## AVONWOOD PRIMARY SCHOOL



GRAMMAR HANDBOOK

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Parts of a Sentence

|  | Feature | Definition | Example | Year Group (Curriculum Guidelines) | Picture Clue / Misconceptions |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Subject | The who or what in a clause that is performing the verb. | The girl ran home. <br> The apple was pecked by it. | Yr 6 | N/A |
|  | Object | The who or what in a clause that is acted upon by a verb. | The girl ran home. <br> It was pecked by a bird. | Yr 6 | N/A |
|  | Phrase | A group of words that does not contain a verb. <br> (Also see Noun Phrase, Expanded Noun Phrase, Adverbial Phrase and Prepositional Phrase.) | the shy girl <br> in the deep, dark forest <br> at the beginning of the week | For Reference <br> Recommend Yr 3 with Clause | Misconception: The word 'phrase' is used in reading comprehension too. This is not the true definition of 'phrase' and can include a verb. |
|  | Clause | A group of related words containing a subject and a verb. <br> The subject can be implicit. <br> Main Clause <br> A group of words containing a subject and a verb and expresses a complete thought. A main clause makes sense by itself. <br> (For Subordinate Clause and Relative Clause see Subordinating Conjunctions) | The dog was barking. <br> It was raining, but the sun was shining. (two main clauses) <br> The man who wrote it told me that it was true. <br> (one main clause containing two subordinate clauses more specifically relative clauses) | Yr 3 | Main Clause Cat <br> A main clause must have a $S_{\text {ubject }}$ and a $V_{\text {erb }}$ |
|  | Sentence | Simple Sentence Has one main clause (subject and verb). Can have an object. <br> Compound Sentence Has main clauses that are linked by a co-ordinating conjunction. <br> Both clauses carry equal weight. <br> Complex Sentence Has 2 or more clauses, in which one clause is dependent on the other (e.g. a main and subordinate clause). <br> The clauses are linked in a way that shows interrelationship. | The boy ran away. The boy ran away from the dog. <br> All the dogs barked, and the boy ran away. <br> The boy ate alone because all the children ran away. | Yr 1 <br> Yr 1 <br> Yr 2 | Misconception: When using coordinating conjunctions, we teach children NOT to use a comma. Later on in life they will learn that they do sometimes need one. This is when the clause after the conjunction is a main clause. <br> e.g. The boy threw the ball, and the girl caught it. <br> A comma is needed in the example above but would not be required for 'The boy threw the ball and frisbee.' |


| Statement | A sentence that declares <br> (states) something that is <br> true or false. | The sun is blue. <br> I am going to the <br> beach. | Yr 2 | N/A |
| :---: | :---: | :--- | :--- | :--- | :--- |

Word Types and Classes

|  | Feature | Definition | Example | Year Group (Curriculum Guidelines) | Picture Clue / Misconceptions |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Noun | Words that name a person, place, thing or idea. <br> These can be described as either Common or Proper. <br> Singular Nouns <br> A noun that refers to one person, place thing or idea. <br> Plural Nouns <br> A noun that refers to more than one person, place, thing or idea. <br> Common Nouns <br> A noun that describes types of objects or concepts <br> Proper Nouns <br> A noun that describes people, places or 'times'. <br> Collective Nouns <br> A noun that describes a group. <br> (can be considered plural) <br> Abstract Nouns <br> A noun that describes a feeling or concept you cannot touch or see. | cat, tree, kitchen, Monday, team, dogs, truth, hope cat, Jane, hope <br> guys, dogs <br> cat, tree, kitchen <br> Monday, Jane, Bournemouth <br> bunch, team, swarm <br> truth, hope, friendship | Yr 2 <br> Yr 1 <br> Yr 1 <br> For Reference <br> For Reference <br> For Reference <br> For Reference | N/A |
|  | Noun Phrase <br> Expanded Noun Phrase | A phrase (group of words) built around a noun that does not contain a verb. Adjectives are used to provide more detail about the noun. <br> Expanded Noun Phrase Longer noun phrases that give extra detail, with modifying adjectives, nouns and prepositional phrases. | The tall girl walked away. Adult foxes like to run. <br> Almost all healthy adult foxes in this area can jump. | $\text { Yr } 2$ $\text { Yr } 4$ | Expanded noun phrase <br> DA,ANP <br> Determiner Adjective, Adjective Noun Prepositional phrase Examples of prepositions: under TRICKY - with <br> Misconception: A noun phrase does NOT include a verb as it is a phrase. Lots of children think the verb is also part of the noun phrase. |
|  | Pronoun | Words to replace a noun. | it, you, she, he, I, mine, yours, his, they, we, ours, their, | Yr 4 |  |


|  |  | Singular Pronouns Pronouns to describe one thing or person. <br> Plural Pronouns <br> Pronouns to describe more than one thing or person. <br> Possessive Pronouns <br> Pronouns to show possession. <br> Relative Pronouns Pronouns that relate/refer to the subject (noun). (Also see 'Relative Clause'.) | who, which, that <br> it, you, she, he, I, mine, yours, his <br> they, we, ours, their <br> his, ours, theirs, mine <br> There are 7 relative pronouns: who, whom, whose, which, where, when, that | For Reference <br> For Reference <br> Yr 4 <br> Yr 5 | Relative Pronouns <br> Who <br> Whom <br> Whose <br> Which <br> Where <br> THAT! <br> Relative pronoun song |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Determiner | Words to introduce a noun or noun phrase. <br> Article <br> The most common determiners | a, an, the, every, this, those, one, some, many <br> a, an, the | Yr 4 <br> For Reference | Determiners |
|  | Adjective | Words to describe a noun or pronoun. | A shy child, blue notebook and rotten apple. <br> The jumper was enormous. | Yr 2 | N/A |
|  | Verb | Words to describe an action or state. <br> Auxiliary Verb <br> Verbs used with main verbs <br> Modal Verb <br> A type of auxiliary verb (it's used with another verb) | I was cold. (state) Jane baked a cake. (action) <br> be, have, do, might, should <br> I am going to the shops. <br> will, would, can, could, | $\text { Yr } 2$ <br> For Reference $\text { Yr } 5$ | N/A |


|  | which can express meanings such as certainty, ability, or obligation. It indicates the likelihood of something happening. <br> Imperative Verb A type of verb that creates an imperative sentence (a sentence that gives an order or command). This is a 'bossy' verb. | may, might, shall, should, must, ought <br> Give me that pen. <br> John, put that down! | For Reference |  |
| :---: | :---: | :---: | :---: | :---: |
| Subjunctive Verbs | Used to set a formal mood. It expresses things that could or should happen and can express wishes, hopes, commands, demands or suggestions. It explores the hypothetical. <br> The subjunctive mood uses the 'root' verb. <br> 1. Use of 'be' and 'were' instead of am, is, are, was. <br> 2. Skips the -s on the verb when using he, she, it. | I advise <br> We demand <br> You suggested <br> It is important <br> If I were taller, I would be able to reach. <br> If only I were ten years younger. (instead of was) <br> I demand that they be released. (instead of are) <br> I suggested that he face up to the bully. (instead of faces) | Yr 6 SATs use 'were' | Subjunctive Verb Form |
| Adverb (Adverbial) | Single words that modify (change or add to the meaning of) verbs, adjectives and adverbs (and clauses). <br> Note: they do not modify nouns. <br> There are 5 different types of adverb: manner, time, place, frequency and degree. | He moved slowly down the path. (modifying verb - move) <br> That match was really exciting. (modifying adjective exciting) <br> We don't get to dance very often. (often modifies verb - dance AND very modifies |  | Fronted adverbials |



|  | Prepositional Phrase | A phrase (group of words) built around a preposition. Prepositional phrases can act both as adjectives and adverbs and is considered a type of adverbial phrase. | The sweet potatoes in the vegetable bin are rotten. (acting as an adjective) <br> Before class, Josh went for a walk. (acting as an adverbial) | Yr 4 | N/A |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Conjunction | Words that join together phrases or clauses. <br> They should NOT be referred to as connectives. <br> Co-ordinating Conjunctions Conjunctions that join main clauses (sentences). Create a compound sentence. <br> Subordinating Conjunctions Conjunctions that show cause and effect. <br> They are used to join a main clause and a subordinate clause. <br> Create a complex sentence. | when, because, if, so, while, after, and, but, or <br> for, and, nor, but, or, yet, so <br> e.g. since, until, before, when, as, if | $\text { Yr } 2$ $\text { Yr } 2$ | Co-ordinating Conjunctions <br> Subordinating Conjunctions <br> Since Until Because When As If Before $\begin{aligned} & \text { Where After } \\ & \text { While Although }\end{aligned}$ |
|  | Subordinate Clause | A clause that is dependent of a main clause. Must contain a verb. These often begin with a subordinating conjunction. <br> This clause does not make sense on its own. <br> Can also begin with -ed or ing words. | The frog jumped because the boy splashed the water. <br> Before washing his hands, the boy found some soap. <br> Running through the forest, the boy fell. | Yr 3 <br> For Reference | N/A |
|  | Relative Clause | A type of subordinate clause that begins with a relative pronoun. | There are 7 <br> Relative <br> Pronouns: <br> who, whom, <br> whose, which, where, when, that | Yr 5 |  |


|  |  | Commas are used to mark the clause when it comes at the beginning or in the middle of the sentence. | The dog, who was barking, jumped up at the window. |  | Relative Pronouns <br> Who <br> Whom <br> Whose <br> Which <br> Where When <br> THAT! <br> Relative pronoun song |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Simile | A figure of speech that compares two things by using the words 'like' or 'as'. | White as a ghost. <br> Swims like a fish. | For Reference | N/A |
|  | Metaphor | A figure of speech that describes a place, subject or object as something unlikely and not literal. | Drowning in debt. <br> The world is a stage. | For Reference | N/A |


|  | Feature | Definition | Example | Year Group (Curriculum Guidelines) | Picture Clue / Misconceptions |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Simple Tense | A verb is used in its present or past form without any other verbs modifying it. <br> Contains a subject and verb. Can also contain an object but doesn't have to. | Jane works hard. (present) <br> Bill jogged to school. (past) <br> $I$ ate. (past) | Yr 2 | Simple tense |
|  | Progressive Tense | Used to describe actions happening over a period of time. The verb (always in its present tense with a suffix of -ing) is accompanied by a 'to be' verb. <br> Progressive Verbs Refers to the verbs used to indicate the progressive tense. | am, are, is + verb-ing (present) was, were + verb-ing (past) <br> I am walking home. (present) <br> Dave was <br> eating an apple. <br> (past) | Yr 2 |  |
|  | Perfect <br> Tense | Used to describe actions that are/have been completed. The verb (always in its past tense) is accompanied by a 'have' verb. <br> Perfect Verbs Refers to the verbs used to indicate the perfect tense. | have, has + past verb (present) had + past verb (past) <br> I have eaten cake. (present) <br> They had danced all night. (past) | Yr 3 | Perfect tense |
|  | Perfect Progressive Tense | A combination of both the progressive and perfect tenses. Used to describe actions happening over a period of time and are/have been completed. The verb (always in its present tense with a suffix of -ing) is accompanied by a 'have' verb and the 'to be' verb been. | have, has + 'to be verb' + verb-ing (present) <br> had + 'to be <br> verb' + verbing (past) <br> It has been raining. (present) | For Reference | N/A |


|  |  |  | Sue had been practising for an hour when I called. (past) |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Active Voice | A sentence in which the subject actively performs the verb. | Jane caught the ball. <br> Mum baked a cake yesterday. | Yr 6 |  |
|  | Passive Voice | A sentence in which the subject is performing the verb, but it is passively having something done to it. <br> i.e. The object is having something done to it by the subject. | The ball was caught by Jane. <br> A cake was baked by Mum yesterday. | Yr 6 | Passive voice <br> The ball was thrown by the boy. |

Punctuation

|  | Feature | Definition | Example | Year Group (Curriculum Guidelines) | Picture Clue / Misconceptions |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 2$i$$\frac{1}{1}$$\frac{1}{2}$$\vdots$22 | Capital Letter | Used to begin a sentence, important words in titles, proper nouns and acronyms. | Monday, I, Sarah, R.S.P.C.A. | Yr 1 | N/A |
|  | Full Stop | Used at the end of a sentence and abbreviations. <br> If an abbreviation ends a sentence a second full stop is not required. | Dec. $=$ December | Yr 1 | N/A |
|  | Comma | Used: <br> to separate items in a list <br> after a fronted adverbial (see fronted adverbial) <br> after a reporting clause when beginning speech <br> to clarify meaning or avoid ambiguity <br> to show parenthesis see parenthesis | I would like cheese, lettuce and tomato. <br> In the forest, I ran for my life. <br> Jane said, "Hello." <br> Let's eat Grandma. Let's eat, Grandma. <br> The teacher, a young woman, taught the class. | $\text { Yr } 2$ <br> Yr 4 <br> Yr 4 <br> Yr 5 <br> Yr 5 | N/A |
|  | Apostrophe | Used: <br> to show contraction <br> to show singular <br> possession <br> Belongs to a singular noun. <br> Add an apostrophe and - <br> s <br> to show plural possession Belongs to a plural noun. Add just an apostrophe if it ends in -s (add an apostrophe and -s if the plural noun does not end in -s) | can't, she's, I'll <br> Liam = Liam's hat. <br> Cat $=$ The cat's hat. <br> Pupils' $=$ The pupils' <br> coats. <br> Jess = Jess's hat. <br> Actresses $=$ The two actresses' roles. <br> Guys = The guys' night out. <br> Children = The <br> children's slide. | Yr 2 <br> Yr 2 <br> Yr 4 | Misconception: There are times when you need to add 's to a noun ending in ' $s$ '. <br> If the noun ends in ' $s$ ' you may only need to add an apostrophe. However, if you add the 's' sound to a noun ending in ' $s$ ' you also need to add an ' $s$ '. |
|  | Exclamation Mark | Used to show emotion, emphasis or surprise. Can be used at the end of a statement, | That is amazing! (statement) | Yr 1 | N/A |



|  | Brackets | Can be used to show parenthesis. | The boat (a wooden canoe) won the competition. | Yr 5 | N/A |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | Dash | Used: to show parenthesis to mark the boundary between independent clauses. | Her latest song Wild Thoughts - was number one. <br> She might come to the party - you never know. | $\text { Yr } 5$ $\text { Yr } 6$ | N/A |
|  | Hyphen | Used to join two or more words together to avoid ambiguity. | man eating shark man-eating shark <br> recover re-cover <br> They are used in any number from 21-99 e.g. twenty-one | Yr 6 | Misconception: Children often get confused between hyphens and dashes. |
|  | Bullet Points | Used to list information. If the text that follows the bullet point is not a proper sentence, it does not need to begin with a capital letter or end with a full stop. However, if you choose to begin one bullet point with a capital letter, they all should for consistency. <br> To introduce a bullet pointed list, a main cluse MUST be used. | - text books <br> - scissors <br> - tray labels <br> - We will buy text books. <br> - I will borrow the scissors. <br> - You will laminate tray labels. <br> You will need to bring the necessary equipment with you when camping: <br> - tent; <br> - sleeping bag; <br> - clothes; <br> - food. | Yr 6 | Misconception: Children often start bullet pointed lists with something that is not a main clause. <br> e.g. 'You need a range of ingredients such as:' <br> Instead, this should be 'You need a range of ingredients:' |
|  | Colon | Used: to introduce an item or list <br> between independent clauses when the second sentence explains, illustrates, paraphrases, or expands on the first sentence. <br> The second sentence must be more significant than the first. | Ingredients: <br> He got what he worked for: he really earned that promotion. | $\text { Yr } 6$ $\text { Yr } 6$ | N/A |
|  | Semi-colon | Used: to mark the boundary between independent clauses | Call me tomorrow; you can give me an answer then. | Yr 6 | N/A |


|  |  | the clauses should be related and of equal importance. A lowercase letter should be used after the semicolon unless it is a proper noun. <br> in descriptive lists Note: a semi-colon is needed before 'and' <br> within lists when commas are used within the items of the list | At the circus we saw a clown juggling with swords and daggers; a lion who stood on a ball; a fire eater with flashing eyes; and an eight-year-old acrobat. <br> You should choose ham, chicken, or char-grilled vegetable sandwiches; cups of tea, Bovril, or coffee; or red wine. | Yr 6 |  |
| :---: | :---: | :---: | :---: | :---: | :---: |

Spelling

|  | Feature | Definition | Example | Year Group <br> (Curriculum Guidelines) |
| :---: | :---: | :---: | :---: | :---: |
|  | Root Word | A word in its simplest form, to which prefixes and suffixes can be added to change the meaning. | unemployment <br> employ = root word <br> un = prefix <br> ment = suffix | Yr 1 |
|  | Prefix | Letters added to the beginning of a word to modify its meaning. <br> All prefixes hold meaning by themselves; however, they are not considered words. <br> Learning the meaning of prefixes can help children with their comprehension of unknown words. | unhappy <br> happy = root word un = prefix | Yr 1 <br> 'un-' <br> Yr 3 <br> Formation of nouns using a <br> range of prefixes [for example <br> super-, <br> anti-, auto-] <br> $\quad$ Yr 5 <br> Verb prefixes [for example, dis- <br> , de-, mis-, over- and re-] |
|  | Suffix | Letters added to the end of a word to modify its meaning. <br> All suffixes hold meaning by themselves; however, they are not considered words. | $\begin{aligned} & \text { tasteless } \\ & \text { taste = root word } \\ & \text { less = suffix } \end{aligned}$ | Yr 1 <br> Regular plural noun suffixes -s or -es [for example, dog, dogs; wish, wishes] <br> Suffixes that can be added to verbs where no change is needed in the spelling of root words (e.g. helping, helped, helper) <br> Yr 2 <br> Formation of nouns using suffixes such as -ness, -er and by Compounding <br> Formation of adjectives using suffixes such as -ful, -less <br> Use of the suffixes -er, -est in adjectives and the use of -ly in Standard English to turn adjectives into adverb <br> (A fuller list of suffixes can be found in the year 2 spelling section in English Appendix 1) <br> Yr 5 <br> Converting nouns or adjectives into verbs using suffixes [for example, -ate; -ise; -ify] |
|  | Compound Word | A word containing two root words. | blackboard, daydream, outgrow, bone-dry | For Reference |


|  | Word Families | A group of words that are related to each other. <br> Common root word. <br> Common feature. | help, helpful, helper <br> cat, mat, hat, pat | Yr 3 |
| :---: | :---: | :---: | :---: | :---: |
|  | Antonym | Two words with opposite meanings. | hot - cold | Yr 6 |
|  | Synonym | Two words with the same/similar meanings. | talk - speak | Yr 6 |
|  | Homophone | Two words that sound exactly the same but are spelled differently and have different meanings. | hear, here some, sum | $\overline{Y r} 2$ <br> Unique homophones for each year group. Check English Appendix 1: spelling |
|  | Homonym | Two words that are spelled and sound exactly the same but have different meanings. | Has he left yet? Yes - he went through the door on the left. <br> The noise a dog makes is called a bark. Trees have bark. | For Reference |
|  | Idiom | A group of words which together do not hold their typical meanings. | over the moon = very happy | For Reference |

