Name: ....   Date:..

Grammar, punctuation and spelling revision booklet

Sentences

Sentences can be:

Statements e.g. *The man was angry.*

Questions e.g. *Where is the man?*

Commands e.g. *Draw a man.*
These are usually written in the imperative and start with a verb.

Exclamations e.g. *What a good idea!*

Often start with 'what' or 'how', but may be a single word.

Subject

Subject

The subject is often who or what does something. The subject is usually the noun, noun phrase or pronoun before the verb.

The man walked away.

Subject   Verb

Phrases and Clauses

A phrase is a group of words that can be understood as a unit. There are:

Noun phrases e.g. *'my old chair'*

Adjectival phrases e.g. *'very bright'*

Adverbial phrases e.g. 'extremely quickly'

Prepositional phrases e.g. 'across the playground'

A **clause** is a phrase which contains a subject and a verb.

E.g. *He slept all night long.*

A **main clause** is a clause which can be understood on its own.

E.g. *The girl was upset.*

A **subordinate clause** gives more meaning to the main clause. It cannot be used on its own and often starts with a conjunction.

E.g. **Because she had lost her bag**, *the girl was upset.*

Conjunctions

Conjunctions link clauses and can also link words and phrases.

Coordinating conjunctions

These are:

for, and, nor, but, or , yet, so.

Co-ordinating conjunctions link clauses that are of the same importance in a sentence.

He went to the door **and** opened it.

The monster was small **yet** scary.

Subordinating conjunctions

These include:

after, although, as, because, before, for, if, since, so, unless, when, whereas, whether, whilst, though, till, until.
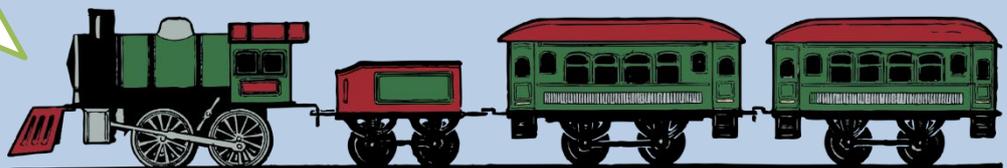
A subordinating conjunction starts a subordinate clause. The subordinate clause is not as important as the main clause.

They can be use in the middle or at the beginning of a sentence.

Although he was tired, he worked all day.

He worked all day, **although** he was tired.

Conjunction junction:
What's your function?

Relative Clauses

A relative clause is a special type of subordinate clause and begins with a relative pronoun.
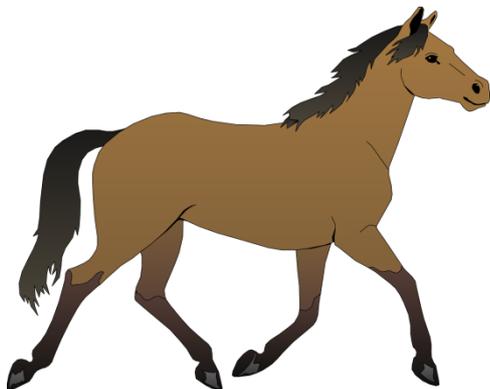
The relative pronouns are:
that, which, whose, whom, who

The horse, **that is standing in the corner of the field,** is mine.

relative clause

These gloves, **which were a gift**, are very comfortable.

relative clause

Tenses

Present tense
Verbs in the present tense talk about the present and the future.
*John **plays** football*
*The train **leaves** at four.*
*The fireworks **are starting** tonight.*

Simple present tense
*John **plays**. They **play**. He **doesn't play**.*

Present progressive tense
The form used to describe an event that is happening now.
*John **is playing**. They **are playing**.*

Present perfect tense
The verb form used to describe an event that has happened and or is still happening now.
*John **has played** football and his kit is dirty.*
*They **have played** football together for 2 years*

Present perfect progressive tense
The verb form used to describe an event that started happening in the past and is still happening now.
*John **has been playing** football all afternoon.*

Past tense
Verbs in the past tense talk about the past, talk about imagined situations and make requests more polite e.g.
*John **played** football.*
*I **wish** the train left earlier.*
*We **were hoping** that the fireworks would start.*

Simple past tense

The verb form used to describe an event that happened earlier or in the past and is now finished.

*John **played**. They **played**. They **did not play**.*

Past progressive tense

The verb form used to describe an event that was not finished when something else happened or something that continued for a period of time.

*John **was playing** football when it started to rain. All morning, the children **were playing** football.*

Past perfect tense

The verb form used to describe an event that happened before something else in the past or something that started in the past and was still happening later on.

*John **had played** football in the morning and went swimming in the afternoon. They **had played** football together during the summer.*

Past perfect progressive tense

The verb form used to describe an event that started happening in the past and was still happening later on.

John had been playing football all afternoon.

Future Tense

Verbs in the future tense talk about what will or may happen in a future time.

*John **will play** football this evening.*

*The train **may leave** on time.*

*He **wants to go** swimming.*

*They **are about to** ring the bell.*

Infinitive

The **infinitive form** of a verb is its basic form e.g. *walk*, *be*, *need*

The infinitive often has 'to' in front of it.
*The girl waited for the class **to be** quiet.*

The infinitive is also used after modal verbs.
*Flowers **may need** more water in hot weather.*

Subjunctive

The subjunctive is a specific verb form. It used to express something that is wished for, suggested or commanded. The subjunctive is used after the following verbs:

to advise (that)	to ask (that)
to command (that)	to demand (that)
to desire (that)	to insist (that)
to propose (that)	to recommend (that)
to request (that)	to suggest (that)
to urge (that)	to pray (that)

These sentences contain subjunctives:

*The school **requests that** blazers **be worn** at all times.*

*If the children **were** older, they could walk home alone.*

*She **insisted that** John **come** to the party.*

Active and Passive Voice

Often verbs can be either active or passive.

Active Voice:
The subject is often who or what does something. This sentence has an active verb:
The boy broke *the window.*

Passive Voice:
The subject is the person or thing that would be the object in an active sentence. The focus is on what happened, instead of who does something. These sentences have a passive verb:
The window was broken *by the boy.*
The doors are opened *at 8:45 am.*

Nouns

Common Nouns

These are the names of objects and things which are not specific, proper nouns, e.g. *boy, day*

Proper Nouns

These are names of a specific person, place, time or organisation and always have a capital letter .e.g. *Sunday, New York, Asda*

Abstract Nouns

These are things which cannot be physically touched or seen. They are the names of ideas or feelings e.g. *anger, idea, suffering*

Collective Nouns

These refer to a group of people or animals. e.g. *audience, crowd, herd, flock*

Countable Nouns

These can be counted and made into a plural (usually by adding –s) e.g. *book, chair*

Non-countable Nouns

These cannot be counted and cannot be made plural
e.g. *bread, money, information*

Pronouns

Pronouns are words which can be used instead of nouns and noun phrases. Examples include: *me, herself, yours, this, who, everything.*

Personal pronouns

These refer to people or things that have already been referred to.
*John was afraid of the dark until **he** got older*

Most have different forms according to whether they are singular or plural, the subject or the object of a sentence.

	Singular	Plural
1st person subject	I	we
1st person object	me	us
2nd person subject	you	you
2nd person object	you	you
3rd person subject	he, she, it	they
3rd person object	him, her, it	them

Possessive pronouns

These tell you who owns the thing or who is involved in the action.
*James told the teacher that the shoes were **his**.*

	Singular	Plural
1st person	mine	ours
2nd person	yours	yours
3rd person	his, hers, its	theirs

Demonstrative pronouns

These are used to identify whether things are near or further away.

this   *that*   *these*   *those*

Speech

Direct speech is when you write the exact words that someone says. It is punctuated using inverted commas (speech marks).

"Can we go outside?" asked the children.

Reported (or indirect) speech is when the words that someone has spoken are reported. Inverted commas (speech marks) are not used.

The children asked if they could go outside.

Punctuation

Question mark (?) A question mark is used at the end of a sentence to show that it is a question.

Are you being served?

Exclamation mark (!) An exclamation mark is used at the end of a sentence to show that it is an exclamation or a command.

What a good idea!
Come here!

Comma (,) A comma is used to separate items in a list or to separate clauses or phrases in a sentence.

We need eggs, milk, flour and sugar. When we go home, we will make dinner.

Colon (:) A colon can be used to introduce a list or to introduce examples or explanations.

James plays the following instruments: piano, guitar and trumpet.
Cats have sharp claws: they use them to catch their prey.

Semicolon (;) A semicolon can be used between two sentences or main clauses of equal importance or to separate longer phrases in a list.

The concert was amazing; I had a fabulous time.
I bought: a tub of luxury chocolate ice cream; a twin pack of tissues; and some freshly picked tomatoes.

Dash (–)   A dash is used in **informal writing** where commas and semicolons might normally be used.

James loved playing football – especially on Sundays.

Parenthesis ( ) Parenthesis is a word or phrase inside brackets, commas or dashes which is added to a sentence as an explanation or afterthought. If you take out the words in parenthesis, the sentence should still make sense.

*The man boarded the train **(dragging his heavy bag behind him)** and looked for a seat.*
*The man boarded the train, **dragging his heavy bag behind him,** and looked for a seat.*
*The man boarded the train – **dragging his heavy bag behind him** – and looked for a seat.*

A Glossary of English words

adjective	Can be used before a noun, to modify it e.g. *the <u>gloomy</u> wood* Can be used after the verb 'be' e.g. *the wood was <u>gloomy</u>*
adverb	Can be used to modify a verb, an adjective or another adverb. Adverbs often describe manner or time. *The weather was <u>very</u> hot. The children <u>soon</u> became tired. They <u>slowly</u> closed their eyes.*
antonym	Words are antonyms if their meanings are opposite e.g. *hot–cold, in–out*
apostrophe	Apostrophes can be used to show omission (missing letters) e.g. *<u>They're</u> going out.* They can also mark possession e.g. *The <u>teacher's</u> bag was on the desk.*
article	The articles are the most common types of determiner *a* or *an* (indefinite) and *the* (definite).
auxiliary verbs	The verbs *be*, *do* and *have* can be used as auxiliary verbs. They help the main verb make sense. *She <u>was</u> <u>swimming</u>. <u>Does</u> he <u>like</u> chocolate? They <u>have</u> <u>finished</u>.* Modal verbs are also a type of auxiliary verb.
determiner	Determiners are used before a noun or at the start of a noun phrase. It tells you which one, how many or how much. Examples include: *a, the, some, any, my, each, either, no.* E.g. *<u>No</u> boys were found outside.*
ellipsis	This is a set of three dots used to show that a word has been omitted or the sentence is not finished e.g. *Finally, there he was...*
finite verb	A finite verb shows the tense e.g. present or past. Sentences typically have at least one finite verb e.g. *She wanted a horse.*

fronting, fronted	A word or phrase that usually comes after the verb can appear at the beginning of a sentence. This is called fronting. Fronted adverbials appear before the verb e.g. *After the match, we had a party.*
homonym	Words with different meanings which look exactly the same when written and sound exactly the same when pronounced e.g. *The child had the <u>right</u> answer. The house is on the <u>right</u>. We went to the <u>fair</u>. It was a <u>fair</u> test.*
homophone	Word with different meanings that sound exactly the same when pronounced e.g. *He was a brown <u>bear</u>. The cupboard was <u>bare.</u>*
hyphen	*A hyphen is shorter than a dash and is used to join two or more words, or to join a prefix to a word e.g. co-ordinate, a two-year-old boy*
modal verb	Modal verbs are a type of auxiliary verb that change the meanings of other verbs. The main modal verbs are: *can, will, would, may, might, shall, should, must,* ought to.
noun	Nouns identify people, places and things. They can be used after determiners e.g. *the table, some information*.
object	In some sentences the verb has an object. This is usually a noun, noun phrase or pronoun which comes straight after the verb. E.g. *I like the old painting. The dog chased after him.*
plural	If you are just talking about one of something, it is singular. If there is more than one, it is plural. A plural noun is often made by adding a suffix –s or -es e.g. *flower–flowers, loaf–loaves*. Some plurals have a different form e.g. *person–people, child–children*.
possessive	This can be a noun with an apostrophe e.g. *The girl's pen, James' bag* or a possessive pronoun e.g. *The homework book on the table is mine*.

prefix	A prefix is added at the beginning of a word to turn it into another word e.g. *disagree, impossible*.
preposition	Prepositions are used before a noun, noun phrase or pronoun and link it to another word in the sentence. They often tell us about positon, direction, timing or a relationship e.g. *above, during, against, without*.
Standard English	This is the English taught in school. It is used in most books, newspapers and formal documents. Most writing needs to be in Standard English and it is used for formal speaking.
subject	The subject of a verb is often the do-er or be-er (who or what does something). It is usually the noun, pronoun or noun phrase before the verb e.g. *The plan worked. Children play outside.*
suffix	A suffix is an ending, used at the end of a word to turn it into another e.g. *waited, runner, miserable, enjoyment*.