

## St Mary's Catholic Primary School

### Progression and Overview of Grammar and Punctuation

	Term	Definition
<b>Y1Em</b>	Letter	There are 26 letters of the alphabet in the English language. These letters also make specific sounds, with some making more than one sound.
	Word	A word is a unit of grammar: it can be selected and moved around relatively independently, but cannot easily be split. In punctuation, words are normally separated by word spaces.
	Sentence	A sentence is a group of words which are grammatically connected to each other but not to any words outside the sentence.
<b>Y1Ex</b>	Full stop	A full stop marks the end of a sentence.
	Capital letter	Capital letters are used to start sentences. In addition to starting sentences, capital letters are used for names of people and places, and expressions of time, such as days of the week.
	Noun	A person, place or thing. Places and people begin with a capital letter.
	Verb	A word that describes an action or a being word. e.g. I ran I am happy
	Adjective	A word that describes a noun. Adjectives are sometimes called 'describing words' because they pick out single characteristics such as size or colour. This is often true, but it doesn't help to distinguish adjectives from other word classes, because verbs, nouns and adverbs can do the same thing.
	Consonant	A sound which is produced when the speaker closes off or obstructs the flow of air through the vocal tract, usually using lips, tongue or teeth. Most of the letters of the alphabet represent consonants. Only the letters <i>a</i> , <i>e</i> , <i>i</i> , <i>o</i> , <i>u</i> and <i>y</i> can represent vowel sounds.
	Vowel	A vowel is a speech sound which is produced without any closure or obstruction of the vocal tract. Vowels can form syllables by themselves, or they may combine with consonants. In the English writing system, the letters <i>a</i> , <i>e</i> , <i>i</i> , <i>o</i> , <i>u</i> and <i>y</i> can represent vowels.
	Conjunction	Joins words and clauses using 'and'
<b>Y1GD</b>	Singular	Referring to just one person or thing.
	Plural	When more than one person or thing is being described.
	Punctuation	Punctuation includes any conventional features of writing other than spelling and general layout: the standard punctuation marks . , ; : ? ! - - ( ) " " ' ' , and also word-spaces, capital letters, apostrophes, paragraph breaks and bullet points. One important role of punctuation is to indicate sentence boundaries.
	Question mark	A question mark signals the end of a sentence that asks a question.
	Exclamation mark	An exclamation mark indicates the end of an exclamation, which is a sentence that expresses a writer's strong emotions. It can also be used for emphasis.
	Conjunction	Uses 'because' to provide reasoning
<b>Y2Em</b>	Noun	A part of speech that refers to as person, place or thing.  Nouns may be classified as <b>common</b> (e.g. <i>boy</i> , <i>day</i> ) or <b>proper</b> (e.g. <i>Ivan</i> , <i>Wednesday</i> ), and also as <b>countable</b> (e.g. <i>thing</i> , <i>boy</i> ) or <b>non-countable</b> (e.g. <i>stuff</i> , <i>money</i> ). These classes can be recognised by the determiners they combine with.
	Verb	A part of speech that describes the action of a noun or pronoun, or a state of being.  The surest way to identify verbs is by the ways they can be used: they can usually have a tense, either present or past (see also future).
	Compound	A compound word contains at least two root words e.g. <i>whiteboard</i> , <i>superman</i> .
	Adverb	A word that modifies the meaning of an adjective, verb or other adverb.

	Suffix	A suffix is an 'ending', used at the end of one word to turn it into another word. Unlike root words, suffixes cannot stand on their own as a complete word.
<b>Y2Ex</b>	Conjunctions	Uses simple and compound sentences using co-ordination (i.e. <i>and, but, or</i> ) to join clauses of the same importance <i>and some subordination for reason (using if, because, so)</i>
	Noun phrase	A noun phrase is a phrase with a noun as its head, e.g. <i>some foxes, foxes with bushy tails.</i>
	Expanded noun phrase	An expanded noun phrase to describe and specify e.g. the blue butterfly
	Statement	A sentence that conveys a fact or piece of information.
	Question	A sentence that asks for information.
	Exclamation	A sentence that expresses a strong emotion, such as surprise, or a raised voice, and ends in an exclamation mark.
	Command	A sentence that gives an instruction.
	Tense: past, present	The present tense is used to express a constant or repeated action that is happening right now.  The past tense expresses an action that began and ended in the past.
	Apostrophe for omission/contraction	Apostrophes have two completely different uses: <ul style="list-style-type: none"> <li>▪ Omission: showing the place of missing letters (e.g. <i>I'm</i> for <i>I am</i>)</li> </ul>
<b>Y2GD</b>	Apostrophe for possession (singular)	Possession (e.g. <i>Hannah's mother</i> ).
	Tense: Progressive form	Past progressive: he was running; Present progressive: she is running
	Comma	Commas clarify information by separating words, phrases or clauses. They are used to organise information into groups, sorting it so a sentence is understood correctly.
<b>Y3Em</b>	Clause	A grammatical unit that contains a subject and a verb. Sentences are made up of one or more clauses.
	Subordinate clause	A subordinate clause contains a subject and a verb, but it does not make sense on its own. It depends on a main clause for its meaning. Subordinate clauses often explain or add more information about where or when things happen, or how they are done.
	Direct speech	Text that represents spoken words and is written in inverted commas.
	Inverted commas (speech marks)	Inverted commas, also known as quotation marks or speech marks, are always used in pairs. Besides indicating speech or a quotation, they can also be used to signal unusual words.
	Determiner	A word used in front of a noun to denote something specific or something of a particular type. Articles are also determiners. Examples: those, many, my, his, few, several, much
	Synonym	Words that have the same or similar meanings.
<b>Y3Ex</b>	Coordinating conjunction	A word used to connect words, phrases and clauses of equal importance e.g. for, and, nor (FANBOYS)
	Subordinating conjunction	A word used to connect a main clause and a subordinate clause e.g. After, if, because, whereas (AWHITEBUS)
	Preposition	A word that indicates the relationship between two people or things, usually in terms of where they are. Examples: with, under, on, behind, over, across
	Prefix	A group of letters attached to the start of a word that can change the original word's meaning.
	Tense: future	To use in diaries and rhetorical questions Example verb forms: will, going to
<b>Y3GD</b>	Adverbial	An adverbial clause is a type of subordinate clause that behaves like an adverb. It gives additional information about how, when, where and why something is happening. Adverbial clauses start with subordinators such as because, although, after, while, as and until.

	Fronted adverbial	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'. For example, a fronted adverbial is an adverbial which has been moved before the verb.  When writing fronted phrases, we often follow them with a comma.
	Simile	A phrase that compares one thing to another using <i>as</i> or <i>like</i> .
	Word family	When words share the same root – such as employ in the words employee, employer and employment – they are known as a word family.
	Tense: present perfect	Uses the present perfect form of verbs instead of the simple past Present perfect: He has gone out to play Simple past: He went out to play
<b>Y4Em</b>	Subject	A person or thing that is being discussed, described, or dealt with. (Teach this alongside Fronted Adverbial – Position + Place, Subject + Action)
	Apostrophe for possession (singular and plural)	Singular possession (e.g. the dog's bone) Plural possession (e.g. the dogs' bones.)
	<i>Reporting clause</i>	Speech reports consist of two parts: the reporting clause and the reported clause. The reporting clause includes a verb such as <i>say, tell, ask, reply, shout</i> , usually in the past simple, and the reported clause includes what the original speaker said. Example: Then a man <b>shouted</b> , "Get out of there, fast!"
<b>Y4Ex</b>	Antonym	Two words are antonyms if their meanings are opposites.
	Bullet point	Bullet points are used to create lists. Bulleted items appear in technical documents, websites or presentations as a way of condensing important information into brief phrases or sentences.
	<i>Standard English</i>	Standard English can be recognised by the use of a very small range of forms such as <i>those books, I did it</i> and <i>I wasn't doing anything</i> (rather than their non-Standard equivalents)
<b>Y4GD</b>	Pronoun	A word, such as <i>I, some</i> or <i>who</i> that takes the place of a noun.
	Expanded noun phrases for detail	Expanded noun phrases are used to add detail e.g. golden coins glistening brightly
	Possessive pronoun	These show ownership and replace possessive noun phrases. Examples: <i>mine, yours, his, hers, its, our, yours, theirs</i>
<b>Y5Em</b>	Modal verb	A modal verb is used with an action verb to express a command, an obligation or a possibility. Example: <i>could</i>
	Adverbs of possibility and certainty	Adverbs of possibility and certainty are used to show how sure we are about a situation or event. Examples: <i>definitely, certainly, clearly, obviously, possibly, perhaps, probably, maybe</i>
	Conjunction	A range of coordinating and subordinating conjunctions to: - link (e.g. <i>and, also, first, in conclusion</i> ) - compare and contrast (e.g. <i>but, yet, however, although, unlike, similarly</i> ) - extend (e.g. <i>because, and, so, furthermore, consequently</i> )
	Cohesion (across paragraphs)	A text has cohesion if it is clear how the meanings of its parts fit together. Cohesive devices are words used to show how the different parts of a text fit together. They create cohesion.  Examples of cohesion across paragraphs:  <ul style="list-style-type: none"> <li>▪ Adverbials of time</li> <li>▪ Adverbials of place</li> <li>▪ Adverbials of number</li> <li>▪ Tense choice (e.g. He had seen her before)</li> </ul>
<b>Y5Ex</b>	Relative clause	A relative clause is a type of subordinate clause. Like adjectives and adjectival phrases, relative clauses describe nouns and pronouns. Unlike adjectives, they can only be placed after the noun or pronoun they are modifying. Relative clauses always start with one of the relative pronouns <i>who, whom, whose, which</i> or <i>that</i> , which acts as the subject or the object of the clause.

	Relative pronoun	These link one part of a sentence to another by introduction a relative clause that describes an earlier noun or pronoun. Examples: who, whom, whose, which, that, what
	Expanded noun phrases	Using expanded noun phrases to convey complicated information concisely, with: -modifiers before and after the noun (e.g. a shy boy with pale, delicate features) -considered use of adverbials
	Cohesion (within paragraphs)	Examples of cohesion within paragraphs: - adverbials: shortly afterwards, - pronouns: 'Friday had arrived at last. It had been a long time coming.'
	Reported speech	Reported speech is used to communicate what someone else said, but without using the exact words. The pronoun often needs changing and the verb tense. e.g. He said that he was going to come. (The person's exact words were: "I'm going to come.")
	Hyphen	Sometimes two terms need to be shown to be connected, so that they are treated as one.
	Ellipsis	Three full stops in a row are called ellipses. An ellipsis indicates that a sentence has been left unfinished, as when a speaker drifts into silence or is cut off abruptly.
<b>Y5GD</b>	Parenthesis	Brackets (also called parenthesis) allows writers to interrupt the normal run of a sentence and insert additional information. Brackets are always used in pairs around the extra text. Dashes and commas can also be used for Parenthesis
	Bracket	Brackets (also called parenthesis) allows writers to interrupt the normal run of a sentence and insert additional information. Brackets are always used in pairs around the extra text.
	Dash (dashes as pairs for Parenthesis)	Dashes perform the same function as brackets, surrounding additional information in a sentence.
	Tense: conditional	Conditional tenses are used to speculate about what could happen, what might have happened, and what we wish would happen. In English, most sentences using the conditional contain the word if.  e.g. If... then, might, could, would
	Colon (for a list)	To introduce a list or quoted material.
	Semi-colon (in lists)	To separate complex items in a list.
	Ambiguity	The possibility of interpreting an expression in two or more different ways. This can occur when commas are used incorrectly. Example: "Let's eat, Grandpa!" "Let's eat Grandpa!"
<b>Y6Em</b>	Colon	A colon connects a main clause with another clause, a phrase or a word. It can be used to provide an explanation or for emphasis
	Semi-colon	Semi-colons can be used to indicate a close relationship between main clauses. They also precede certain adverbs when they are used as conjunctions.
	Active	When the subject of a sentence is performing to the action of the verb, and the object is receiving. Example: The snake attacked the boy.
	Passive	In a passive sentence, the word order is reversed so that the subject is receiving the action and the object is performing it. Example: The boy was attacked by the snake.
	Ambiguity	The possibility of interpreting an expression in two or more different ways. E.g. they are cooking apples. A hyphen is used to avoid this.
	Hyphen to avoid ambiguity	See above
	Ellipsis	Three full stops in a row are called ellipses. An ellipsis indicates that a sentence has been left unfinished, as when a speaker drifts into silence or is cut off abruptly. Ellipsis can also represent omitted text within quotations.

	Cohesion	<p>A text has cohesion if it is clear how the meanings of its parts fit together. Cohesive devices are words used to show how the different parts of a text fit together. They create cohesion.</p> <p>Some examples of cohesive devices are:</p> <ul style="list-style-type: none"> <li>▪ determiners and pronouns, which can refer back to earlier words</li> <li>▪ conjunctions and adverbs, which can make relations between words clear</li> </ul> <p>ellipsis of expected words.</p>
	Subject	The person or thing that is performing the action of the verb.
	Object	The person or thing (a noun or pronoun) that is receiving the action of a verb.
<b>Y6Ex</b>	Mark the boundary between independent clauses	To mark the boundary between independent clauses by using dashes, colons and semi-colons.
	Subjunctive mood	<p>The subjunctive <b>mood</b> refers to verbs that are used to describe hypothetical or non-real actions, events, or situations.</p> <p>(e.g. If I were, Were they to come)</p>
<b>Y6GD</b>	<i>Revise terms previously taught</i>	

**All year groups should revise previously taught grammatical terms**