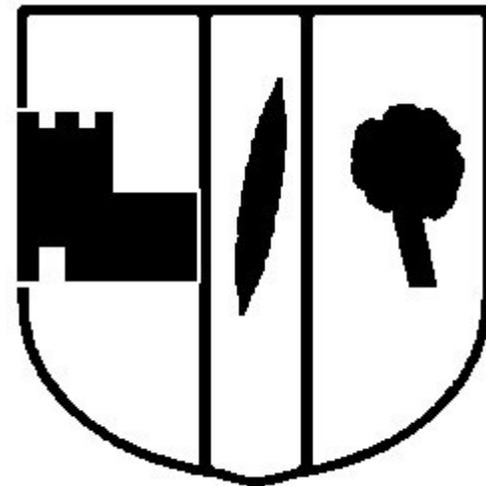


# **SPAG**

**Spelling, Punctuation  
and Grammar**



**Fen Ditton C. P. School**



Subordinate clause: a clause which is less important than some other part of the same sentence. A subordinate clause cannot stand alone because it does not express a complete thought; it is dependent upon a main clause, e.g. **The apple that I ate was sour** (the clause **that I ate** is subordinate to **the apple was sour**).

Suffix: an ending used to change the meaning of a word, e.g. the suffix **-ly** changes the word **quick** to **quickly**.

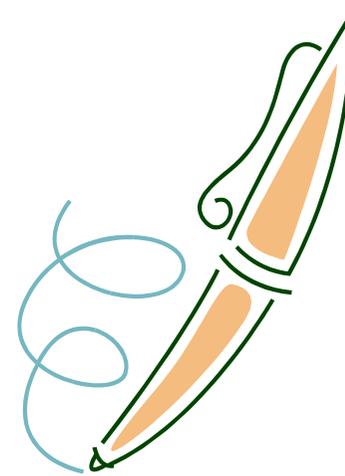
Syllable: sounds like a beat in a word, e.g. **hospital** has 3 syllables (**hos-pi-tal**).

Synonym: two different words that have the same or similar meaning, e.g. **talk** and **speak**.

Tense: the tense of a verb tells you when the action took place (past, present or future),

Third person: text in the third person refers to someone else (not the writer or the writer's audience). **They went to the cinema** is in the third person.

Transitive verb: a transitive verb is a verb that is done to someone or something, e.g. **He loves Juliet**.



Dear Parents,

This booklet is to make you aware of the language relating to the spelling, punctuation and grammar that the children will be exposed to during their time at Fen Ditton Primary School. We have compiled a glossary of common language children will be using, and we hope this will be of use to you when supporting your child's learning at home.

Active voice: many verbs can be active or passive, e.g. **The cat scratched Anna** (active voice), **Anna was scratched by the cat** (passive voice). In the active sentence, the subject (the cat) performs the action. In the passive sentence, the subject (Anna) is on the receiving end of the action. The two sentences give similar information, but with a difference in focus. The first is about what the cat did, and the second is about what happened to Anna.

Adjectives: adjectives are sometimes called 'describing words' because they describe a noun, e.g a **big** book.

Adverbs: an adverb is a word that describes, and so adds meaning to, a verb, e.g He ate his lunch **quickly**.

Adverbial: an adverbial is a group of words that is used, like an adverb, to add meaning to a verb or clause, e.g. The bus leaves **in five minutes**.

Antonym: two words are antonyms if their meanings are opposites, e.g **hot** and **cold**.

Apostrophe: apostrophes have two completely different uses. The first is to show the place of missing letters (e.g **I'm** for **I am**). The second is to show possession - that one thing belongs to another (e.g. **Hannah's mother**).

Article: An article (**a**, **an** or **the**) is a word that tells you whether a noun is specific or general, e.g She took **a** big bag to school [general] / She took **the** big bag to school [specific].

Registers: 'varieties' of language which are tied to particular uses. For example, *I regret to inform you that Mr Joseph Smith has passed away.* (**formal letter**) "*Have you heard that Joe's died?*" (**casual speech**) *Joe falls down and dies, centre stage.* (**stage direction**)

Relative clause: a special type of subordinate clause that modifies a noun. It often does this by using a relative pronoun such as *who* or *that* to refer back to the noun, although the relative pronoun '*that*' is often left out. For example: *I met the boy **who lives near school**.* [**who** refers back to the boy]; *I loved the cake **(that) we ate yesterday**.*

Root word: a word that does not contain any smaller root words, and it can stand alone without a prefix or suffix.

Second person: text written in the second person refers to the writer's or speaker's audience, e.g. Your teacher is very proud of **you**.

Semicolon: this can be used to separate two main clauses in a sentence, e.g. I liked the book; it was a pleasure to read.

A semicolon can also be used to separate items in a list if these items consist of long phrases, e.g. I need large, juicy tomatoes; a pack of mature, grated cheddar cheese; and a delicious, chocolate birthday cake with candles.

Sentence: a sequence of words that makes complete sense, containing a subject, an object and a main verb. A sentence always ends with a full stop, an exclamation mark, or a question mark.

Phrase: a phrase is a group of connected words that could be replaced by a single word, e.g. The **big grey elephant** had a **long thin trunk**.

Plural: a plural noun normally has a suffix (-s or -es) and it means 'more than one'.

Possessive: A possessive form is a word or grammatical construction used to indicate a relationship of ownership in a broad sense. By adding an apostrophe to a noun, we can show possession, e.g. The **girl's** pencil needed sharpening. Possessive pronouns are used when a specific person/thing belongs to a specific person/thing, e.g. "The numeracy books are over there. **Yours** is on the top." Possessive pronouns do not have apostrophes.

Prefix: a prefix is added to the beginning of a word to turn it into another word, e.g. the prefix 'dis' changes **appear** to **disappear**.

Preposition: a preposition is a word that tells you when or where something is in relation to something else, e.g. *after, before, on, under*. [The dog is **under** the table.]

Present tense: verbs in the present tense usually describe something that is happening at the moment, or a state of being. The present tense form of a verb can also be used to describe events in the future, e.g. My train **leaves** at 4 o'clock.

Progressive: the progressive (also known as the 'continuous') form of a verb

Cohesive device: cohesive devices are words used to show how the different parts of a text fit together. Pronouns, prepositions, conjunctions and adverbs all help build cohesion, e.g. A visit has been arranged **for** all the children in Pine Class **to** Anglesey Abbey **on** May 28<sup>th</sup>.

Colon: a punctuation mark that is often used before a list.

Comma: a punctuation mark used to help the reader by separating parts of a sentence, e.g. to separate items in a list, or to mark off extra information in a subordinate clause (I love shopping, **except** when it is raining).

Complement: a verb's subject complement adds more information about the verb's subject e.g. She [subject] is [verb] **our teacher** [**subject complement**]. A verb's object complement adds more information about the direct object, e.g. He [subject] makes [verb] her [direct object] **happy** [**object complement**].

Compound word: a compound word contains at least two root words, e.g. **whiteboard, superman**.

Conjunction: a conjunction is a word that links two words or phrases together within a sentence. There are two main types of conjunction. Coordinating conjunctions (*and, or, but, so*) join main clauses, e.g. It was raining **but** it wasn't cold. Subordinating conjunctions (common ones include *when, before, after, if*) introduce a subordinate clause, e.g. She went home **before** the lesson finished.

Exclamation mark: an exclamation mark is used at the end of a sentence to indicate strong emotion, e.g. "Get out!"

Finite verb: the finite verb inflects (changes ending) to show person, number and tense, e.g. the verb **to walk** inflects to show changes in person (I walk, he walks), number (he walks, they walk) and tense (you walk, you walked).

First person: when text is written from the point of view of the main character involved in the action, it is in the first person, e.g. **I** went shopping.

Fronting: a word or phrase that normally comes after the verb may be moved before the verb. When this happens, we say it has been 'fronted', e.g. **During the day**, we will have lessons.

Homonym: two different words that both look the same and sound the same, e.g. the sound a dog makes is a **bark** / there is **bark** on a tree.

Homophone: two different words that sound exactly the same when pronounced, e.g. **hear** and **here**.

Infinitive: a verb's infinitive is the basic form and it is the version that will appear in a dictionary e.g. **to walk**, **to be**.

Inflection: inflection is a change to the ending of a word to indicate tense, number, or other grammatical features, e.g. walk becomes walks

Modify: one word or phrase modifies another by making its meaning more specific, e.g. **primary school teacher** (**primary school** modifies **teacher**).

Noun: a noun is often called a naming word because it names people, places and things. There are different types of nouns. A common noun is the name of a thing (e.g. **boy**, **castle**, **banana**). A proper noun is the name of a particular person, or place and it always begins with a capital letter (e.g. **Wednesday**, **Mr Belzar**, **Bottisham**).

Noun phrase: a phrase with a noun as its key word, e.g. **some foxes**. A noun phrase can be replaced with a pronoun, e.g. "*I like singing in the bath*" [**noun phrase**] can become "*I like it*" [**noun phrase replaced with the pronoun 'it'**].

Participle: verbs in English have two participles called 'present participle' (e.g. **walking**, **taking**) and 'past participle' (e.g. **walked**, **taken**). The present participle ends in 'ing' (e.g. **walking**) and the past participle often ends in 'ed' (e.g. **walked**), although it can be irregular (e.g. 'I keep' becomes 'I **kept**' rather than 'I kepted')

Passive voice: many verbs can be active or passive, e.g. **The cat scratched Anna** (active voice), **Anna was scratched by the cat** (passive voice). In the active sentence, the subject (the cat) performs the action. In the passive sentence, the subject (Anna) is on the receiving end of the action. The two sentences give similar information, but with a difference in focus. The first is about what the cat did, and the second is about what happened to Anna.