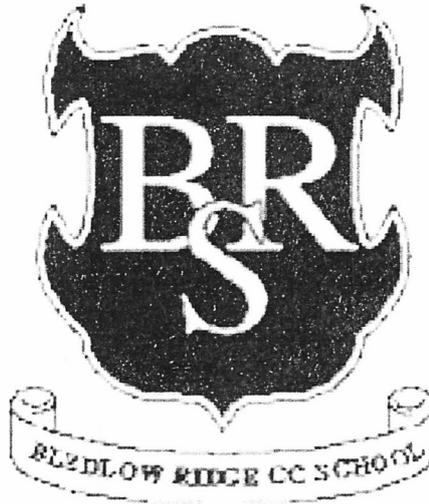


**Everything (hopefully!)  
you need to know about  
punctuation and grammar**



***Bledlow Ridge School***

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

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

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

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