to create suspense)</p>
Exclamation	An exclamation is a sentence that begins with 'What' or 'How'/ It is a full sentence, including a verb, which ends with an exclamation mark.	<p>What a triumph!</p> <p>What amazing children they are!</p> <p>How kind of him to do that!</p> <p>How extraordinary!</p>
Exclamation mark	Punctuation which shows something is being exclaimed or said with feeling or surprise.	<p>I've just about had enough!</p> <p>You are so annoying!</p>

		Watch out!
Expanded noun phrase	An expanded noun phrase provides extra information about the noun. You can use adjectives and prepositional phrases to modify the description given by the noun and provide clarity in your writing.	<p><i>The town.</i> (noun phrase)</p> <p><i>The ancient town.</i> (expanded noun phrase includes an adjective)</p> <p><i>The ancient town beside the river.</i> (expanded noun phrase includes an adjective and prepositional phrase)</p>
Finite verb	The verb in a sentence that can stand on its own.	<p><i>Lizzie does the dishes every day.</i> (present tense)</p> <p><i>Even Hana did the dishes yesterday.</i> (past tense)</p> <p><i>Do the dishes, Naser!</i> (imperative)</p>
First person	<p>When the writer speaks about himself or herself.</p> <p>Only 'I/we/me/us' are used as pronouns when writing in the first person.</p> <p>.</p>	<p><i>My family all went to the park.</i></p> <p><i>We all loved it, me especially.</i></p> <p><i>I always love the slide</i></p>
Formal language	Language which follows the traditional rules, without using casual or colloquial vocabulary	<p>Formal- <i>Please respond as soon as possible.</i></p> <p><i>The students in class 6 were extremely excited about their outing.</i></p> <p>Informal- <i>Please get back to me as soon as you can.</i></p> <p><i>The kids in class 6 were mega chuffed about their trip.</i></p>
Fronted adverbial	<p>A fronted adverbial is an adverbial which has been moved before the verb. When writing fronted adverbials, they should be followed with a comma.</p> <p>They show time, frequency, place, manner and degree</p>	<p><i>All of a sudden, the wolf pounced on Grandma when she was not looking</i> (time)</p> <p><i>Often, we go to the park after school and play on the swings.</i> (frequency)</p> <p><i>In the distance, I could just make out the haunted castle where I knew the secret book was kept.</i></p>

		<p>(place)</p> <p>Frantically, Mr Hart collected the books as he was late for his meeting. (manner)</p> <p>Obviously angry, my Mum called me down to talk about what I had done. (degree)</p>
Full stop	Punctuation which shows the end of a sentence or an abbreviation.	<p><i>Terry Pratchett's latest book is not yet out in paperback.</i></p> <p><i>I asked her whether she could tell me the way to Brighton.</i></p>
Future tense	Reference to future time can be marked in a number of different ways in English. All these ways involve the use of a present-tense verb.	<p><i>He will leave tomorrow.</i> (present tense <i>will</i> followed by infinitive <i>leave</i>)</p> <p><i>He may leave tomorrow.</i> (present tense <i>may</i> followed by infinitive <i>leave</i>)</p> <p><i>He leaves tomorrow.</i> (present tense <i>leaves</i>]</p> <p><i>He is going to leave tomorrow.</i> (present tense <i>is</i> followed by <i>going to</i> plus the infinitive <i>leave</i>)</p>
Homograph	A word that looks the same as another but has a different meaning and sounds different.	<p><i>He tied a bow on the present.</i></p> <p><i>He took a bow in front of the class.</i></p> <p><i>She read her story our loud.</i></p> <p><i>She wanted to read the rest of her comic before she went to the park.</i></p>
Homonym	Two different words are homonyms if they both look exactly the same when written, and sound exactly the same when pronounced.	<p><i>Has he left yet?</i> <i>Yes – he went through the door on the left.</i></p> <p><i>The noise a dog makes is called a bark.</i> <i>Trees have bark</i></p>
Homophones	Words which sound the same but are spelt differently and have different meanings.	<p><i>their, there, they're</i></p> <p><i>to, too, two</i></p> <p><i>hear, here,</i></p> <p><i>some, sum</i></p>
Hyphen	Punctuation which joins one or more words or adds a prefix to a word.	<p><i>The man-eating shark</i></p> <p><i>Sister-in-law</i></p>

		<p><i>Eighty-seven</i></p> <p><i>Happy-go-lucky</i></p>
Idiom	Phrases in a language which do not mean exactly what they say.	<p><i>'I'm feeling blue'</i> – I'm feeling sad</p> <p><i>'a piece of cake'</i> – easy</p> <p><i>'raise the roof'</i> – make a lot of noise/celebrate</p>
Infinitive verb	<p>A verb's infinitive is the basic form used as the head-word in a dictionary (e.g. walk, be).</p> <p>Infinitives are often used:</p> <ul style="list-style-type: none"> • after <i>to</i> • after modal <i>verbs</i>. 	<p><i>I want to walk.</i></p> <p><i>I will be quiet.</i></p>
Inflection	<p>When we add -ed to walk, or change mouse to mice, this change of morphology produces an inflection ('bending') of the basic word which has special grammar (e.g. past tense or plural).</p> <p>In contrast, adding -er to walk produces a completely different word, walker, which is part of the same word family. Inflection is sometimes thought of as merely a change of ending, but, in fact, some words change completely when inflected.</p>	<p><i>dogs</i> is an inflection of <i>dog</i>.</p> <p><i>went</i> is an inflection of <i>go</i>.</p> <p><i>better</i> is an inflection of <i>good</i></p>
Informal language	Language which does not follow the traditional rules. It can be a use of colloquial word or expressions.	See 'formal language'
Intransitive verb	A verb which does not need an object in a sentence to complete its meaning.	<p><i>We all laughed.</i></p> <p><i>We would like to stay longer, but we must leave.</i></p>
Inverted commas (speech marks)	<p>Punctuation marks used in pairs (" ") to indicate:</p> <ul style="list-style-type: none"> • quotes (evidence). • direct speech • words that are defined, that follow certain phrases or that have special meaning. 	<p>For direct speech: <i>Janet asked, "Why can't we go today?"</i></p> <p>For quotes: <i>The man claimed that he was "shocked to hear the news".</i></p> <p>For words that are defined, that follow certain phrases or that have special meaning:</p>

		<p><i>The book was signed 'J.K Rowling'.</i></p> <p><i>The 'free gift' actually cost us forty pounds.</i></p>
Main clause	<p>A sentence contains at least one clause which is not a subordinate clause; such a clause is a main clause.</p> <p>A main clause is an independent clause because it makes sense on its own.</p>	<p><i>It was raining but the sun was shining.</i> (two main clauses)</p> <p><i>We went to the shops because we ran out of milk.</i> (one main clause and a subordinate clause.)</p> <p><i>The girl, who was shy, hid behind the table.</i> (Main clause with a subordinate clause in the middle.)</p>
Metaphor	Compares different things by saying one thing is another.	<p><i>Marvin became a lion – frightened of nothing.</i></p> <p><i>The teacher's shouting was a tornado of abuse</i></p>
Modal verb	<p>Modal verbs are used to change the meaning of other verbs.</p> <p>The main modal verbs are <i>will, would, can, could, may, might, shall, should, must</i> and <i>ought</i>.</p>	<p><i>I can do this maths work by myself.</i></p> <p><i>This ride may be too scary for you!</i></p> <p><i>You should help your little brother.</i></p>
Noun	<p>A part of speech which names a thing or person.</p> <p>Nouns can be classified into different types:</p> <ul style="list-style-type: none"> • common nouns • proper nouns • collective nouns • abstract nouns • relative nouns 	<p>Common noun: <i>car, toothbrush, trees, man, woman, child</i></p> <p>Proper noun: <i>Jim, Betty, London, Monday, April, Easter</i> They always begin with a capital letter.</p> <p>Collective noun: A group or collection of people or things: <i>army, bunch, team, swarm</i></p> <p>Abstract noun: Cannot be seen, heard, smelt, felt or tasted: <i>sleep, honesty, boredom, freedom, power</i></p> <p>Relative nouns: introduce a relative clause: <i>who, which, that, those, whose, whom</i></p>
Noun phrase	A noun phrase is a phrase with a noun as its head,	
Object	The person or thing that the action or verb is done to.	<i>Katie brushed her hair.</i> (noun)

	It is usually a noun, pronoun or noun phrase which comes straight after the verb.	<i>I like that.</i> (pronoun) <i>Jon bought some lovely flowers for him mum.</i> (noun phrase)
Paragraph	'Chunks' of related thoughts or ideas. They make reading easier to understand. A new paragraph usually means a change of topic, idea, time, place or argument.	
Parenthesis	Parenthesis is a word or phrase inserted as an extra information into a sentence. It is marked in writing by brackets, dashes or commas.	<i>I went to see my Nan (in London) during the school holidays.</i> <i>New York- In America- is a vibrant and busy city.</i> <i>My t-shirt, the one with the star, was my favourite birthday present.</i>
Passive voice	When the object is mentioned before the subject. It usually explains what the subject did to the object.	The delicious chocolate cake was eaten by Sarah . The cake is the object.and Sarah is the subject. The party was attended by the girls The party is the object and the girls are the subject.
Past progressive	The past progressive indicates an action that was happening in the past. It is used with the auxiliary verb 'was/were'.	<i>I was writing in my diary,</i> <i>They were walking by the river.</i> <i>The dog was pulling on his lead.</i>
Past tense	Tells you about what happened in the past. Regular past tense verbs end in 'ed'.	<i>Yesterday, Marvin bought a new PSP.</i> <i>Juliana walked down the road.</i>
Personification	Giving human qualities to animals or objects.	<i>The Sun smiled on the World.</i> <i>The birds sung their beautiful song.</i>
Phrase	Part of a sentence which does not contain a verb and does not make sense on its own.	In an adjective phrase, one or more words work together to give more information about an adjective. <i>so very sweet</i> <i>earnest in her desire</i> <i>very happy with his work</i> In an adverb phrase, one or more words work together to give more information about an adverb. <i>especially softly</i> <i>formerly of the city of Perth</i>

		<p><i>much too quickly to see clearly</i></p> <p>In a noun phrase, one or more words work together to give more information about a noun.</p> <p><i>all my dear children</i> <i>the information age</i> <i>seventeen hungry lions in the rocks</i></p>
Plurals	More than one person, place or thing.	<p>Most nouns are made into plurals by adding –s: <i>Three bikes</i></p> <p>Some nouns ending in –o are made into plurals by adding –es: <i>Two mangoes</i></p> <p>Most nouns ending in hissing, shushing or buzzing sounds are made into plurals by adding –es: <i>Ten dresses</i></p> <p>For words ending in a vowel and then –y, just add –s: <i>Eight turkeys</i></p> <p>For words ending in a consonant and then –y, change -y to -i and add –es: <i>Five flies</i></p> <p>Most nouns ending in -f or-fe change to -ves in the plural: <i>Six halves</i></p>
Prefix	A letter, or group of letters, added to the beginning of a word to change its meaning.	<p>Adding ‘un’ to happy – <i>unhappy</i> Adding ‘dis’ to appear – <i>disappear</i> Adding ‘re’ to try – <i>retry</i></p>
Present continuous/ progressive	Present continuous/progressive describes events which are happening right now in the present moment and could be continued.	<p><i>I am baking a cake.</i></p> <p><i>They are making an incredible game!</i></p> <p><i>She is writing an action-packed story.</i></p>
Present perfect	Present perfect describes events which started in the past and continued up until now.	<p><i>I have baked a cake.</i></p> <p><i>They have made an incredible game!</i></p> <p><i>She has written an action-packed story.</i></p>
Present perfect continuous /progressive	Present perfect continuous/progressive describes events that have started at some point in the past that may not be finished.	<p><i>I have been baking a cake,</i></p> <p><i>They have been making an incredible game!</i></p> <p><i>She has been writing an action-packed story.</i></p>
Present tense	Verbs in the present tense are commonly used to: <ul style="list-style-type: none"> • talk about the present • talk about the future. 	<p><i>Jamal goes to the pool every day.</i> (describes a habit that exists now)</p> <p><i>He can swim.</i></p>

	They may take a suffix –s (depending on the subject).	(describes a state that is true now) <i>The bus arrives at three.</i> (scheduled now) <i>My friends are coming to play.</i> (describes a plan in progress now)
Preposition	Words which show the relationship between two things. They often tell you where one thing is as opposed to another.	<i>About, above, across, after, against, along, amid, amidst, among, amongst, before, behind, below, beneath, beside, between, betwixt, beyond, by, down, during, except, for, from, in, into, near, of, off, on, over, round, since, though, till, to, towards, under, underneath, until, unto, up, upon, with, within, without.</i> Examples: <i>Tom jumped over the cat.</i> <i>The monkey is in the tree.</i>
Pronoun	Words used to avoid repeating a noun.	I, you, me, he, she, it, you, him, her, mine, yours, his, hers, its we, they, us, them, ours, yours, theirs
Question	A sentence that asks something and is wanting an answer. A question always ends with a question mark.	<i>Who else will be there?</i> <i>How many friends will be coming?</i> <i>What do I need to bring?</i> <i>Where shall I meet you?</i>
Question mark	Indicates a question/disbelief.	<i>Who else will be there?</i> <i>Is this really little Thomas?</i>
Relative clause	A relative clause is a special type of subordinate clause that modifies a noun. It often does this by using a relative pronoun such as who or that to refer back to that noun, though the relative pronoun that is often omitted. A relative clause may also be attached to a clause. In that case, the pronoun refers back to the whole clause, rather than referring back to a noun. In the examples, the relative clauses are underlined, and both the pronouns and the words they	<i>That's the boy <u>who lives near school</u>.</i> (who refers back to boy) <i>The prize <u>that I won</u> was a book.</i> (that refers back to prize) <i>The prize <u>I won</u> was a book.</i> (the pronoun <i>that</i> is omitted) <i>Tom broke the game, <u>which annoyed Ali</u>.</i> (which refers back to the whole clause)

	refer back to are in bold	
Reported speech	When you write what people say, thing or believe without using speech marks.	Be careful: you often have to change the tense or some words. <i>"I feel sick" said Ben to Bill.</i> would change to this: <i>Ben told Bill that he felt sick.</i>
Root word	The simplest form of a word that prefixes or suffixes can be added to.	<i>help</i> is a root word It can grow into: <i>helps helpful helped</i> <i>helping helpless unhelpful</i>
Second person	When the writer speaks to the reader. The word 'you' is often placed before verbs.	You are reading a SPAG Glossary and I hope you are finding it useful.
Semi colon	Punctuation used in place of a connective. It separates two complete sentences which are closely related and can be used in lists to help to maintain clarity.	To link two separate sentences that are closely related: <i>The children came home today; they had been away for a week.</i> In a list: <i>Star Trek, created by Gene Roddenberry; Babylon 5, by JMS; Buffy, by Joss Whedon; and Farscape, from the Henson Company</i>
Sentence	A sentence contains at least a subject and a verb. A sentence may convey a statement, question, command or exclamation.	Types of sentences include: <ul style="list-style-type: none"> • Simple • Compound • Complex • Question • Command • Statement • Exclamation See definitions for more detail of each.
Simile	Compares two or more things, usually using the words 'like' or 'as'.	<i>The water was as hot as lava.</i> <i>He was as scared as a mouse.</i>
Simple sentence	A one clause sentence made up of a main clause.	<i>He walked to the park.</i> <i>Lara was so excited about the party she was going to at the weekend.</i>
Standard English	The form of English which follows formal rules of speech and writing.	<i>I did it because they were not willing to undertake any more work on those houses.</i> (formal Standard English)

		<p><i>I did it cos they wouldn't do any more work on those houses.</i> (casual Standard English)</p>
Statement	A statement is a sentence which gives information.	<p><i>Paper is made from trees.</i></p> <p><i>Peter likes his tea with milk and one sugar.</i></p> <p><i>You have homework that must be in for tomorrow.</i></p>
Subjunctive	The subjunctive is a very formal use of a verb.	<p><i>The Headteacher requests that you be present for interview at 9am.</i></p> <p><i>If Zoe were a better singer, she could join the choir.</i></p>
Subordinate clause	A clause which does not make sense on its own, but gives extra information to the main clause.	<p><i>Sue bought a new dress when she went shopping.</i></p> <p><i>When she went shopping, Sue bought a new dress.</i></p> <p><i>Sue, when she went shopping, bought a new dress.</i></p> <p><i>when she went shopping is the subordinate clause as it would not make sense without the main clause.</i></p> <p>It can be moved to different parts of the sentence.</p>
Subject	<p>The subject of a verb is normally the noun, noun phrase or pronoun that names the 'do-er' or 'be-er'.</p> <p>The subject's normal position is:</p> <ul style="list-style-type: none"> • just before the verb in a statement • just after the auxiliary verb, in a question. 	<p><i>Rula's mother went out.</i></p> <p><i>That is uncertain.</i></p> <p><i>The children will study the animals.</i></p> <p><i>Will the children study the animals?</i></p>
Suffix	A letter, or group of letters, added to the end of the word to change its meaning.	<p>Adding 'ish' to child – <i>childish</i></p> <p>Adding 'able' to like – <i>likeable</i></p> <p>Adding 'ing' to laugh – <i>laughing</i></p>
Synonym	Words which have the same, or nearly the same meaning as each other.	<p>Bad - <i>awful, terrible, horrible</i></p> <p>Happy - <i>content, joyful, pleased</i></p> <p>Look - <i>watch, stare, glaze</i></p> <p>Walk - <i>stroll, crawl, tread</i></p>

Third person	<p>When the writer speaks about someone or something else.</p> <p>The pronouns 'he/she/it/they/him/her/it/them' are used when writing in the third person</p>	<p>He walked to the shops because he wanted to taste the new chocolate bar.</p> <p>They couldn't understand what he meant.</p>
Verbs	<p>Verbs are sometimes called 'doing words' because many verbs name an action that someone does; while this can be a way of recognising verbs, it doesn't distinguish verbs from nouns (which can also name actions).</p> <p>Moreover, many verbs name states or feelings rather than actions.</p>	<p>He lives in Birmingham. (present tense)</p> <p>The teacher wrote a song for the class. (past tense)</p> <p>He likes chocolate. (present tense; not an action)</p> <p>He knew my father. (past tense; not an action)</p>
Vowel	The letters: a, e, i, o, u.	
Word class	<p>Every word belongs to a word class which summarises the ways in which it can be used in grammar.</p> <p>The major word classes for English are:</p> <ul style="list-style-type: none"> • Noun • Verb • Adjective • Adverb • Preposition • Determiner • Pronoun • Conjunction <p>Word classes are sometimes called 'parts of speech'.</p>	
Word family	The group of words that can be built from the same root word	<p><i>teach – teacher</i></p> <p><i>extend – extent – extensive</i></p> <p><i>grammar – grammatical</i></p>