## **KS2 Grammar, Punctuation & Spelling**



## **Glossary for Parents**







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Grammar		
Term	Function	Examples
Active voice	Where the <u>subject</u> performs the <u>action</u> .	The <b>boy</b> <u>kicked</u> the ball. ( <u>Subject</u> , <u>action</u> )
	<u>See also</u> : <b>passive voice</b>	<u>She</u> <u>smashed</u> the window. ( <u>Subject</u> , <u>action</u> )
Adjective	A word that <u>describes a thing</u> (the <u>noun</u> or pronoun).	The <u>boy</u> is <b>tall</b> . ( <u>noun</u> , <b>adjective</b> )
		<u>She</u> is <u>happier</u> than him. ( <u>pronoun</u> , <u>adjective</u> )
		The <b>green</b> <u>bird</u> is <u>happy</u> . ( <u>noun</u> , <u>adjective</u> )
Adverb	A word that <u>describes or adds meaning</u> <u>to words</u> other than nouns.	He ran <b>quickly</b> . ( <u>adverb</u> )
	They often tell us <u>how</u> , <u>when</u> or <u>where</u>	Sometimes it rains. (adverb)
	something happened.	He <u>soon</u> learnt how to do it. ( <u>adverb</u> )
Adverbial phrases	A group of words that could be replaced with one adverb.	The girl talked <u>at the top of her voice</u> . (This could be replaced with the adverb ' <u>loudly</u> '.)
	These can go at the <b>beginning</b> , in the <b>middle</b> or at the <b>end</b> of a sentence.	<u>At around seven o' clock</u> , we walked home. (This could be replaced with the adverb ' <u>later</u> '.)
Antonyms	Two words that mean the opposite of one another.	dark / light
		tall / short
		above / below

Clause	A group of words built around a verb.	I'll walk to the town, before it gets
Clause	A group of words built around a verb.	dark. (Main clause, subordinate
	Sentences can be made of one or more	clause)
	clauses.	
		As soon as he gets home, we can
	Main clause: This is the most important	start cooking. (Subordinate clause,
	clause in a sentence. It must make sense	main clause)
	by itself.	
		The man, who was nearly thirty years
	Subordinate clause: This depends on the	old, walked along the beach. (Main
	<b>main clause</b> to make sense. It cannot be	clause, relative clause,)
	a sentence by itself.	<u></u>
	Relative clause: This is a type of	
	subordinate clause and <b>begins with a</b>	
	relative pronoun, e.g. that, which, who.	
	It tells us more about the <b>noun</b> .	
Conjunction	Words that link ideas together.	I like vegetables <b>and</b> fruit.
		(Coordinating conjunction).
	Coordinating conjunction: This links two	
	words or phrases together as an <b>equal</b>	Do you want tea <u>or</u> coffee?
	pair. E.g. and, but, so, or	(Coordinating conjunction).
	Subordinating conjunction: This	I like pineapple, <u>although</u> I don't have
	introduces a subordinate clause. E.g.	it very often. ( <b>Subordinating</b>
	although, because, unless, even though	<u>conjunction</u> ).
		I don't buy strawberries, <u>unless</u> they
		are reduced. ( <u>Subordinating</u>
		<u>conjunction</u> ).
Contractions	Two words shortened to make one	will → <b>I'll</b>
	word.	
		she would → she'd
	Use an <b>apostrophe</b> to show where	
	letters are missing.	John has 🔿 John's
	(Not often found in formal style writing)	
		will not 🔿 won't
Determiners	A word or words that come before a	Pass me <u>a</u> pen.
	noun or noun phrase. It makes it	
	clearer what – or how many – the noun	Pass me <u>the</u> pen.
	refers to.	
		Pass me <u>that</u> pen.
		Pass me <u>some</u> pens.
		Deserves there is
		Pass me <u>three</u> pens.

Direct speech	This is where the <u>exact words</u> that were	" <u>Hello</u> ," said mum. ( <u>Exact words</u>
	spoken are written inside a pair of	spoken.)
	inverted commas.	
		Nathan shouted, " <u>Where are you</u>
	There is usually also a reporting clause	<pre>going? We're late!" (Exact words</pre>
	that tells you who said / shouted (etc.)	<u>spoken</u> .)
	the words.	
Modal verbs	These go before another verb and tell	I <b>will</b> go to town. (This is a <u>certainty</u> .)
	us how possible / likely something is.	
		I <b>could</b> go to town. (This is a
	Modal verbs can indicate <u>certainty</u> –	possibility.)
	something is <u>definitely</u> going to happen	
	(must, will, shall).	Later on, we <b>shall</b> go running. (This is
		a certainty.)
	Modal verbs can indicate <b>possibility</b> –	a <u>certainty</u> .)
	something <u>might</u> happen (can, could,	Later on we may to go to town (This
		Later on, we <b>may</b> to go to town. (This
<b>N</b> 1	may, might, ought, should, would)	is a <u>possibility</u> .)
Noun	Naming words (person, animal, place,	The <u>cat</u> was scared of the loud <u>music</u> .
	thing or idea).	( <u>Common nouns</u> )
	Common nouns: general names for a	It is <u>time</u> to get some <u>sleep</u> .
	person, place, thing or idea. E.g. boy,	( <u>Common nouns</u> )
	town, music, happiness.	
		Mr Thomas stood outside Connaught
	Proper nouns: names for a specific	School last Friday. (Proper nouns)
	person, place or thing. E.g. James,	
	London, January. These always begin	
	with a <b>capital letter</b> .	
	See also: <b>pronouns</b>	
Noun	These are a group of words that could	All of the small dogs raced around
phrases	be replaced with one noun.	the park. (This could be replaced
pinases	be replaced with <u>one noun</u> .	
		with the noun ' <b>dogs'</b> .)
		Unfortunately, Simon dropped <u>some</u>
		of the fragile plates onto the floor.
		(This could be replaced with the noun
		' <u>plates</u> '.)
Object	This is usually the noun / noun phrase	The boy <u>dropped</u> a <b>pen</b> . ( <u>Verb</u> ,
-	or pronoun that shows what the verb is	object)
	acting upon.	//
		He <u>drank <b>coffee</b></u> . ( <u>Verb</u> , <u>object</u> )
	It usually comes straight after the <b>verb</b> .	
	it assumes straight after the verb.	Amy <i>pushed</i> <b>it</b> over. ( <i>Verb</i> , <b>object</b> )
	See also: <b>subject</b>	

Passive voice	Where the <u>subject</u> is having <u>something</u> done to it by something or someone.	The <b>ball</b> <u>was kicked</u> by the <u>boy</u> . ( <u>Action</u> before <u>agent</u> )
	done to it by something of someone.	
	(The passive voice often uses 'by' i.e. The was by)	The <u>window</u> <u>was smashed</u> by the <u>girl</u> . ( <u>Action</u> before <u>agent</u> )
	See also: active voice	
Prefix	A letter or group of letters which is	do → <u>un</u> do
	added to the <u>beginning of a root word</u> to change its meaning.	circle → <u>semi</u> circle
		legal → <u>il</u> legal
Prepositions	Tell you where or when something is /	He waited inside his car before going
	was compared to something else.	out <u>in</u> the rain.
Pronoun	Takes the place of a <u>noun</u> or <u>noun</u> <u>phrase</u> . They are often used to avoid repetition. E.g. I, me, you, he, it, we, us	<u>Steve</u> left the <u>book</u> in <u>Westgate</u> . <u>He</u> left <u>it there</u> . ( <u>Pronouns</u> )
	Possessive pronouns: pronouns that indicate belonging. E.g. mine, yours, his,	James and Becci read some books. They read them. (Pronouns)
	hers, theirs Relative pronouns: introduce a relative	That is <u>my book</u> . That is <u>mine.</u> ( <b>Possessive pronoun</b> )
	clause. E.g. who, which, that	This pen, <u>which</u> has a blue lid, is brand new. ( <u>Relative pronoun</u> )
Sentence	A sentence is made up of one or more main clauses. There are different types	Don't shout out. (Command)
	of sentences.	Stop doing that. (Command)
	<u>Command:</u> This tells someone to do something. These often start with a	What a surprise it was! (Exclamation)
	verb.	How amazing it is! (Exclamation)
	<b>Exclamation:</b> Where you are saying something surprising or with force.	Is that yours? (Question)
	These end with an <b>exclamation mark</b> .	I'm excited, are you? (Question)
	Question: This asks for information. They often start with a question word.	I am hungry. <b>(Statement)</b>
	They must end with a <b><u>question mark</u></b> .	Next week I am going abroad. (Statement)
	Statement: This gives information. It usually has the subject before the verb. It usually ends in a full stop.	

Singular and plural	Most nouns have a singular and plural form – singular for 'one' and plural for	1 pot → 2 pot <u>s</u>
	'more than one'.	1 tooth → 2 <u>teeth</u> (Irregular)
	Usually nouns can be changed to plural by adding 's'. Some words have irregular plural forms and others stay the same for singular and plural.	1 fish → 2 fish (No change)
Standard	The formal version of English.	<u>I did</u> my homework. ( <u>NOT</u> 'I <u>done</u> ')
English		<u>We were</u> walking home. ( <u>NOT</u> 'We <u>was</u> ')
Subject	This is usually the noun, pronoun or noun phrase that	The <u>boy</u> <u>dropped</u> a pen. ( <u>Subject</u> , <u>verb</u> object)
	is doing what the verb says.	He drank coffee. (Subject, verb)
	It usually comes before the <b>verb</b> . See also: <b>object</b>	<u>Amy pushed</u> it over. ( <u>Subject</u> , <u>verb</u> )
Suffix	A <u>letter</u> or group of letters which is added to the <u>end of a root word</u> to	do → do <u>ing</u>
	change its meaning.	agree → agree <u>ment</u>
		legal → legal <u>ise</u>
Synonym	Two words that have a similar meaning to one another.	happy / cheerful
	to one another.	big / large
		angry / furious
Verb	'Doing' or 'being' words	I jumped around the garden.
	<u>See also</u> : <b>modal verb</b>	l <u>have</u> three pens.
		She <u>is</u> tired but I <u>am</u> not.

	Tenses	
Term	Function	Examples
Future (simple)	For an action which <u>will</u> happen in the <u>future</u> . Usually uses ' <u>will'</u> and then the <b>verb</b> .	They <u>will</u> live in London. He <u>will</u> walk home. I <u>will</u> eat dinner.
Past (simple)	For an action which <u>was completed</u> in the <u>past</u> . Usually uses <b>verbs</b> with the <u>-ed</u> suffix.	They <b>live<u>d</u></b> in London. He <b>walk<u>ed</u> home. I ate</b> dinner. <i>(Irregular verb)</i>
Present (simple)	For something that is happening now or generally happens frequently or regularly. Can describe habits or something that is generally true.	They <u>live</u> in London. (True) He <b>walk<u>s</u> home. (Happening now)</b> I <b>eat</b> dinner. (Frequent habit) I <b>visit</b> Gran every Christmas. (Regular habit)
Progressive	<ul> <li>The progressive tense is used for actions that are <u>ongoing</u>.</li> <li><u>Present progressive:</u></li> <li>Use the <u>present</u> form of 'to be' and the <u>present</u> form of the <u>main verb</u>, (an 'ing' ending).</li> <li><u>Past progressive:</u></li> <li>Use the <u>past</u> form of 'to be' and the <u>present</u> form of the <u>main verb</u>, (an 'ing' ending).</li> </ul>	Present progressive:         I am walking.         She is going.         They are eating. (Irregular main verb)         Past progressive:         I was walking.         She was going.         They were eating. (Irregular main verb)

Perfect	The perfect tense is used for actions that started in the past and have either	Present perfect:
	been completed or are continuing into the present.	l <u>have</u> walk <u>ed</u> .
		She <u>has</u> gone. (Irregular main verb)
	Present perfect:	
		They <u>have</u> eaten. (Irregular main
	Use the <b>present</b> form of ' <b>to have</b> ' and	verb)
	the <b>past</b> form of the <u>main verb</u> , (usually	
	an ' <b>ed</b> ' ending).	Past perfect:
	Past perfect:	l <u>had</u> walk <u>ed</u> .
	Use the <b>past</b> form of ' <b>to have</b> ' and the <b>past</b> form of the main verb, (usually an	She <u>had</u> gone. (Irregular verb)
	' <b>ed</b> ' ending).	They <b>had eaten</b> . (Irregular verb)

<b>Punctuation</b>		
Term	Function	Examples
Apostrophes	For omission: Show you have omitted (missed out) some letters, often when joining words together. See: contractions. For possession: Show that one thing belongs to another.	<ul> <li>For omission:</li> <li>have not → haven't</li> <li>she will → she'll</li> <li>For possession:</li> <li>The tree's leaves. (The leaves belong to the tree.)</li> <li>The trees' leaves. (The leaves belong to the trees.)</li> </ul>
Brackets	Used to add extra information that is not essential. The sentence should make sense even if the information in the brackets is ignored.	Mr Arnold (my new neighbour) shouted at my cat. The tree in my garden (a large oak) was chopped down last night.
Capital letters	Used at the <u>beginning of a sentence</u> or for <u>proper nouns</u> .	<u>T</u> omorrow <u>M</u> rs <u>G</u> reen is going to walk to <u>B</u> agshot.
Colons	Used before a definition or an explanation about something or to introduce a list.	I know what to do: I'll use a bucket and spade. <i>(explanation)</i> Spiders: small black creatures with eight legs. <i>(definition)</i> I have three cats: Tom, Jerry and Smudge. <i>(introduce a list)</i>
Commas	<ol> <li>Separate <u>items in a list</u></li> <li>Separate <u>parts of a sentence i.e.</u> <u>clauses.</u></li> </ol>	<ol> <li>I need to buy flour, eggs and milk.</li> <li>Tom, who is my friend, met me in town.</li> </ol>
Dashes	Used to separate parts of a sentence.	The men – all fifty of them – started to run towards the new shop. The girl finally arrived at my house – only one hour late!
Exclamation marks	Show when something is <u>surprising</u> or said with <u>force</u> .	Wow! That's amazing! Bang! That was loud!

Full stops	Used at the end of a sentence.	His name is Ben.
		l live in London.
Hyphen	Used to link two or more words	I have five <b>ten-pound</b> notes.
	together, often to make the meaning	
	clearer.	The <u>seven-year-old</u> boy stood up.
Inverted	Go around <u>speech</u> (what someone has	" <u>Hello</u> ," said mum.
commas	said).	
		Nathan shouted, " <u>Where are you</u>
	Speech always begins with a capital	going? We're late!"
	letter, even if there is a <b>reporting clause</b> first (e.g. <b>Tom said</b> , "Hi."). A comma is	
	used to introduce the speech.	
	used to introduce the speech.	
	The <b>end punctuation</b> goes before the	
	closing inverted commas. (e.g. "How are	
	you <u>?</u> " "That's great <u>!</u> " shouted Amy.)	
Question	Show that someone has asked a	What is your name?
marks	question.	
		Where are you going?
Semi-colons	Used to link two complete sentences on	She dropped the bag; it was heavy.
	the same theme or to separate items in	
	a complex list.	Mr Philips was tired; he hadn't slept
		well the previous night.
		They bought lots of things in the
		supermarket: fresh fruit; boxes of
		cereal; and some salad.