



Punctuation and Grammar

Quick Guide

Punctuation Quick Guide

- A **full stop (.)** ends a sentence.

- A **question mark (?)** ends a sentence that asks a question.
- A **comma (,)** is used to separate parts of a sentence. It is also used to split up items in a list.
- An **exclamation mark (!)** is used at the end of a sentence to show a strong feeling or emotion like surprise, shock, pain, joy or anger.
- An **ellipses (...)** is used to show that something has been left out or is not yet finished.
- An **apostrophe (')** is used to show ownership (The girl's coat). It is also used to show that a word has been shortened by missing out letters (I am= I'm).
- **Inverted Commas ("")** are used to show that someone is speaking they wrap around the words that are being spoken.
- A **colon (:)** is used to introduce a list or a following example (ie a classification).
- A **semi-colon (;)** is used to separate two parts of a sentence that could be written as two sentences. (I liked the book; it was a great read.)
- **Brackets or Parenthesis ()** are used to explain something or add extra detail (elaborate).
- A **dash (-)** is used instead of a comma, colon, semi-colon or brackets. (After months of

deliberation, the jurors reached a verdict—guilty.)

Grammar Basics Guide

- We use **Nouns** to give names to people places and things.
- 1. **Abstract Nouns** things you cannot see or touch (e.g., bravery, joy)
- 2. **Collective Nouns** words to describe groups (e.g., team, choir)
- 3. **Proper Nouns** start with capital letters and they can be:
 - Names of Particular People (Sally)
 - Places (Paris, Alderman Jacobs)
 - Days and Months (Monday, June)
- **Noun Phrases** are groups of words that do the job of the noun. (The old,

<u>brown cow</u> walked slowly to the field.)
<ul style="list-style-type: none"> • Pronouns are used to replace the noun. -<u>Jane</u> went to school > <u>She</u> went to school
<ul style="list-style-type: none"> • Determiners give important information about the noun. Determiners have to go before adjectives in sentences. <ol style="list-style-type: none"> 1. Articles: Definite (specific nouns) Articles: the (the picture was amazing) Indefinite (any noun) articles: A, an (an apple is good for you) 2. Demonstrative: this, that (that book is fantastic) 3. Quantifiers: some, every (some noisy people arrived) 4. Possessive Adjectives: my, your (my name is Sam)
<ul style="list-style-type: none"> • Adjectives gives information to the noun (The blue pencil. An enormous turnip.)
<ul style="list-style-type: none"> • Verbs often tell us what someone or something is doing or feeling. Present Tense: I feel full. Past Tense: walked home.
<ul style="list-style-type: none"> • Modal Verbs are words like: will, would, can, could, should, might, shall and must. They change the meaning of other verbs. Modal Verbs indicate possibility.

Examples: You should help your mother. We must follow the directions.)
<ul style="list-style-type: none"> • Conjunctions join two parts of a sentence and help to show the connection between the two parts of the sentence. and, for, but, or, yet, when, so, because, although, before and after Dave and his friend went to the park. They couldn't play because it was snowing.
<ul style="list-style-type: none"> • Adverbs usually gives information about how, when, where or how much, They can be used with verbs, adjectives or other adverbs. He shouted loudly. (Verb) The game was <u>really exciting.</u> (Adjective) She ran <u>very quickly. (Adverb)</u>
<ul style="list-style-type: none"> • A conjunctive adverb connects two independent clauses or sentences together. however, furthermore, secondly, consequently, meanwhile Example: I wanted to see a Disney movie; however, my friend wanted to see a comedy.
<ul style="list-style-type: none"> • Subjunctive If Will were a better footballer, he could kick the ball straight.

<ul style="list-style-type: none"> • Adverbials are groups of words used like an adverb (The ship sets sail in ten minutes). • Fronted Adverbials: Adverbials at the front of the sentence (In ten minutes the ship sets sail. Soon the ship will set sail.)
<ul style="list-style-type: none"> • Prepositions tell us where something or someone is. (The message is in the bottle. The toy is under the table.)
<ul style="list-style-type: none"> • Passive Voice The noun that is the object of a sentence. The ball was kicked by Will. The lolly was licked by Eva.
<ul style="list-style-type: none"> • Active Voice : When the verb of a sentence is in the active voice, the subject is doing the acting, as in the sentence "Kevin hit the ball." Kevin (the subject of the sentence) acts in relation to the ball. Will kicked the ball. Eve licked the lolly.
<ul style="list-style-type: none"> • Present Progressive indicates continuing action, something going on now. Will is kicking the ball. Eva is licking the lolly.
<ul style="list-style-type: none"> • Interjections are used to show feeling and emotion. They often have exclamation marks after them. (Ouch! I hit my toe!)
<ul style="list-style-type: none"> • Relative Clause: First, it will contain a subject and verb.

Next, it will begin with a **relative pronoun** [*who, whom, whose, that, or which*] or a **relative adverb** [*when, where, or why*].

Finally, it will function as an **adjective**, answering the questions *What kind? How many? or Which one?* They are most often used to define or identify the noun that precedes them.

Will, **who enjoyed football**, played every week.

- **Expanded Noun-Phrase:** Expanded noun phrases add information to nouns (naming words) with an adjective. The dark-haired girl with a taste for frozen lollies.

- **Present Perfect** Present perfect is a tense of a word that indicates that an action has ended but not at a definite time.
Will has **kicked** the football.