

Inverted commas

Punctuation marks used to demarcate direct speech in a sentence.

Paragraph

A distinct section of a piece of writing, which usually has a single theme. It is indicated by starting a new line or indenting the start of the first sentence.

TIME TO GET TO GRIPS WITH GRAMMAR AND PUNCTUATION



NORTH DOWNS SCHOOL

GRAMMAR AND PUNCTUATION
GUIDE

YEAR 3

Here at North Downs, Grammar and Punctuation are taught during English sessions, through discrete learning, and in separate lessons. Children are expected to know not only the terminology, but also how to apply the skills across their learning. At North Downs, we strongly believe that there needs to be a sound knowledge base to build upon each year; a progressive development of all-round skills for life!

Clauses These are the building blocks of a sentence. They are groups of words that contain a subject and a verb. They can be 'main' or 'subordinate'.

Complex sentence Formed by joining a main clause with a subordinate clause using a subordinating conjunction. The main clause can stand alone but the subordinate or dependent clause cannot. For example, 'I burned dinner when I was on the phone.'

Compound sentences Formed by joining two main clauses with a coordinating conjunction. The two clauses can stand on their own as sentences. For example, 'I like dogs, but my friend likes cats'.

Direct speech A sentence where the exact words spoken are represented, and shown in speech marks (also known as inverted commas). ("Tidy your room, please," said Dad).

Formal speech A type of speech or writing used in formal, 'serious' texts and situations. The language we may use for a formal text, such as a letter of complaint.

Statement A sentence that conveys a simple piece of information. For example, 'It is a sunny day today'.

Subordinating conjunction A conjunction that connects a main clause to a subordinating clause. Examples include 'because', 'until', 'when', 'as', 'since', 'whereas', 'even though'.

Subordination The joining of clauses and phrases in a way that links a main clause to a subordinate clause that does not stand alone.

Superlative A form of an adjective used to compare one object to all others in its class. Usually formed by adding the suffix '-est' or the word 'most'. For example, 'Mia ran fastest on Sports Day'. 'I am quick, you are quicker than me, but he is the quickest of all'. See also comparative.

Time Conjunction Words or phrases which tell the reader when something is happening; e.g. 'After dinner you must do your homework. Then you can read your book'.

Main Clause The leading clause in a sentence, which indicates the main subject and action of the sentence. It stands alone without any additional clauses. For example, 'Even though the weather is wet, I will still take the dog for a walk'.

Preposition A linking word in a sentence, used to show where things are in time or space. For example, 'under', 'after', 'next', 'behind'.

Reported/ Indirect speech A sentence where the words spoken are not placed in speech marks, they are reported -he told us to put the books down.

Simple sentence This has a subject and one verb. See also compound sentence and complex sentence.

Subject The subject of a sentence is the thing or person carrying out the main action. For example, 'The bird caught the worm.'

Subordinate clause A clause that cannot stand alone as a complete sentence but is linked to a main clause using a subordinating conjunction. It does not express a complete thought, and if read on its own it requires additional information. For example, 'I take my dog to the park every day, even though sometimes it is raining'. Subordinate clauses contain a subject noun and a verb. 'Is Sarah washing the dishes?'