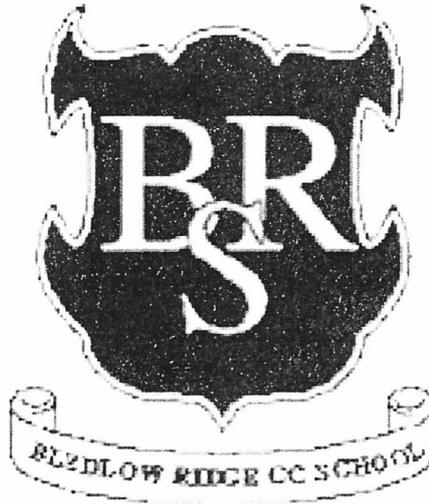


**Everything (hopefully!)
you need to know about
punctuation and grammar**



Bledlow Ridge School

abbreviation	A shortened form of a word or phrase.
abstract noun	A noun that refers to an idea, state or quality (rather than an object).
active voice	When the subject of a verb carries out an action.
adjective	A part of speech that describes a noun.
adverb	A part of speech that describes a verb.
alliteration	When a group of words, all beginning with the same letter sound, are placed close together.
antonyms	Words which mean the opposite of each other.
apostrophe	Used to show where letters have been missed out and to show when something belongs to somebody.
auxiliary verb	Words that 'help' a verb go into different tenses or times, or add to the meaning.
brackets	Used when the writer wants to add some extra information to a sentence.
clause	A group of words that contains a verb. It may be part of a sentence or a complete sentence by itself.
collective noun	A noun that refers to a group of people, animals or things.
colon	Used when you are about to write a list and to introduce a second part of a sentence.
comma	Used to separate parts of a sentence and to separate items in a list.
command	A sentence that tells someone to do something.
comparative adjective	The form of an adjective that is used to say that a person (or thing) has more of a certain quality than another.
complex sentence	A sentence with a main clause and a subordinate clause.
compound sentence	A sentence with two main clauses joined together by a word like <u>and</u> , <u>but</u> or <u>or</u> .
compound words	Words made up of two smaller words joined together.
conjunction *	Links clauses within a sentence.



And, or, for, nor, so, but, yet are **coordinating conjunctions**. These are used to join two items/clauses of equal importance.

“and” (+) and “nor” (-) are used to show an agreement between items/clauses. “yet”, and “but” are used to show a disagreement between clauses.

“for” and “so” are used to show a reason between clauses.

“or” is used to show agreement or disagreement between items/clauses.

Remember, when using a coordinating conjunction to join two **main** clauses (complete thoughts) you must insert a comma before the conjunction.

Example: I want to buy the new jacket, but it is too expensive. In this example, there are two main clauses:

#1: “***I want to buy a new jacket.***” (complete thought)

#2 “***It is too expensive.***” (complete thought)

These clauses are separated by a **comma** and the conjunction “**but**” which is used to show disagreement.

Subordinating conjunctions are used to join a subordinate clause (incomplete thought) to a main clause (complete thought).

After, before, once, although, as, as if, as long as, as though, because, still, even if

even though, if, if only, in order to, now that, rather than, since, so that, than, that, unless, until, when, whenever, where, whereas, wherever, while

Example: I will be able to drive when I get older.

“I will be able to drive” → main clause

“when I get older” → subordinate clause

The subordinating conjunction “when” is used to join the subordinate clause to the main clause.

consonant	All letters except a, e, i, o and u. These letters need a vowel to help them sound.
contraction	A word that is shortened by missing out some letters.
dash	Used to add extra information or comments to sentences.
definite article	Refers to a particular person or thing.
dialogue	A conversation between two (or more) people.
diminutives	Words that imply something small.
direct speech	When you write down the actual words that are spoken and use speech marks.
ellipsis	Used to show a pause in someone's speech / thought and to build tension or show that a sentence is not finished.
exclamation	A sentence that shows someone feels strongly about something.
exclamation mark	Used to make a sentence stronger or more exciting. Also used with commands.
feminine nouns	Nouns that refer to females.
figurative language	Language that describes something in terms of something else.
first person	When the writer speaks about himself or herself.
full stop	Used at the end of a sentence and to show when a word is abbreviated.
future tense	Tells you about what will happen in the future.
homonym	Words that sound the same and are spelt the same but have different meanings.
homophone	Words that sound the same but have different spellings and different meanings.
idiom	Phrases that should not be taken literally because they do not mean exactly what they say.
indefinite article	Refers to a person or thing in a less specific way.
masculine nouns	Nouns that refer to males.
metaphor	Compares different things. They suggest that two things are the same.

mnemonic	A way of remembering the spelling of tricky words.
monosyllable	A word with one syllable.
noun	A part of speech that names a thing or a person.
object	The person or thing that the action of a verb is done to.
onomatopoeia	When the sound of the word is similar to the sound of the thing it describes.
passive voice	When the subject of a verb has an action done to them.
past tense	Tells you about what happened in the past.
personal pronoun	A pronoun that refers to people (and in some cases, things).
personification	Giving human qualities to animals or objects.
phoneme	The smallest unit of sound in a word.
phrase	Part of a sentence that does not contain a verb and does not make sense on its own.
plural noun	A noun that refers to more than one thing or person.
possessive pronoun	A pronoun that shows who something belongs to or is connected with.
prefix	A letter, or group of letters, added to the beginning of a word to change its meaning.
preposition	Shows the relationship between one word and another.
present tense	Tells you about what is happening now.
pronoun	Used to avoid repeating a noun that has already been used.
proper noun	A noun that refers to a thing, place or person by name.
proverb	A simple saying that people know and repeat.
question	A sentence that asks something.
question mark	Used at the end of a question instead of a full stop.

relative pronoun	A pronoun that introduces a relative clause to give you more information about the noun that comes before it.
reported speech	When you write down what are people say, think or believe without using speech marks.
root word	A word to which prefixes and suffixes might be added.
second person	When the writer speaks to the reader.
semi-colon	Used to separate two parts of a sentence and in a list made of longer phrases.
simile	Compares different things and usually uses the words 'like' or 'as'.
simple sentence	A sentence with one clause. Contains (at least) one verb.
singular noun	A noun that refers to a single thing or person.
speech marks	Used to show words that are spoken.
statement	A sentence that gives information.
subject	The person or thing that carries out the action of a verb.
subordinate clause	A clause that does not make sense on its own, but gives more information about the main clause.
suffix	A letter, or group of letters, added to the end of a word to change its meaning.
superlative adjective	The form of an adjective that is used to say a person (or thing) has more of a certain quality than all others.
syllable	A single unit of written or spoken sound used to make words. Must include at least one vowel.
synonyms	Words which have the same, or nearly the same, meaning.
third person	When the writer speaks about someone or something else.
unstressed vowels	Vowels that are not stressed or pronounced. They might be different to hear when someone says the word.
verb	A part of speech that tells you what a person or thing does or how they are.
vowel	a e i o u These letters can be sounded by themselves.