

# Glossary

## Page

2 adjectives, adverbs, adverbial phrase, apostrophes, abstract noun, antonyms

3 brackets, bullet points, commas in a list, commas for clarity

4 clauses, conjunctions for co-ordination, conjunctions for subordination

5 colon, dash

6 determiners, expanded noun phrases

7 hyphen, inverted commas

8 nouns, prefixes

9 phrase, passive and active voice

10 prepositions, pronouns

11 relative pronouns, sentence types, semi-colons

12 subject and object, subjunctive form

13 subjunctive form continued, suffixes

14 synonyms, their-there-they're

15 tense, verbs

# Dean Field School



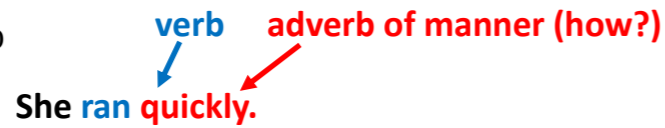
# Staff and Parent Grammar Handbook 21-22

# A

**Adjective:** a word that describes a noun



**Adverb:** a word that describes verb



**Adverbial phrase:** a group of words that is used to show time, reason, manner, place, possibility or frequency



Time = when?

Reason = why?

Manner = how?

Place = where?

**Possibility**

surely, certainly, maybe, perhaps, possibly, unlikely

**Frequency**

often, sometimes, never, regularly, hardly, a lot

### Examples

The birds sang early in the morning.  
 Sam didn't eat his lunch because he felt sick.  
With a grin, she turned and walked away.  
 He sat under the stars, gazing up.  
 It is very unlikely that it will snow tomorrow.  
 Jamie never hands his homework in on time.

**Apostrophes for contraction:**

hasn't	it's	she'll	I've
(has not)	(it is/it has)	(she will)	(I have)

**Apostrophes for possession:**



### Abstract noun:

An abstract noun is something that exists but can't physically be touched. Examples:

- love bravery sorrow
- opinion strength
- beauty luck trust
- fear joy success

**Antonyms:** words with the opposite meaning

### Examples:

- Hot is the antonym of cold
- Ancient is the antonym of modern
- Messy is the antonym of tidy

**Possessive nouns:**  
 Explains who or what has something.  
 The word 'Pigs' is plural (more than one) so you add an apostrophe after the s.  
 The pigs' pancakes are so yummy!

**Tense:** there are many different forms of tense you need to know.

### Simple Present Tense

#### Example

I **am** a teacher  
 He **is** a teacher  
 They **are** teachers  
 He **teaches** English  
 They **teach** English

### Simple Past Tense

#### Example

I **was** a teacher  
 He **was** a teacher  
 They **were** teachers  
 He **taught** English  
 They **taught** English

### Simple Future Tense

#### Example

I **will be** a teacher  
 He **will be** a teacher  
 They **will be** teachers  
 He **will teach** English  
 They **will teach** English

### Present Perfect Tense

Subject	Helping Verb	Main Verb (Past Participle)
I	Auxiliary verbs have	decided finished lost chosen gone
You		
They		
We	has	chosen gone
She		
He		
It		

### Past Perfect Tense

**When do we use Past Perfect Tense?**

The **past perfect** takes place before another **past action**.

Example:

I **noticed** that he **had left** his books behind.

past action

past perfect

### Past, present and future progressive tense

**present progressive tense**  
 shows an action is in progress now  
 add the present form of 'to be' before the '-ing' verb  
 → I **am walking** to the shop.

**past progressive tense**  
 shows an action that was in progress in the past  
 add the past form of 'to be' before the '-ing' form of the verb  
 → I **was walking** to the shop.

**future progressive tense**  
 shows an action that will be in progress  
 → I **will be walking** to the shop.

Examples:

Auxiliary verbs in red tell us the tense.

The main verb in green is written in the progressive form using 'ing'.

# V

**Verbs:** are doing or being words.

They are not just actions; they can be feelings too.

**Auxiliary verbs** are used to show tense and **main verbs** show action or feeling.

**Verb**

played, throw, being, was, were, listened, to jog, to be, am, are, eaten, drove, ran, singing, is, will be, been

Verbs are **action** or **being** words.

I **sang** a song.  
 We **played** until nine.  
 He **snored**.  
 I **wrote** a letter.

She **ran** a marathon.  
 It **ended**.  
 She **is** twelve.

I **am** hungry.  
 It **is** over.  
 They **will be** coming.  
 You **were** brilliant.  
 We **are** late.

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**Synonyms:** words with the **same meaning**

**Examples:**

**Beautiful** = alluring, attractive, pretty, fine, pleasing

**Old** = elderly, mature, aged, senior

**Sad** = unhappy, gloomy, sorrowful, dejected, downcast

**SATs practice question:**

Circle the two words in the sentence below that are **synonyms** of each other.

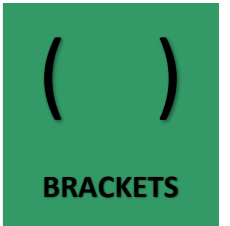
He was lucky to win first prize – he knew it was fortunate that his closest rival had decided not to take part.

Use this space to make your own collection of synonyms that you could use in your work:

Word	Synonyms

**B**

**Brackets:** used to add extra but not essential detail in a sentence.



**George Washington (the first American President) was born in 1732.**

**I went to the cinema to meet James (my eldest brother).**

**I love strawberries (and raspberries) but I'm not keen on blackberries.**

Labels: opening bracket, closing bracket

**Bullet points:**

These are used to make notes or a list. They do not have to be in full sentences but must follow the rule of having the same punctuation as the first bullet point.

Shopping list	Shopping list	Shopping list
• Bread	• Bread,	• bread
• Cheese	• Cheese,	• cheese
• Milk	• Milk.	• milk

This is the same list but differently punctuated. All are correct because they follow the same starting bullet point's format.

**C**

**Commas in a list:**

Paul, Jane, Freddie, Arun and Martha sit on my table.

Labels: a comma is placed after each name in the list, a comma is not needed when you get to the last name in the list

Practice: Write your own list using commas accurately.

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**Commas for clarity:**

Commas are used for clarity to make sure the meaning of a sentence is clear. Example:

Without a comma, the suggestion is to eat grandma.

Let's eat grandma.  
Let's eat, grandma.  
COMMAS SAVE LIVES

With a comma, the suggestion is to eat WITH grandma.

**SATs question:**

Explain how the **comma** changes the meaning of the second sentence.

1. I asked if Jake Thomas and Lily were coming to the barbecue.
2. I asked if Jake, Thomas and Lily were coming to the barbecue.

**Their**

...is a possessive determiner which shows belonging or



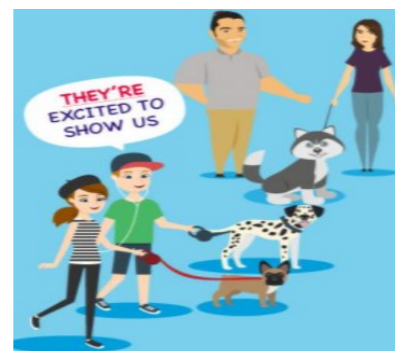
**There**

...is an adverb which always refers to a place whether



**they're**

...is a contraction of the words 'they are'.



**Clauses:**

Dependent Clauses - these need an independent clause to make sense

**Independent (main) clause**

The cat sat on the mat.

Subject = the cat Verb = sat

A sentence that makes sense alone and includes a subject and a verb.

You need to be able to identify independent clauses to know where to put a full stop.

**Subordinate clause**

The cat sat on the mat whilst eating her food.

Subject = the cat/her Verb = sat/eating

Includes a subject and a verb but does not make sense on its own - it must be supporting an independent clause.

**Relative clause**

The cat, who sat on the mat, had a grin on her face.

Includes a subject and a verb but adds extra detail or information to an independent clause and is a type of dependent clause but is identified by the words who, whom, whose, which, that, where, when at the beginning.

**Conjunctions for co-ordination:**



These are used to join **independent clauses**.

Independent clause

Independent clause

I like snow **but** I don't like being cold.

**Conjunctions for subordination:**

A	WH	I	T	E	B	U	S
although after as	when whenever whatever whether whereas which	if in order that in case	though till that	even though even if	because before	until unless	since

These words form a **subordinate clause - part of a sentence** that does not make sense on its own and **cannot exist without an independent clause** to support it.

Subordinating conjunction → **Although** the weather **was** cold and snowy, I **enjoyed playing** in the snow.  
 Subordinate clause      verb      verb phrase      Independent clause

**Practise:** Write some of your own examples using colours to show the different clauses you've used.

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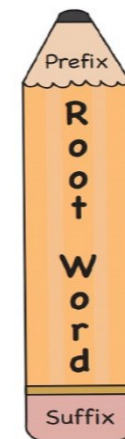
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**Suffix:** letters added to the **end** of a **root word** to change its meaning.



Suffix	Meaning	Example
-age	A result	Wreckage
-ance	An action or state	Importance
-ant	A person	Assistant
-ee	A person	Referee
-ence	An action or state	Difference
-er/or	A person	Teacher
-ery	A type or place of work	Bakery
-ess	Makes a feminine form	Waitress
-ful	As much as will fill	Spoonful
-ing	An action or result	Painting
-ion	A process, state or result	Decoration
-ism	A belief or condition	Judaism
-ist	A person	Florist
-ment	An action or state	Measurement
-able	Able to be	Inflatable
-en	Made of	Woolen
-ful	Full of	Beautiful
-ible	Ability	Flexible
-ish	A little	Greenish
-less	Without	Careless
-like	Similar to, like	Lifelike
-ous	Full of	Joyous
-some	A tendency to	Quarrelsome

**Subject and object:**

The **subject** is who or what is the main focus of the sentence and performing the **verb**.  
 The **object** is the person or thing that the **verb** is acting upon.

**Subject**      **Verb**      **Object**

"A woman is reading a book."

Any sentence **must** have at least a Subject and a Verb!

An Object is **optional**.



**SATs question:** Label each box with subject (S) or object (O).

Sam baked cakes for charity and he sold them at breaktime.

**Subjunctive form:**

The subjunctive form (or subjunctive mood) is the verb form used to explore a hypothetical situation.

For example: *If I were you, I would go.*

As this is hypothetical, *was* becomes *were*

OR to express a wish: *If I were a bit taller, I could reach the top shelf.*

As this expresses a wish, *was* becomes *were*

OR to say a demand: *I demand he be present.*

As this expresses a demand, *is* becomes *be*

OR a suggestion: *I propose he work full time.*

As this expresses a suggestion, *works* becomes *work*.

**SATs question:**

Complete the sentence below so that it uses the subjunctive form.

If I \_\_\_\_\_ to have one wish, it would be for good health.

**Subjunctive Mood**

1 Expresses a hypothetical situation

*I wouldn't do that if I were you.*  
 Normally, "I was"

2 Expresses a wish, demand, or suggestion

*I demand he lower his sword.*  
 Normally, "he lowers"

**Colon:** A colon is a punctuation mark that can be used to **introduce a list** or to **separate two independent but linked clauses** (colons are used to stress that both clauses in the sentence are **closely linked** and the second clause emphasises, adds clarification, or adds further detail to the first clause).



**SATs practice question:**

Tick one box to show the correct place for a **colon** in the sentence below.

I decided it was time to leave I needed to avoid the evening traffic.

**D**

**Dash:**

- Two dashes can be used – like this – as brackets or commas to show **optional extra information**.
- A dash can be used to show that something is an **afterthought** – like this.
- A dash can show – er – **hesitation and** – um – **interruption**.
- A dash can **introduce a list** – of items, events, feelings or the uses of a dash.
- A dash can just indicate a **pause** – for effect.



**SATs question:**

Tick one box to show where a **dash** should go in the sentence below.

The cheetah is the fastest mammal on earth it can reach speeds of 68 to 75 miles per hour.

**Determiners:** the word that introduces a noun. These can be numbers or possessive pronouns eg. one bottle of milk was shared by two cats. OR his pencil/her coat

**Other examples:**



an, a and the are articles (types of determiners)

Using 'a' or 'an'...	
an	a
before a word that starts with a <b>vowel</b> : <b>an</b> apple	before a word that <b>does not</b> start with a vowel: <b>a</b> banana

**SATs question:**

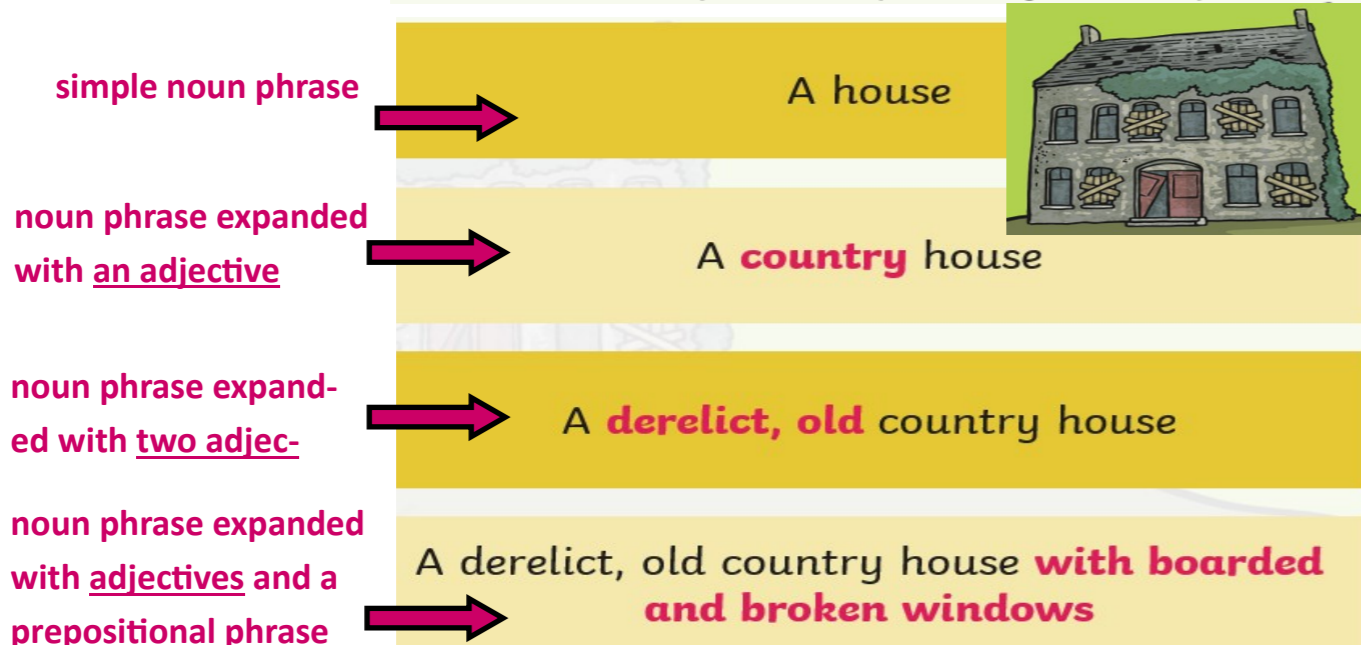
Draw a line to match each sentence to the correct **determiner**. Use each determiner only **once**.

Sentence	Determiner
At the zoo we saw _____ owl.	a
There was also _____ cute baby penguin.	the
I thought it was _____ best day ever.	an

# E

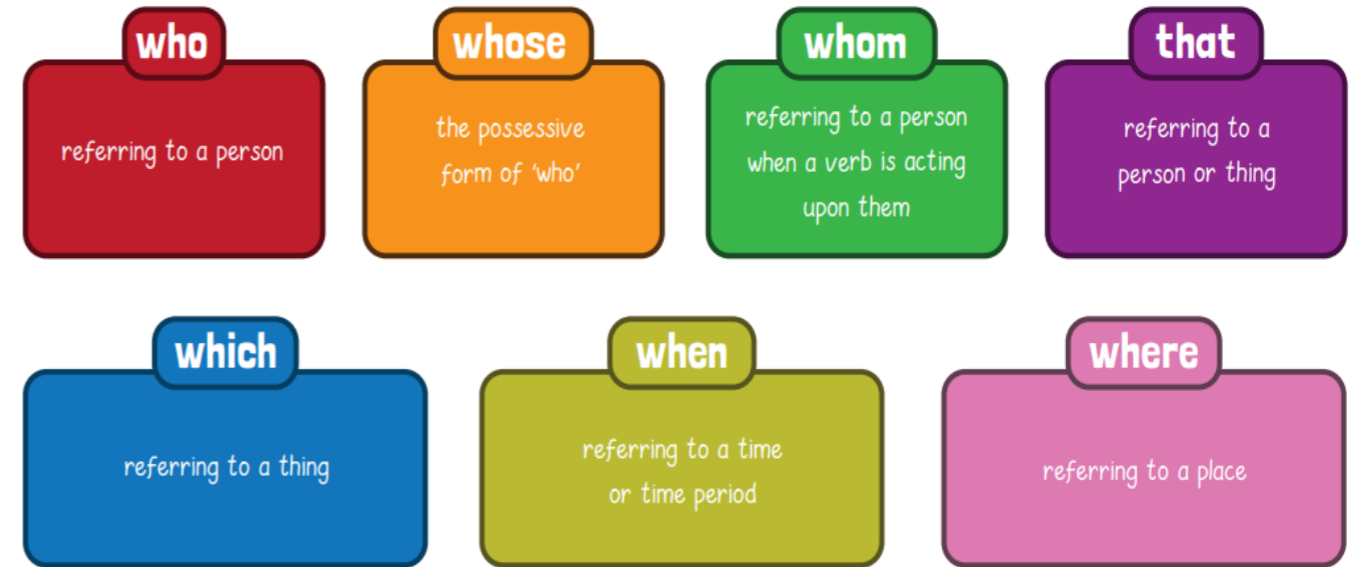
**Expanded noun phrase:**

An expanded noun phrase gives much more detail than a simple noun phrase, for example:



# R

**Relative Pronouns:** a relative pronoun is a word that introduces a dependent clause and connects it to an independent clause. A clause beginning with a **relative pronoun** is



# S

**Sentence types:** it's important to be able to identify different types of sentences so you know what punctuation to use.

There are <u>four</u> types of sentence	
<b>Statement</b>	I am seven.
<b>Question</b>	How old are you?
<b>Exclamation</b>	What a nice surprise it is to see you!
<b>Command</b>	Come to my party.

Includes an imperative (bossy) verb.

**Semi-colons:**

- A semicolon is used:
- To separate items in a list
  - To show a pause that is longer than a comma, but shorter than a full stop
  - To join two sentences which are closely linked

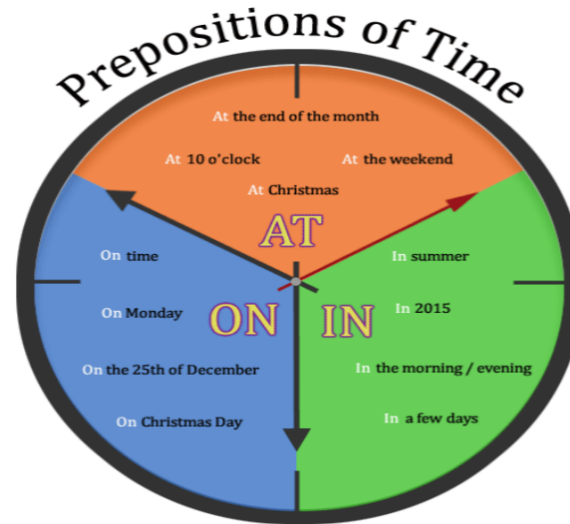
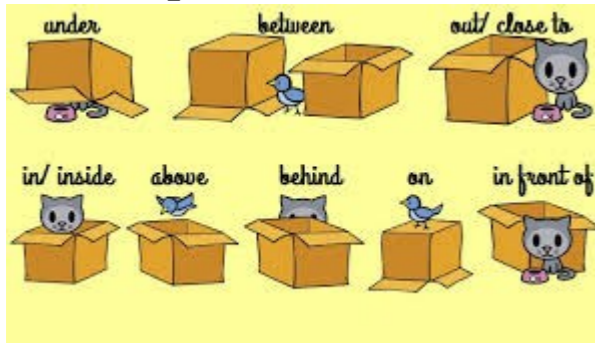
**Examples:**

I love to sing; my brother loves to dance.  
 A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty.  
 The town was deserted; everyone was on holiday.

In these sentences, the semi-colon is in place of a conjunction to join two independent clauses.

**Prepositions:** a word or phrase that tells you **where** something is or **when** it happened.

### Prepositions of Place



### Examples of using prepositions in sentences

The cat is **inside** the box.

Eliza has a dentist appointment **in the afternoon**.

A little bird is perched **on** a branch.

**On Christmas Day**, it is nice to share presents.

These are **prepositional phrases** because they are made of several words to say where or when something happened

### SATs questions:

Tick all the sentences that contain a preposition.

- Ali locked the door before he left.
- The shops are beyond the main road.
- My brother is behind me in the race.
- Barry is below Andrew in the register.

Circle the four prepositions in the sentence below.

On a mountain bike, you can cycle across rocky ground, along muddy paths and over harsh terrain.

**Pronouns:** words which avoid repetition and create cohesion.

The pronoun **I** always needs a capital letter

subject pronouns	object pronouns	Possessive Pronoun
I	me	Mine
you	you	Yours
he	him	His
she	her	Hers
it	it	Its
we	us	Ours
you	you	Yours
they	them	Theirs

# H

**Hyphen:** Joins two or more words, serving as a single adjective, **BEFORE** the noun.

well-known author      chocolate-covered strawberries

**AFTER** the noun, these **would not** be hyphenated.

The author is well known.

The strawberries are chocolate covered.

Hyphens can also join words to make a compound noun.

mother-in-law      step-sister      eye-opening

They can also be used to join prefixes to a root word for clarity.

co-operate      co-ordinate      re-evaluate

**We Need Hyphens**

because working  
twenty four-hour shifts  
is not the same as working  
twenty-four hour shifts

**Inverted commas:**

*Inverted Commas*  
(Previously known as speech marks)

When someone starts talking.

When someone finishes talking.

The punctuation always goes before you close your speech.

“It is nice to meet you,” Gemma said.

It's nice to meet you.

“ ”

**Other things to remember when punctuating dialogue:**

- New speaker = new line when writing a conversation
- Direct speech means you write exactly what somebody says in first person
- Reported speech does not require inverted commas as it is paraphrasing what has been said and is written in third person

# N

Nouns:



**COMMON NOUN**

THE NAME GIVEN TO A NON-SPECIFIC PERSON OR THING:

student, teacher, man, woman, animal, dinosaur, meat, cheese...



**PROPER NOUN**

REFERS TO A SPECIFIC PERSON OR THING AND REQUIRES A CAPITAL LETTER:

Paul, Queen, Birmingham, Titanic, Shakespeare, Christmas, August, France...

## TYPES OF NOUN



**COLLECTIVE NOUN**

USED FOR A COLLECTION OF PEOPLE OR THINGS:

a herd of cows, a swarm of bees, an orchestra of musicians...



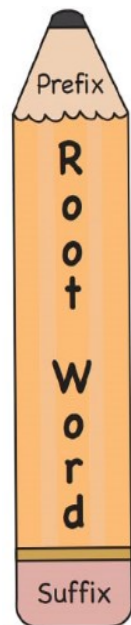
**ABSTRACT NOUN**

DESCRIBES A CONCEPT, FEELING OR EMOTION :

hunger, anger, happiness, freedom, wealth, health, knowledge, jealousy...

# P

**Prefix:** letters added to the beginning of a root word to change its meaning.



Prefix	Meaning	Examples
re-	again	rewrite
un-	not	unkind
pre-	before	premade
dis-	not, opposite of	dishonest
im-	not, opposite of	impolite
non-	not	nonsense
mis-	wrong, bad	misbehave

Add your own examples:

# P

**Phrase:** a small group of words that **does not contain a verb** (as soon as a verb is included, the group of words become a clause).

There are different types of phrases. The ones you need to know are listed below:

**Noun phrases**

A simple noun phrase includes one noun and the determiner.

Eg. the dog...

An expanded noun phrase includes the determiner, noun and one or more adjectives to describe the noun.

Eg. the black dog...  
or the black dog with thick, shaggy fur...

**Adverbial phrases**

An adverbial phrase is used to modify an adverb to show how, why, when, where or why something happened. (TRaMP)

very slowly...  
as fast as possible...  
because of this...  
due to the fact...

**Prepositional phrases - type of adverbial phrase**

These are phrases that contain a preposition (adverb of where or when).

on the mat...  
in the morning...  
under the chair...  
during the film...

**Passive and active sentences:** this is all about **subject** and **verb** placement in a sentence.

A sentence is written in **active voice** when the **subject** of the sentence is performing the action.

A sentence is written in **passive voice** when the **subject** of the sentence has something done to it by someone or something. **Passive voice** is usually used in more **formal writing** and to remain **impartial**.

For example:

The cat was chasing the mouse.



The mouse was being chased by the cat.

Active voice: The cat was chasing the mouse.  
In this sentence, 'the cat' is the subject, 'was chasing' is the verb and 'the mouse' is the object.

Passive voice: The mouse was being chased by the cat.  
In this sentence 'the mouse' has become the subject which is having something done to it by the cat.

**SATs questions:**

Which sentence uses the passive?

	Tick one.
The school proposed building a new playground.	<input type="checkbox"/>
The issue was discussed at a council meeting.	<input type="checkbox"/>
The council voted in favour of the proposal.	<input type="checkbox"/>
They started building the new playground last week.	<input type="checkbox"/>

Tick one box in each row to show whether the sentence is written in the active voice or the passive voice.

Sentence	Active	Passive
Otters live in clean rivers.	<input type="checkbox"/>	<input type="checkbox"/>
Fish are eaten by otters.	<input type="checkbox"/>	<input type="checkbox"/>
Usually, otters are playful creatures.	<input type="checkbox"/>	<input type="checkbox"/>