

brackets/ parentheses	Used for additional information or explanation.	<p>To clarify information: Jamie's bike was red (<u>bright red</u>) with a yellow stripe.</p> <p>For asides and comments: The bear was pink (<u>I kid you not</u>).</p> <p>To give extra details: His first book (<u>The Colour Of Magic</u>) was written in 1989.</p>
capital letter	Used to begin sentences to begin proper nouns to begin words in titles to begin words of exclamation to begin words he, him, his when referring to God to write the pronoun 'I'	<p>Joel has karate training ever <u>M</u>onday afternoon at <u>W</u>ells <u>P</u>rietary <u>S</u>chool.</p> <p><u>I</u>n <u>J</u>anuary, the children will be visiting <u>L</u>ondon <u>Z</u>oo.</p>
clause	<p>A clause is a group of words which does contain a verb; it is part of a sentence.</p> <p>There are two kinds of clauses:</p> <ol style="list-style-type: none"> 1. A main clause (makes sense on its own) 2. A subordinate clause (does not make sense on its own; it depends on the main clause for its meaning) 	<p>Main clause: <u>M</u>y sister is older than me.</p> <p>Subordinate: Sue bought a new dress <u>when she went shopping</u>.</p> <p>*'when she went shopping' is the subordinate clause as it would not make sense without the main clause.</p>
cohesion	<p>A text has cohesion if it is clear how the meanings of its parts fit together.</p> <p>Cohesive devices can help to do this.</p> <p>In the example, there are repeated references to the same thing (shown by the different style pairings), and the logical relations, such as time and cause, between different parts are clear.</p>	<p>A visit has been arranged for Year 6, to the Mountain Peaks Field Study Centre, leaving school at 9.30am. This is an overnight visit. The centre has beautiful grounds and a nature trail. During the afternoon, the children will follow the trail</p>
cohesive device	<p>Cohesive devices are words used to show how the different parts of a text fit together. In other words, they create cohesion.</p> <p>Some examples of cohesive devices are: determiners and pronouns, which can refer back to earlier words conjunctions and adverbs, which can make relations between words clear ellipsis of expected words.</p>	<p>determiner Julia's dad bought her a football. <u>The</u> football was expensive! (determiner; refers us back to a particular football)</p> <p>pronoun Joe was given a bike for Christmas. He liked <u>it</u> very much. (the pronouns refer back to Joe and the bike)</p> <p>conjunction We'll be going shopping before we go to the park. (conjunction; makes a relationship of time clear)</p> <p>adverb I'm afraid we're going to have to wait for the next train. <u>Meanwhile</u>, we could</p>

		<p>have a cup of tea. (adverb; refers back to the time of waiting)</p> <p>ellipsis Where are you going? ... To school! (ellipsis of the expected words I'm going; links the answer back to the question)</p>
command	A sentence that tells someone to do something.	<p>Do the washing up. Play the movie. Give me a dinosaur for my birthday.</p>
comma	Punctuation which shows a pause, separates clauses or separates items in a list. Used between a list of three or more words to replace the word <i>and</i> for all but the last instance.	<p>In a list: 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.</p> <p>Separate clauses: Where the embedded clause could be in brackets: The recipe, which we hadn't tried before, is very easy to follow. Where the phrase adds relevant information: Mr Hardy, aged 68, ran his first marathon five years ago.</p> <p>To mark a subordinate clause: If at first you don't succeed, try again. Though the snake was small, I still feared for my life.</p> <p>Introductory or opening phrases: In general, sixty-eight is quite old to run a marathon. On the whole, snakes only attack when riled.</p> <p>Fronted verbs: Unfortunately, the bear was already in a bad mood and, furthermore, pink wasn't its colour.</p>
complex sentences	A sentence with a main clause and at least one subordinate clause.	<p>Although it was late, I wasn't tired. My Gran, who is as wrinkled as a walnut, is one hundred years old.</p>
compound sentences	A sentence with two main clauses joined together with a connective like: and, but, or.	<p>It was late but I wasn't</p>
conjunction	A word or phrase that links clauses or sentences together.	<p>Cause and effect conjunctions: because, as a result of, then, therefore, accordingly, for Choices conjunctions: or, on the other hand, either or, another, otherwise, alternatively Compare and contrast conjunctions: but, or, however, likewise, otherwise, similarly, yet, on the other</p>

		<p>hand, notwithstanding, the opposing view</p> <p>Conclusions conjunctions: the findings are, in summary, hence, thus, on the whole, in the main, in conclusion</p> <p>Linking conjunctions: moreover, besides, in the same way, likewise, what is more, additionally, as well as</p> <p>Order: finally, after this, next, then, firstly, secondly, presently, subsequently, eventually, then</p>
consonant	<p>A sound which is produced when the speaker closes off or obstructs the flow of air through the vocal tract, usually using lips, tongue or teeth.</p> <p>Most of the letters of the alphabet represent consonants. Only the letters a, e, i, o, u and y can represent vowel sounds.</p>	All letters except: a, e, i, o, u.
contraction	A word that is shortened by missing out some letters.	don't wouldn't
co-ordinate, co-ordination	Words or phrases are co-ordinated if they are linked as an equal pair by a co-ordinating conjunction (i.e. and, but, or).	Susan <u>and</u> Amra met in a café. (links the words Susan and Amra as an equal pair) Susan got a bus <u>but</u> Amra walked. (links two clauses as an equal pair)
dash	Punctuation which indicates a stronger pause than a comma. Can be used like a comma or bracket to add parenthesis.	I stood – waiting – waiting – waiting. The woman – only 25 years old – was the first to win a gold medal for Britain.
determiner	A determiner specifies a noun as known or unknown, and it goes before any modifiers (e.g. adjectives or other nouns). Some examples of determiners are: articles (the, a or an) demonstratives (e.g. this, those) possessives (e.g. my, your) quantifiers (e.g. some, every).	article <u>the</u> home team demonstrative <u>that</u> child possessive <u>Julia's</u> parents quantifier some big boys
dialogue	A conversation between two or more people.	"Who's there?" asked Marvin. "Doctor", replied the mysterious man behind the door.

		"Doctor Who?" Marvin enquired. "Exactly..." came the ominous response.
direct speech	When you write down the actual words that are spoken and use speech marks.	"Who's there?" asked Marvin.
embedded clause	An embedded clause is a clause used in the middle of another clause.	My sister, <u>who is very annoying</u> , is older than me.
exclamation	A sentence which shows someone feels strongly about something.	What a triumph!
exclamation mark	Punctuation which shows something is being exclaimed or said with feeling or surprise.	What a triumph! I've just about had enough! Wonderful!
first person	When the writer speaks about himself or herself. Only 'I/we/me/us' are used as pronouns when writing in the first person.	My family all went to the park. We all loved it, me especially. I always love the slide.
formal language	Language which follows the traditional rules, without using casual or colloquial vocabulary	
fronting, fronted	A word or phrase that normally comes after the verb may be moved before the verb: when this happens, we say it has been 'fronted'. For example, a fronted adverbial is an adverbial which has been moved before the verb. When writing fronted phrases, we often follow them with a comma.	Fronted <u>Before we begin</u> , make sure you've got a pencil. Without fronting: Make sure you've got a pencil before we begin.
full stop	Punctuation which is placed at the end of a sentence that is not a question or statement.	Terry Pratchett's latest book is not yet out in paperback. I asked her whether she could tell me the way to Brighton.
future tense	Writing about what will happen. We usually place will in front of verbs when writing in the future tense.	Next week, Marvin will be going to Secondary school. He will have to wear a blazer and tie!
homophone	Words which sound the same but are spelt differently and have different meanings.	Their, there, they're I, eye Our, are To, too, two
hyphen	Punctuation which joins one or more words or adds a prefix to a word.	Happy-go-lucky

idiom	Phrases in a language which do not mean exactly what they say.	'I'm feeling blue' – I'm feeling sad 'a piece of cake' – easy 'raise the roof' – make a lot of noise/celebrate
main clause	A sentence contains at least one clause which is not a subordinate clause; such a clause is a main clause. A main clause may contain any number of subordinate clauses.	It was raining but the sun was shining. (two main clauses) The man <i>who wrote it</i> told me <i>that it was true</i> . (one main clause containing <i>two subordinate clauses</i> .)
metaphor	Compares different things by saying one thing is another.	Marvin became a lion – frightened of nothing. The teacher's shouting was a tornado of abuse.
modal verb	Modal verbs change or affect other verbs in a sentence. They are used to show the level of possibility, indicate ability, show obligation or give permission. Modal verbs behave differently to 'ordinary' verbs. The most common modal verbs are: can, will, shall, could, would, should, may, might, must, ought to	possibility Modal verbs can be used when we want to show how likely something is to happen. It <u>might</u> rain tomorrow. "I <u>shall</u> go to the ball!" said Cinderella. ability Modal verbs can be used when we want to show a skill or someone's ability to do something. Jack <u>can</u> sing. We <u>could</u> walk. obligation and advice Modal verbs can be used to state when something is necessary/compulsory, to give an instruction or to give advice. She <u>ought</u> to help with the shopping. James <u>should</u> cook the dinner tonight. permission Modal verbs are used to give or ask for permission for an activity. You <u>may</u> have another biscuit. You <u>can</u> get down from the table now.
noun	The person or thing that the action or verb is done to.	common noun : everyday things cars, toothbrushes, trees,... – and kinds of people: man, woman, child ... proper noun : particular people and places: Jim, Betty, London... – and some 'times': Monday, April, Easter... It always begins with a capital letter. collective noun : A group or collection of people or things: army, bunch, team, swarm... abstract noun : Cannot actually be seen, heard, smelt, felt or tasted: sleep, honesty, boredom, freedom, power

noun phrase	In a noun phrase, one or more words work together to give more information about a noun.	<u>seventeen hungry</u> lions in the rocks <u>Adult</u> foxes can jump. (adult modifies foxes, so adult belongs to the noun phrase) <u>Almost all healthy adult</u> foxes in this area can jump. (all the other words help to modify foxes, so they all belong to the noun phrase)
paragraph	'Chunks' of related thoughts or ideas. They make reading easier to understand. A new paragraph usually means a change of topic, idea, time, place or argument.	
past tense	Tells you about what happened in the past. Regular past tense verbs end in 'ed'.	Yesterday, Marvin <u>bought</u> a new PSP. Juliana <u>walked</u> down the road.
perfect tense	The perfect form of a verb generally calls attention to the consequences of a prior event; for example, he has gone to lunch implies that he is still away, in contrast with he went to lunch. „Had gone to lunch“ takes a past time point (i.e. when we arrived) as its reference point and is another way of establishing time relations in a text. The perfect tense is formed by: turning the verb into its past participle inflection adding a form of the verb have before it. It can also be combined with the progressive (e.g. he has been going).	She <u>has downloaded</u> some songs. (present perfect; now she has some songs) I <u>had eaten</u> lunch when you came. (past perfect; I wasn't hungry when you came)
personification	Giving human qualities to animals or objects.	The Sun smiled on the World. The birds sung their beautiful song.
phrase	A phrase is a group of words that are grammatically connected so that they stay together, and that expand a single word, called the „head“. The phrase is a noun phrase if its head is a noun, a preposition phrase if its head is a preposition, and so on; but if the head is a verb, the phrase is called a clause. Phrases	noun phrase She waved to <u>her mother</u> . [a noun phrase, with the noun mother as its head] prepositional phrase She waved <u>to her mother</u> . [a preposition phrase, with the preposition to as its head] clause <u>She waved to her mother</u> . [a clause, with the verb waved as its head]

	can be made up of other phrases.	
plural	More than one person, place or thing.	<p>Most nouns are made into plurals by adding the suffix –s: Three bikes</p> <p>Some nouns ending in –o are made into plurals by adding the suffix–es: Two mangoes</p> <p>Most nouns ending in hissing, shushing or buzzing sounds are made into plurals by adding –es: Ten dresses</p> <p>For words ending in a vowel and then –y, just add the suffix–s: Eight turkeys</p> <p>For words ending in a consonant and then –y, change –y to –i and add the suffix –es: Five flies</p> <p>Most nouns ending in –f or –fe change to –ves in the plural: Six halves</p>
prefix	A letter, or group of letters, added to the beginning of a word to change its meaning.	<p>Adding ‘un’ to happy – unhappy</p> <p>Adding ‘dis’ to appear – disappear</p> <p>Adding ‘re’ to try – retry</p>
preposition	Words which show the relationship between two things. Prepositions often describe locations or directions, but can describe other things, such as relations of time.	<p>About, above, across, after, against, along, amid, amidst, among, amongst, before, behind, below, beneath, beside, between, betwixt, beyond, by, down, during, except, for, from, in, into, near, of, off, on, over, round, since, though, till, to, towards, under, underneath, until, unto, up, upon, with, within, without.</p> <p>Examples: Tom jumped <u>over</u> the cat. The monkey is <u>in</u> the tree.</p>
prepositional phrase	A prepositional phrase has a preposition as its head followed by a noun, pronoun or noun phrase.	<p>He was <u>in bed</u>.</p> <p>I met them <u>after the party</u>.</p>
present tense	Tells you about what is happening now. Verbs often ends with ing in present tense.	<p>Sam <u>goes</u> to the pool every day.</p> <p>My friends <u>are</u> coming to tea.</p> <p>He can ride a bike.</p>
progressive	The progressive (also known as the ‘continuous’) form of a verb generally describes events in progress. It is formed by combining the verb’s present participle (e.g. singing) with a form of the verb be (e.g. he was singing). The progressive can also be combined with	<p>present progressive Michael is singing in the store room.</p> <p>past progressive Amanda was making a patchwork quilt</p> <p>past perfect progressive Jack had been practising for an hour when I called</p>

	the perfect (e.g. he has been singing).	
pronoun	Words used to avoid repeating a noun.	I, you, me, he, she, it, you, him, her, mine, yours, his, hers, its we, they, us, them, ours, yours, theirs
question	A sentence that asks something.	Who else will be there?
question mark	Indicates a question/disbelief.	Who else will be there? Is this really little Thomas?
relative clause	A relative clause is a specific type of subordinate clause that adapts, describes or modifies a noun. It often does this by using a relative pronoun such as who or that to refer back to that noun, though the relative pronoun that is often omitted. Relative clauses add information to sentences by using a relative pronoun such as who, that or which.	That's the boy <u>who lives near school</u> . The prize <u>that I won</u> was a book. She lives in Swindon, <u>which is a railway town</u> .
relative pronoun	Relative pronouns introduce a relative clause to another part of the sentence. The most common relative pronouns are who, whom, whose, which, that. The relative pronoun we use depends on what we are referring to and the type of relative clause. who/whom is used for people which is used for things or ideas never people that/whose is used for people, things or ideas.	The lady <u>who</u> made your dress is waiting outside. I rode my bike, <u>which</u> now had two flat tyres, back home. The dog <u>that</u> the postman hates, was standing by the gate. The boy <u>whose</u> bike was stolen, called the police.
reported speech	When you write what people say, think or believe without using speech marks. Be careful: you often have to change the tense or some words.	"I feel sick" said Ben to Bill. would change to this: Ben told Bill that he felt sick.
root word	The simplest form of a word that prefixes or suffixes can be added to.	help is a root word It can grow into: helps helpful helped helping helpless

		unhelpful
second person	When the writer speaks to the reader. The word 'you' is often placed before verbs.	You are reading a SPAG Glossary and I hope you are finding it useful.
sentence	A sentence is a group of words and contains at least a subject and a verb. A sentence may convey a statement, question, command or exclamation. A sentence may consist of a single clause or it may contain several clauses held together by subordination or co-ordination. In English, the first word of a written sentence has a capital letter. At the end of the sentence there is a full stop or question mark or exclamation mark.	John went to his friend's house. She went shopping but took back everything she had bought because she didn't like any of it.
simile	Compares two or more things, usually using the words 'like' or 'as'.	The water was as hot as lava. He was as scared as a mouse.
simple sentence	A one clause sentence.	He walked to the park.
speech marks (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.
Standard English	The form of English which follows formal rules of speech and writing.	I did it because they were not willing to undertake any more work on those houses. (formal Standard English)
statement	A statement is a sentence which gives information.	Paper is made from trees.
subordinate, subordination	A subordinate word or phrase tells us more about the meaning of the word it is subordinate to. Subordination can be thought of as an unequal relationship between a subordinate word and a main word.	<u>big</u> dogs (big is subordinate to dogs) <u>Big dogs</u> need <u>long</u> walks. (big dogs and long walks are subordinate to need]) We can watch TV <u>when we've finished</u> . (when we've finished is subordinate to watch)
subordinate clause	A clause which does not make sense on its own,	Sue bought a new dress <u>when she went shopping</u> .

	but gives extra information to the main clause.	*'when she went shopping' is the subordinate clause as it would not make sense without the main clause.
suffix	A letter, or group of letters, added to the end of the word to change its meaning.	Adding 'ish' to child – childish Adding 'able' to like – likeable Adding 'ion' to act – action
synonym	Words which have the same, or nearly the same meaning as each other.	Synonyms for: Bad - awful, terrible, horrible Happy - content, joyful, pleased Look - watch, stare, glaze Walk - stroll, crawl, tread
verb	A verb is a word that tells you what a person or thing is being or doing. All sentences have a subject and a verb. Verbs can be classified in various ways: for example, as auxiliary, or modal; as transitive or intransitive; and as states or events.	The boy was <u>playing</u> football. The crowd <u>clapped</u> as One Direction <u>took</u> the stage.
vowel	Vowels can form syllables by themselves, or they may combine with consonants. In the English writing system, the letters a, e, i, o, u and y can represent vowels.	
word	A word is a unit of grammar: it can be selected and moved around relatively independently, but cannot easily be split. In punctuation, words are normally separated by word spaces.	
word family	The group of words that can be built from the same root word.	builds, building, builder, built, rebuild, rebuilt