### Vocabulary, Grammar and Punctuation Terminology

<table>
<thead>
<tr>
<th><strong>Term</strong></th>
<th>Definition</th>
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<tr>
<td><strong>Letter</strong></td>
<td>The English alphabet is made up of 26 Letters. Each letter has a letter name and a sound. 'A' and 'Z' are the first and last letters of our alphabet, these should be known in order.</td>
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<tr>
<td><strong>Capital Letter</strong></td>
<td>A capital letter is a letter from the alphabet. They are used at the beginning of a sentence and for proper nouns – person, place, personal pronoun 'I' or specific thing.</td>
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<tr>
<td><strong>Full Stop</strong></td>
<td>A full stop is used at the end of sentence. This tells the reader to take a pause.</td>
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<tr>
<td><strong>Plural Word</strong></td>
<td>A word that refers to more than one person or thing. The spelling rule must be used for adding -s or -es.</td>
</tr>
<tr>
<td><strong>Singular Word</strong></td>
<td>A word that refers to only one person or thing.</td>
</tr>
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**Examples:**
- The man took his prize pig to the market.
- He bought a cow.
- The man went to market and he bought a cow.
- The man took his prize pig to the market.
**Word Spelling**
A word is a group of sounds joined together to form a word. Spelling is important as this helps the reader to understand the writing. Some words are common exception words and cannot be ‘sounded out’.

c-a-t
f-l-igh-t
was (common exception)

**Noun**
A noun is a word that names a person, place or thing.
Sam went to the playground. She played with the ball.

**Punctuation Marks**
Punctuation marks are important because they show the reader where sentences start and end. They also help to change how the reader understands the writing.

**Question Mark**
A question mark is used at the end of a sentence that asks a question.
What time is lunch?

**Exclamation Mark**
An exclamation mark is used after a word or sentence to express a strong feeling or excitement or anger.
“Wow! Look up there!” Tom shouted.
“Ouch! That hurt!” Sam yelled as he sat on a pin.

**Omitted Apostrophe**
An apostrophe would be used in place of a missing letter. This is when two words have been joined together to create a shorter word, known as a contraction.
I + will = I’ll
I + am = I’m
we + will = we’ll

**Prefixes and Suffixes**
Words where no change is needed to the root words can be changed to add -ing, -ed, -er and -est.
Buzzing Started Higher
Brightest

**Compound Word**
Compound words are two or more words joined together to make a new word.
fair + ground = fairground
Expanded Noun Phrase
In a sentence, an expanded noun phrase describes more information about the noun. If ‘dog’ is the noun, a noun phrase gives more information about the dog.

The scruffy dog likes to play in the sand pit.
There can be more than one noun phrase in a sentence.

The scruffy dog likes to play in the deep sand pit.

Adjective
An adjective is a word that describes a noun or pronoun.
the blue butterfly
the tallest man

Verb
A verb is a word that describes an action.
sing run march

Adverb
An adverb is a word that describes a verb, adjective or another adverb in a sentence.
You can describe the verb;
The boy jumped high.
You can describe the adjective;
The dark green grass.
You can describe the adverb;
The man talked very quickly.

Tense
A tense tells the reader when something happens. If it has already happened, it is in the past tense. If it happening now, it is in the present tense and if it will happen it is the future tense.

The man kicked the ball.
The man is kicking the ball.
The man will kick the ball.
Suffixes
A letter or group of letters can be added to the end of a word to make a new word with a slightly different meaning. Adding -ment can change a verb into a noun.

Example: enjoy - enjoyment

Adding -ful or -less can change a verb or noun into an adjective

Example: care - careful; care - careless

Adding -ness can change an adjective into a noun.

Example: sad - sadness

Adding -ly can change an adjective into an adverb

Example: proud - proudly

Possessive Apostrophe
A possessive apostrophe is used to show a noun is owned by a single person.

Example: The man’s dog; The girl’s pen.

Spelling Rules
Spelling rules are used to help with spellings, such as:

-ge and -dge at the end of words.

Example: badge

/s/ sound spelt c before e, i and y.

race

/n/ sound spelt kn and gn at the beginning of words.

Example: knock

/r/ sound spelt wr at the beginning of words.

Example: write

/l/ sound spelt -le at the end of words

Example: table

/i/ sound spelt -y at the end of words

Example: cry

Command Sentences
A sentence that orders or instructs.

Example: Leave the building now.

Statement Sentences
A sentence that includes a fact, opinion or idea.

Example: Ruth likes to play in the mud.
All children at the primary school wear red jumpers.
**Subordination and Co-ordination**

Subordination is using ‘when’, ‘if’, ‘that’ and ‘because’ to connect two clauses together. The subordination adds additional information but will not work on its own.

The bus stopped **because** the traffic lights turned red.

Co-ordination is using ‘or’, ‘and’ or ‘but’ to join words that link together as part of a sentence. The sentences can be joined together and will make sense on their own.

I was feeling ill **but** I still went to work.

**Punctuation Marks**

Punctuation marks are important because they show the reader where sentences start and end. They also help to change how the reader understands the writing.

**Comma**

A comma is used to break up a phrase or separate words in a list.

I went to the shop and bought eggs, chicken, milk and cheese.