Punctuation

My Little Book of Grammar

Years Three and Four



How We Make Sentences

Direct Speech:

* Inverted commas around the spoken words
* New line for each new speaker
* Capital letter at the start of the speech
* Punctuation before and after speech to separate it from the rest of the writing

“What’s your baby called then?” asked Sam.

“Teddy,” muttered Mum, pausing for a moment.

“That’s a silly name, I reckon,” said Sam.

“Why’s that?” demanded Mum.

‘Hmm’ by Colin McNaughton

GFW: Unit 4 & 16

Possessive Apostrophes:

Dad’s coat

The dog’s lead

The girl’s shoes (one girl)

The girls’ shoes (more than one girl)

GFW: Unit 27

Grammar is the study of making sentences.

English is a subject – verb – object language

Sentences:

* Made up of clauses
* Made up of phrases
* Made up of words

Subject – verb – object

The man was eating a bun.

Subordinate clauses make sentences much more exciting.

Adjectives

These tell you more about the noun

Big, small, blue, sticky, fast, rusty, tall, interesting

GFW: Unit 10, 26 & 44

An adverbial phrase:

Sitting quietly, she watched.

Walking slowly, I crept into the room.

Trembling with fear, he left.

Punctuation tip: have you noticed where the comma goes?

GFW: Unit 23, 39 & 44

A prepositional phrase:

* Place (above, behind)
* Position (on, among)
* Time (until, since)

GFW: Unit 42 & 44

Nouns Pronouns Adjectives

Common nouns (Dog, table, ball)

Proper nouns (London, Roger, National Gallery)

Collective nouns (herd, crown)

Abstract nouns (beauty, truth, justice)

GFW: Unit 7 & 11

Pronouns

* Personal

I, me, you, he, him, she, her, it, we, us

* Possessive

My, mine, your, yours, his, hers, its, our, theirs

GFW: Unit 15 & 39

Ways of Opening Sentences

Conjunctions

Verbs and Adverbs

A verb is the action or doing word

e.g. barked, ran, thought

A verb chain

e.g. was barking, was running, has been thinking.

Adverbs

How (slowly, quietly, well, fast)

When/time (Now, then, next)

Where/place (Outside, inside, away, there, here)

Past tense

I was

We were

You were

She/he/it was

They were

Perfect Tense

I have been

Present tense

I am

We are

You are

She/he/it is

They are

Progressive

I am being

Conjunctions join together:

* Two words
* Two phrases
* Two parts of a sentence

and but because or if that since yet as so that although for while both unless wherever till

GFW: Unit 17, 32, 34 & 47

using conjunctions, adverbs and prepositions to

express time and cause

later, after, next, until, before, firstly, then, because,

Phrases

A clause contains a subject and a verb.

A simple sentence has one clause.

e.g. The cat sat.

A compound sentence has two clauses of equal weight joined with: and, but, so, or

e.g. The cat sat and the dog stood.

Clauses

Phrases can’t make a sentence alone. E.g.

The big dog

The fat cat

Was sitting

On the mat

Subordinate Clauses

A Subordinate Clause

* Has a subject and a verb
* Does not stand alone
* Is not the main idea
* Linked to the main clause

e.g.

* when I arrived
* because it was sad
* which was called Mia

Complex sentences

A complex sentence has a main clause and one or more subordinate clauses that are linked to the main clause.

e.g. The cat sat, while the dog stood.

Example of a Complex Sentence:

When I arrived, the big dog, which was called Rover, was barking, because it was lonely.