



**KEEP
CALM**

AND

**REMEMBER
THE SPAG**

Helpful hints for the Grammar and Punctuation Tests!

Word types

ADJECTIVE - describes a noun The red table, a happy girl

ADVERB – describes a verb He ran slowly (usually ends in ly – fast is an exception)

ADVERBIAL – used to modify a verb or clause – the bus leaves in five minutes;

ANTONYM - a posh word for 'opposite' soft is an antonym of hard (opposite of synonym)

DETERMINER – Some examples of determiners are:

Articles – a good team an apple the dog was barking

Possessives - my house your coat

Quantifiers – some boys every day

COMPOUND WORD – a compound word contains at least two root words in its morphology –
whiteboard, superman

CONJUNCTION – links two words or phrases together – because, however, and, so

Time conjunctions – First, After, Then, While

CONTRACTION – a shortened form of a word or words cannot – can't we have – we've

NOUN – name of a person, place, thing or feeling -

Proper Noun – Name of a particular person or thing –

Brookfield Primary School, Jane Smith, Derby (always has a capital letter)

Common Noun – table, boy, dog

Abstract Noun – concerned with ideas, not solid objects – truth, hope, danger

Noun Phrase – A phrase with a noun as its head – Adult foxes can jump

- Almost all healthy adult foxes in this area can jump. (all the other words help to modify foxes, so they all belong to the noun phrase.

OBJECT/SUBJECT –

An **object** is normally a noun, pronoun or noun phrase that comes straight after the verb and shows what the verb is acting upon – Year 2 designed puppets I like that

The **subject** of a verb is normally the noun, noun phrase or pronoun that names the do-er or the be-er. – Rula's mother went out Will the children be here on time?

ROOT WORD/PREFIX/SUFFIX –

Root word – **play**ed **un**fair

Prefix - A word or syllable joined to the front of a word to change or add to its meaning –

disorder, **un**happy, **im**polite

Suffix – A letter or set of letters joined the end of a word to make another word, or a form of a verb

Forget**ful**, lion**ess**, wait**ed**, sing**ing**

Morphology – how a word is made up in terms of root word + prefix or suffix

OR – changing a word, such as **mouse** to **mice**

PREPOSITION – a word used to show place, position, time or means –

at home, **under** the bed, **by** train, **during** the night

PRONOUN – a word used instead of a noun

Personal pronouns – **I, me, they, he, him, etc** Joel went to school. **He** was late.

SYNONYM – two words with the same meaning **talk/speak** (opposite of antonym)

VERB - a doing word **run, talk** even if you can't see someone doing it, such as **think**

Active/Passive Verb - An Active verb has its usual pattern of subject and object

(in contrast with Passive)

Active – **The school arranged a visit**

Passive – **A visit was arranged by the school**

Auxiliary Verb – These are **be, have, do** and the Modal Verbs

Finite Verb – Every sentence typically has at least one verb which is either past or present tense – such verbs are called finite.

Infinitive – A verb's Infinitive form is the basic form used as the **head-word** in a dictionary, eg

walk, be, say Often used after 'to' or after modal verbs.

Transitive/Intransitive – A **transitive** verb takes at least one object in a sentence to complete its meaning, in contrast to an **intransitive** verb, which does not.

Transitive – He loves football. She understands English.

Intransitive – We all laughed. We would like to stay longer, but we must leave.

Modal Verbs – These change the meaning of other verbs –

will, would, can, could, may, might, shall, should, must, ought

eg. – I can do this maths work by myself

Statement/Question/Command

Question - **Could you pass me the pencil please?**

Command- **Pass me the pencil!**

Don't forget your punctuation!

Statement – **The pencil is red.**

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Phrase/Clause

CLAUSE – part of a sentence, with its own verb - **There are two clauses in 'We choose what we want'**

Clauses may be **main** or **subordinate**.

PHRASE – a group of words within a sentence or clause - The man was **on the train** (doesn't make sense as a sentence on its own as there is no verb)

Preposition Phrase – A Preposition Phrase has a preposition as its head followed by a noun, pronoun or noun phrase – He was **in bed** I met them **after the party**

SUBORDINATE CLAUSE – a clause which adds detail to the main part of the sentence, but cannot be used as a sentence by itself **The cake was delicious because it had chocolate on the top**

Adam, who was the smallest boy in the class, scored the winning goal.

RELATIVE CLAUSE - a special type of subordinate clause that modifies a noun, often by using a relative pronoun - That's the boy **who lives near school**. The prize **that I won** was a book.

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When to use I/Me

I if you are doing it – **I went to the shops**

Me if it is being done to you – **The teacher chose me**

Another useful way to remember:- Think of what it would be if it was just you being asked to hand out the books – **The teacher asked Ben and ? to hand out the books**

The teacher asked me to hand out the books. (the teacher asked I to hand out the books doesn't make sense does it?)

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Apostrophes

Omission – Replaces a letter or letters – **we've couldn't**

Possession – Belonging to – **Grace's handbag** (belongs to Grace – the apostrophe is before the 's').

The boys' coats. (the coats belonging to more than one boy – the apostrophe is after the 's'.

OTHER WORDS/MEANINGS YOU NEED TO KNOW

COHESION /COHESIVE DEVICE – A text has cohesion if it is clear how the meanings of its parts fit together. In other words, if it makes sense.

Cohesive Devices are words used to show how different parts of a sentence fit together – Joe was given a bike for Christmas. He liked it very much.

We'll be going shopping before we go to the park.

COMPLEMENT - a word, phrase or clause that is necessary to complete the meaning of a given expression –

She is our teacher (adds more information about the subject)

Learning makes me happy (adds more information about the object, me)

CONSONANT – Most of the letters in the alphabet, other than vowels. The five vowel sounds are a, e, i, o, u.

CO-ORDINATION/SUBORDINATION –

Words or phrases are co-ordinated if they are linked as an equal pair by a co-ordinating conjunction, such as and, but, or. – Susan and Anna met in a park They played and talked for an hour

Subordination – They ate before they met (before introduces a subordinate clause)

A **Subordinate word or phrase** tells us more about the meaning of the word it is subordinate to

Big dog (Big is subordinate to dog)

Big dogs need long walks (big dogs and long walks are subordinate to need)

ELLIPSIS - The omission (leaving out) of a word or phrase which is expected or predictable

Frankie waved to Ivana and she (x) watched her drive away. She did it because she wanted to do it (x).

FRONTING/FRONTED – A word or phrase that normally comes after the verb may be moved before the verb – this is called fronting. A **Fronted Adverbial** is an adverbial which has been moved before the verb. Fronted phrases are often followed with a comma.

Before we begin, make sure you've got a pencil. (without fronting – Make sure you've got a pencil before we begin)

The day after tomorrow, I'm visiting my Grandad.

HOMONYM - Two different words that look exactly the same when written and sound exactly the same when pronounced - Has he left yet? Yes, he went through the door on the left.

HOMOPHONE – Two words with different meanings that sound exactly the same – hear/here some/sum

INFLECTION – When –ed is added to walk, or mouse is changed to mice, this change of morphology produces an **Inflection** of the basic word – dogs is an inflection of dog went is an inflection of go better/good etc.

MODIFY/MODIFIER – One word or phrase modifies another by making its meaning more specific

In the phrase Primary-school teacher teacher is modified by primary-school (to mean a specific type of teacher) and school is modified by primary (to mean a specific type of school).

PARTICIPLE – Verbs in English have two **Participles** called **Present Participle** – walking, taking
and **Past Participle** – walked, taken

PERFECT – The Perfect form of a verb generally shows the consequences of a prior event, for example ‘He has gone to lunch’ implies that he is still away, in contrast with ‘He went to lunch’.

PLURAL – A plural noun normally has a suffix ‘s’ or ‘es’ and means more than one. There are a few nouns with a different morphology in the plural – mouse/mice goose/geese

PROGRESSIVE – The **Progressive**, also known as the **Continuous**, form of a verb generally describes events in progress – Michael is singing in the bath Amanda was making tea.

SUBJUNCTIVE –

A **subjunctive** is the inflection of a verb in a special form, usually in subordinate clauses. Very few of these in English.

The school requires that all pupils be honest. If Zoe were the class president, things would be much better.

TENSES

PRESENT TENSE – he can swim my friends are coming to play

PAST TENSE – Tom showed me his new trainers I went to the shops yesterday

FUTURE – He will leave tomorrow He is going to leave tomorrow