

Spelling, Punctuation and Grammar Revision Guide

En	English tests			
KEY STAGE 2				
LEVELS 3-5	Grammar, punctuation and spelling			
SAMPLE	Paper 1: short answer questions			
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Lots of what you need to know to get you through the test!

Noun

A noun is a 'naming' word: a word used for naming an animal, a person, a place or a thing.



dog



Queen Elizabeth II

England



chair



Proper nouns

Proper nouns are used to name particular people and places: Jim, Betty, London - and some 'times': Monday, April, Easter. Proper nouns always begin with a capital letter.



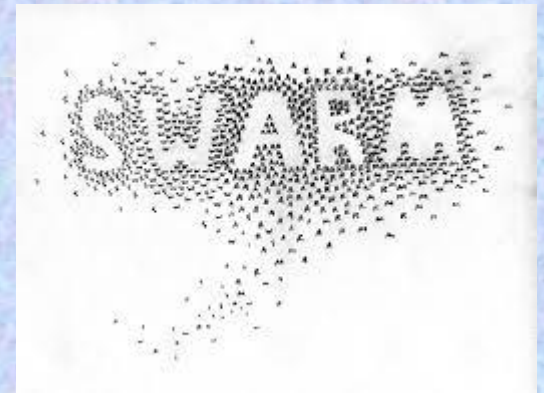
Common nouns

A common noun is a noun that is used to name everyday things: cars, toothbrushes, trees - and kinds of people: man, woman, child.



Collective nouns

Collective nouns describe a group or collection of people or things: army, bunch, team, swarm.



Abstract nouns

An abstract noun describes things that cannot actually be seen, heard, smelt or tasted: sleep, honesty, boredom, freedom, power.



Adjectives

An adjective is a 'describing' word: it is a word used to describe (or tell you more about) a noun.

Example: The burglar was wearing a **black** jacket, a **furry** hat and a **large** mask over his face.

An adjective usually comes before a noun but sometimes it can be separated from its noun and come afterwards (e.g.: Ben looked **frightened**; the dog was very **fierce**)

Verbs

A verb is a word, or a group of words, that tells you what a person or thing is being or doing. It is often called a 'doing' word: e.g. running, eating, sitting.

All sentences have a subject and a verb.

In the active voice, the subject is the person or thing doing the action: Example: Cats purr (Cats is the subject and purr is the verb)

In the passive voice, the subject is the person having the action done to them. E.g. Richard was hit.

Auxiliary Verbs

A verb is often made up of more than one word. The actual verb-word is helped out by parts of the special verbs: the verb to be and the verb to have. These 'helping' verbs are called auxiliary verbs and can help us to form tenses.

Auxiliary verbs for 'to be' include: am, are, is, was, were,

Auxiliary verbs for 'to have' include: have, had, hasn't, has, will have, will not have.

Examples:

I have arrived ('arrived' is the main verb and 'have' is the auxiliary verb)

We are waiting ('waiting' is the main verb and 'are' is the auxiliary verb)

Adverbs

An adverb tells you more about the verb (it 'adds' to the verb). It nearly always answers the questions: How? When? Where? or Why?

Many adverbs in English end in -ly and come from adjectives:

E.g. soft - softly; slow - slowly.

Movement	Feelings	Sound
energetically	cautiously	loudly
gracefully	viciously	silently
rapidly	kindly	quietly
quickly	nastily	noisily
slowly	carelessly	musically
slothfully	wilfully	discordantly
jerkily	sorrowfully	softly

Adverb or Adjective?

Some words can be either adverbs or adjectives depending on what they do in a sentence, e.g. fast, hard, late.

If they answer the questions: How? When? Where? or Why? - they are adverbs.

If they answer the question: "What is it like?" - they are adjectives, and will be telling you more about a specific noun.

Examples:

Life is hard. (adjective)

Kim works hard. (adverb)

The train arrived early. (adverb)

I took an early train. (adjective)

Pronouns

Sometimes you refer to a person or a thing not by its actual name, but by another word which stands for it. The word you use to stand for a noun is called a pronoun (which means 'for a noun')

We use pronouns so that we do not have to repeat the same nouns over again.

Have a look at the following sentence: When Barnaby stroked the cat and listened to the cat purring softly, Barnaby felt calm and peaceful.

Compare it with the same sentence where some of the nouns have been replaced by pronouns: When Barnaby stroked the cat and listened to it purring softly, he felt calm and peaceful.

Prepositions

Prepositions are words which show the relationship of one thing to another.

Examples: Tom jumped over the cat.

The monkey is in the tree.

These words tell you where or when one thing is in relation to something else.

Other examples of prepositions include: up, across, into, past, under, below, above, during, until, before, after ...

Conjunctions

Conjunctions join together clauses.

Co-ordinating conjunctions (FANBOYS) help us to create compound sentences by joining two main clauses together.

E.g.: She went to the shops. She bought a box of chocolates.

We can use a co-ordinating conjunction to join these sentences together:

She went to the shops and bought a box of chocolates.

Other co-ordinating conjuncting include: for, nor, but, or, yet, so

Subordinating conjunctions

Subordinating conjunctions (A WHITE BUS) link a main (independent) clause with a subordinate (dependent) clause (a clause which does not always make sense on its own).

Example: When we got home, we were hungry.

We were hungry because we hadn't eaten all day.

Other subordinating conjunctions include: if, while, after, until, before, although...

Articles

An article is always used with and gives some information about a noun. There are three articles: a, an and the

Examples: the chair; a table; an elephant

*There is sometimes confusion about whether to use a or an. The sound of a word's first letter helps us to know which to use: If a word begins with a vowel sound, you should use an; if a word begins with a consonant sound, you should use a.


Statements

These are sentences which state facts.

e.g.: It is hot.

The butter is in the fridge.

STATEMENT

- A *statement sentence* tells about something.
- It ends with a 

Examples:

I had a good time.

He ate pizza for lunch.


They went to the store.

Questions


Questions are sentences which ask for an answer.

e.g.: Are you hot?

Where is the butter?



QUESTION

- A question sentence asks something.
- It ends with a .

Examples:

What is the rabbit eating?

When do we eat lunch?

How are you?


Commands

These are sentences which give orders or requests.

e.g.: Play the movie.

Give me a dinosaur for my birthday.

COMMAND

- A command sentence tells someone to do something.
- It ends with a 

Examples:

Please feed the dog.

Eat all your vegetables.

Do your chores after lunch.

Clauses

A clause is a group of words which does contain a verb; it is part of a sentence.

There are two kinds of clauses:

1. A main clause (makes sense on its own) e.g.: Sue bought a new dress.
2. A subordinate clause (does not always make sense on its own; it depends on the main clause for its meaning)

Example Sue bought a new dress when she went shopping.

'when she went shopping' is the subordinate clause because it would not make sense without the main clause.

Phrases

A phrase is a group of words which does not contain a verb. It is not a complete sentence.

Example 'up the mountain' (prepositional phrase)

'a beautiful sunrise' (a noun or expanded noun phrase)

Synonyms

These are words that have a similar meaning to another word. We use synonyms to make our writing more interesting.

Bad - awful, terrible, horrible

Happy - content, joyful, pleased

Look - watch, stare, glaze

Walk - stroll, crawl, tread

Antonyms

These are words with the opposite meaning to another word.

The antonym of up is down

The antonym of tall is short

The antonym of add is subtract

Prefixes

Prefixes are added to the beginning of an existing word in order to create a new word with a different meaning.

Adding 'un' to happy to make unhappy

Adding 'dis' to appear to make disappear

Adding 're' to try to make retry

Suffixes

Suffixes are added to the end of an existing word to create a new word with a different meaning.

Adding 'ish' to child to make childish

Adding 'able' to like to make likeable

Adding 'ion' to act to make action

Root words

Root words are words that have a meaning of their own but can be added to either with a prefix (before the root) or a suffix (after the root) to change the meaning of the word. Root words can often be helpful in finding out what a word means or where it is 'derived' from.

help is a root word

It can grow into:

helps

helpful

helped

helping

helpless

unhelpful

Singular

A singular noun names one person, place or thing (a single item).

One bike

One mango

One dress

One fly

One turkey

One half

Plural

More than one person, place or thing.

Most nouns are made into plurals by adding -s:

Three bikes

Some nouns ending in -o are made into plurals by adding -es:

Two mangoes

Most nouns ending in hissing, shushing or buzzing sounds are made into plurals by adding -es:

Ten dresses

For words ending in a vowel and then -y, just add -s:

Eight turkeys

For words ending in a consonant and then -y, change -y to -i and add -es:

Five flies

Most nouns ending in -f or -fe change to -ves in the plural:

Six halves

Capital letter

Used to denote the beginning of a sentence or a proper noun (names of particular places, things and people).

Joel has multi sports every Monday afternoon at Roscoe Primary School.

In January, the children will be visiting Chester Zoo.

Full stop

Placed at the end of a sentence that is not a question or exclamation.

Terry Pratchett's latest book is not yet out in paperback.

I asked her whether she could tell me the way to Brighton.

Question marks

Indicates a question/disbelief.

Who else will be there?

Is this really little Thomas?



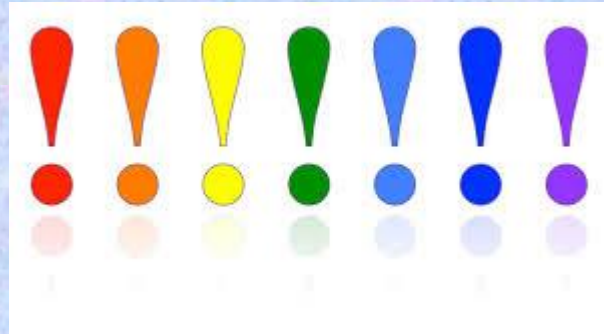
Exclamation marks

Indicates an interjection/surprise/strong emotion.

What a triumph!

I've just about had enough!

Wonderful!



Inverted commas

Punctuation marks used in pairs (" ") to indicate:

- quotes (evidence).
- direct speech
- words that are defined, that follow certain phrases or that have special meaning.

For direct speech:

Janet asked, "Why can't we go today?"

For quotes:

The man claimed that he was "shocked to hear the news".

For words that are defined, that follow certain phrases or that have special meaning:

'Buch' is German for book.

The book was signed 'Terry Pratchett'.

The 'free gift' actually cost us forty pounds.

Apostrophes

Used to show that letters have been left out (contractions) or to show possession (i.e. 'belonging to')

Contractions:

Is not = isn't

Could not = couldn't

Showing Possession:

With nouns (plural and singular) not ending in an s add 's:
the girl's jacket, the children's books

With plural nouns ending in an s, add only the apostrophe:
the guards' duties, the Jones' house

With singular nouns ending in an s, you can add either 's or an apostrophe alone:

the witness's lie or the witness' lie (be consistent)

Commas in a list

Used between a list of three or more words to replace the word and for all but the last instance.

Jenny's favourite subjects are maths, literacy and art.

Joe, Evan and Mike were chosen to sing at the service.

The giant had a large head, hairy ears and two big, beady eyes.

Brackets (parentheses)

Used for additional information or explanation.

To clarify information:

Jamie's bike was red (bright red) with a yellow stripe.

For asides and comments:

The bear was pink (I kid you not).

To give extra details:

His first book (The Colour Of Magic) was written in 1989.