

Spelling, Punctuation and Grammar Terms

Term	Definition
Adjectives	Adjectives tell you more about a noun (for example: 'the red dress').
Adverbs	Adverbs are generally defined as words that can tell you more about what happens in a sentence by adding to the meaning of the verb. They can answer the questions 'how?' ('happily'), 'when?' ('always') or 'where?' ('here').
Apostrophes	The apostrophe is a punctuation mark that is used to show either that letters have been missed out (for example: 'I've' , 'can't'), or possession (for example: 'the dog's tail' ; 'the dogs' tails').
Comma	A comma is a punctuation mark that separates parts of a sentence or items in a list. We often read it as a short pause.
Common Noun	Common nouns are the names given to general categories, such as 'girl' , 'city' , 'dog' and 'car' .
Compound Word	A compound word is formed when two words are joined together to make a new word. For example: 'playground' , 'ice-cream' and 'airport' .
Conjunction	A conjunction is a linking word. It can link two words, two phrases or two clauses together. Co-ordinating conjunctions, such as 'and' , 'so' , 'but' , and 'or' , link words, phrases or two main clauses. Subordinating conjunctions, such as 'because' , and 'when' , introduce subordinate clauses.
Exclamation Mark	An exclamation mark is a punctuation mark (!) used at the end of a sentence, in place of a full stop, to express heightened emotion, emphasis, expression and/or volume. It is also sometimes used as a sign for danger.
Full Stops	Full stops (.) show the end of a complete sentence.

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	They chunk up texts into units of meaning.
Noun	A noun is a name of a person, place, animal or thing. Common nouns are the names given to general categories, such as 'girl' , 'city' , 'dog' and 'car' . Proper nouns are the specific names of people, places, animals and things, such as 'Beth' , 'Edinburgh' , 'Lassie' and 'Mercedes' . Concrete nouns name items we can see and touch, while abstract nouns name things that exist only in our minds, such as 'beauty' , 'truth' and 'justice' .
Noun Phrase	A noun phrase is a phrase built around a noun, for example, 'girl' . It usually contains a determiner ('the girl'), and may also include adjectives ('the little dark-haired girl'), further noun phrases ('the little dark-haired girl with the dirty knees') or even a relative clause ('the little dark-haired girl with the dirty knees who's playing in the garden').
Proper Noun	Proper noun Proper nouns are the specific names of people, places, animals and things, for example: 'Beth' , 'Edinburgh' , 'Lassie' and 'Mercedes' .
Punctuation	Punctuation is a set of conventions used by writers to help readers make sense of a text. It includes spacing conventions such as spaces between words and a new line for a new paragraph. It also includes punctuation marks.
Question Mark	A question mark (?) is a special type of full stop, showing that a sentence is a question. It tells the reader that the sentence should be read in a 'questioning' voice.
Sentence	A sentence is a group of words working together to make sense.
Statement	Statement A 'straightforward' sentence (one that isn't an exclamation,

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	<p>question or command) is a statement.</p>
Suffix	<p>A suffix is a letter or letters added at the end of a word to turn it into a different word. For example: '-ed' is added to the end of the word 'look' to make the new word 'looked'.</p>
Tense	<p>All verbs can be changed between the simple present and past tense. Usually the tense of a verb is signalled by changing the ending. For example: present – 'play'/'plays'; past – 'played'. However, some verbs are irregular. For example: present – 'go'/'goes'; past – 'went'. English doesn't have a future tense because there is no way of changing verbs to convey the future, so auxiliary verbs must be added instead.</p>
Verb	<p>A verb is the word that indicates what is happening in a clause or a sentence. It's the most important word class because without verbs nothing could happen.</p>
Word	<p>A word is a unit of language consisting of a group of sounds or letters which are attributed, and can communicate, meaning. In writing, a word has a space on each side of it. In very slow speech, a word has silence on each side of it.</p>