

# St Mary's, Birchley

## SPaG Glossary of Terminology

**Adverb** – describes a verb. Sometimes ends in 'ly'. Includes adverbs of manner (how something was done), time (when something was done), place (where something was done) and frequency (how often something was done). I **never** go to the cinema because I don't like it. I **regularly** brush my teeth. I **quietly** tiptoed across the room.

**Verb** – a doing word or action. Can also include words such as 'is', 'are', 'am', 'be', 'was', 'were'.

**Noun** – a naming word. Can include common nouns (pencil, table), proper nouns (Stephen, Paris), collective nouns (gaggle, herd) abstract nouns (feelings or concepts which we cannot touch - happiness, peace) and pronouns (words that replace a noun – it, him, her, me, we).

**Adjective** – a describing word. Used to describe a noun (the beautiful table).

**Adverbial** – a phrase (group of words) which are used to describe how, when, where or how often something was done. Different to an adverb as an adverb is a single word and an adverbial is a few words (e.g. in the middle of the night). When used at the beginning of a sentence, it is known as a **fronted adverbial**.

**Apostrophe** – used for contraction/ omission (eg. My dog *won't* stop barking- *will not= won't*)

**Apostrophe for possession** = the boy's jacket was dirty (the jacket belongs to the boy). The rule is, when using an apostrophe for possession, check if the word ends in an 's'. If it does, add an apostrophe; if it doesn't, add an apostrophe and then an 's'. For plural possession, the apostrophe comes after the 's' (the boys' coats were dirty – the coats belong to the boys).

Exceptions to this rule do apply (ie children, staff, fish, deer, etc).

**Articles** – 'the', 'a' and 'an'.

**Brackets** – used for parenthesis to add extra information (information should be stand-alone and if you remove the content of the brackets, the sentence should still make sense without them).

**Clause** – a group of words which must include a subject and a verb.

**Coordinating conjunction** – conjunctions that come into the middle of a sentence and join two simple sentences together. **FANBOYS** = I went to the shop *and* I bought a melon.

**Conjunction** – a word that can join two clauses together

**Colon** – a piece of punctuation which can be used to start items in a detailed list (I want five things: a large bar of chocolate; some smelly, blue cheese; a small tin of tuna; a punnet of purple cherries and a large bag of frozen chips). Can also be used for a De:De sentence, where the colon splits two main clauses (It was hot: the temperature was 100 degrees).

**Contraction** – when an apostrophe is used to shorten two words (did not = didn't). Can also be called omission.

**Comma** – a piece of punctuation which can be used to separate adjectives or items in a list. It can also be used to avoid ambiguity/ to make the meaning of a sentence clearer ('stop painting George' would become 'stop painting, George'). Commas are also used to mark embedded clauses in the middle of a sentence, relative clauses and a subordinate clause *when it is placed at the beginning of a sentence. When I am older, I want to be a vet.*

**Determiner** – provides more information about a noun. Determiners can include numbers (I have three fish), articles (the, a, an) and other terms which can indicate quantity (any, most, some, those, these, every, all).

**Dash** – a piece of punctuation used to show parenthesis (add extra information). It was cold today – Monday 14<sup>th</sup> January – so we stayed indoors all day.

**Ellipsis** – three full stops / dots used to leave out unnecessary repetition or create tension.

**Subordinate clause** – a clause that comes at the beginning or end of a sentence and includes a subject and a verb. Must start with a subordinating conjunction (I SAW A WABUB).

**Although I was hungry,** I couldn't eat my lunch. I go to the park **when it is the weekend.**

**Main clause** – a clause which can stand alone as a complete idea. Must include a subject and a verb.

**Relative clause** – a clause which comes at the end of a sentence and begins with one of 6 words (who, whose, which, where, when, that- these are known as relative pronouns). Must have a comma before the relative clause. The boy walked to the park, **which was just around the corner.**

**Relative pronoun** – words we can use to start a relative clause (which, who, whose, when, where, that).

**Embedded clause** – a clause which comes in the middle of a sentence and is marked by commas either side of it (e.g the boy, **who was frightened**, hid under his bed). We can use relative pronouns to start an embedded clause. It must also include a subject and a verb.

**Question** – requires an answer and must be punctuated with a question mark. Could start with question words which include can, will, should, could, is, when, where, who, what, why, how.

**Exclamation** – a type of sentence which must be punctuated with an exclamation mark. Must start with the words 'what' or 'how' and must also have a subject and a verb. *What a beautiful day it is! How clever the children were!*

**Command** – a type of sentence which is telling you to do something. *Get down now! Open that door.*

**Statement** – a sentence which gives you a piece of information. Must be punctuated with a full stop. *It was a beautiful day.*

**Semi – colon** – a piece of punctuation used to separate items in a detailed list (see colon for example). It can also be used to separate two independent clauses which are related. *I was tired yesterday; I didn't sleep much the night before.*

**Hyphen** – a hyphen is a piece of punctuation which comes between two words that need to be linked (good-looking, soul-destroying, ice-cream, well-known).

**Present progressive tense** – indicates that something is happening now and will continue in the future. Uses the words 'is', 'am' and 'are' and usually is followed by an 'ing' verb. *We are walking to the shop. He is buying some ice-cream.*

**Past progressive tense** – indicates that something was in the process of happening in the past until it was disturbed or stopped. Uses the words 'was' and 'were' and similar to the present progressive tense, usually comes before an 'ing' verb. *We were playing outside, but it started to rain.*

**Present perfect tense** – Uses the words 'have' and 'has' plus a past tense verb. She *has had* chicken pox since last week. We *have walked* this way before.

**Past perfect tense** – Uses the word 'had' and a past participle (past tense verb). It *had been* raining for a week until today. We *had been* laughing for hours.

**Subjunctive form** – the subjunctive form or mood is used to express things that could or should happen. When using the subjunctive form, we use words such as 'I were' and 'they be' and we use the root verb. If / *were* you, I would walk this way. I requested that he *write* to her. I demand that *they be* counted again. This form of writing is considered formal and is most useful when giving advice (If I were you...).

**Formal** – when using a formal tone, language is more advanced, no contractions are used and information is presented often in the passive voice. Used mostly when we write.

**Informal** – an informal tone is the opposite to a formal tone. Informal means language doesn't necessarily have to be advanced, contractions can be used within reason. Used mostly when we speak. Can include colloquialisms.

**Subordinating conjunction** – I SAW A WABUB. Subordinating conjunctions are used to start a subordinate clause. They can be placed at the beginning of a sentence or towards the end. Should really be followed by a subject and a verb.

**Possession** – means belonging to someone.

**Possessive pronoun** – a possessive pronoun means something belongs to a person and instead of using that person's name (it is George's) we can use a possessive pronoun (it is his). Includes words such as his, hers, mine, yours, ours, theirs.

**Pronoun** – a pronoun replaces a noun (he, she, we, you, I, it, they).

**Expanded noun phrase** – adjectives are used to give more information about a noun (the wild, ugly and ferocious cat with a bushy tail).

**Preposition** – They are used to show the relationship between the noun or pronoun and the other words in the sentence. They can describe the position of something (beside, above, below, next to, underneath, on, in). Can also be used to describe when something happened (before, after, during, since, on, at, etc).

**Inverted commas** – they are used to punctuate direct speech and should go around words that have been spoken directly by a person. When writing them, they should look like a small 66 and 99. "Wait!" screamed the woman, "you're going to fall!"

**Synonym** – a synonym is a word that has the same or similar meaning to another word (beautiful is a synonym of attractive or pretty).

**Antonym** – an antonym is a word that means the opposite of another word (antonyms of beautiful include ugly, unattractive, etc).

**Passive voice** – In an active sentence, we tend to have the subject at the beginning of the sentence, followed by a verb and then an object. When using the passive voice, we swap the order of a sentence around. In a passive sentence, we start with the object, modify the verb (using 'was' or 'were') and end with the subject. The ball was kicked by Jessica.

**Active voice** – in an active sentence, the subject comes first, then the verb and is followed by the object. Jessica kicked the ball.

**Subject** – the subject of a sentence does something in that sentence. *The **sun** has come out today.* In this sentence, the sun is the subject because it has come out.

**Object** – the object of a sentence has something done to it. *The children played with the **football**.* In this sentence, the football is the object because it is played with by the children.

**Modal verb** – a modal verb is used to indicate the possibility or certainty of something happening. It includes words such as might, must, will, could, can, shall, should.

**Ambiguity** – a sentence that could have more than one meaning (it is not clear). For example 'The man eating shark swam away' could mean either a man was eating shark as he swam away, or the shark, which was a man-eater, swam away.

**Modifier** – a modifier is used before an adjective to modify or change the severity of its meaning (for example- the radiator was **incredibly** hot).