## **Grammar and Punctuation**

## JARGON BUSTER



Oxford School Improvement

Term	Definition
active voice	In a sentence with an active verb, the subject of the verb is doing the action. This is called the active voice. For example: Hilda <u>strode</u> into the goal area.
adjective	An adjective gives more information about a noun. It often goes before the noun or after the verb 'to be': <i>is, am, are, was, were, have been, etc.</i> For example: The <u>little, green</u> bird pecked the <u>juicy</u> apple. The apple was <u>delicious</u> .
adverb	An adverb gives more information about a verb, an adjective, another adverb or a clause. An adverb tells you how, when, where or how often something happens. For example: <u>Later</u> , a cat crept up the tree as the little green bird <u>eagerly</u> pecked the juicy apple <u>twice</u> and ate it <u>noisily</u> .
	Some adverbs make a comment or link ideas. For example: <u>Fortunately</u> , we won. <u>However</u> , the other team played well.
	Some adverbs are used to say how likely or possible something is. For example: We'll <u>definitely</u> come to the party.
	Some adverbs are used for emphasis. For example: The bag was <u>terribly</u> heavy. He worked <u>very</u> quickly.
adverbial	A word or phrase that gives more information about a verb or clause. An adverbial can be an adverb, a phrase or a subordinate clause. For example: The bird ate the apple <u>noisily</u> . The cat sleeps <u>all day</u> . We'll play <u>when we get home</u> .
ambiguity	Ambiguity is when something has more than one possible meaning. For example: 'I hate annoying people.' This could mean 'I do not like to annoy people' or 'I do not like people who are annoying'. Another example: 'It is a large furniture shop.' This could mean 'It is a shop which sells large furniture' or 'It is a large shop which sells furniture'.
antonym	Antonyms are words that mean the opposite of each other, such as <u>wet</u>
	and <u>dry</u> , <u>full</u> and <u>empty</u> , <u>open</u> and <u>closed</u> .

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apostrophe ,	An apostrophe can be used to show when a word has been made shorter by dropping one or more letters. This is called a contraction. You usually use contractions in informal writing or when writing direct speech.For example: I am = I'mdid not = didn't 
	An apostrophe can also show ownership or possession.
	This is called a possessive apostrophe. Possessive apostrophes show that something belongs to, or is for, someone or something. Often, a possessive apostrophe is used with a possessive <i>s</i> .
	If a singular word doesn't end in <i>-s</i> , add 's: For example: the boy's pen
	If a singular word ends in <i>-s</i> , add either 's or just ': For example: James's hat; Nicholas' hat
	If a singular word ends in <i>-ss</i> , still add <i>'s</i> : For example: the princess's crown
	If a plural ends in -s, just add ': For example: the girls' bags; the visitors' car park; the calves' horns
	If a plural doesn't end in -s, add 's: For example: men's coats
article	The words <i>the</i> , <i>an</i> and <i>a</i> are called articles. They are a type of determiner.
definite article	The determiner <i>the</i> is the definite article. For example: <u>The</u> book is on the table.
indefinite article	The determiner <i>a/an</i> is the indefinite article. For example: Bring me <u>a</u> book.
brackets ()	Brackets can be used to separate a word or phrase that has been added to a sentence as an explanation or afterthought. If you take out the word or phrase between the brackets, the sentence should still make sense. For example: My birthday cake was chocolate (which is my absolute favourite) with chocolate icing and chocolate buttons on top as well.
bullet points	<ul> <li>Bullet points are used to organise a list of points in order to make it clear.</li> <li>The text introducing the list of bullet points should end with a colon.</li> <li>For example:</li> <li>We gave the following reasons for wanting to have a party:</li> <li>It was our last year in primary school.</li> <li>We wanted to say goodbye to our teachers.</li> <li>We had worked hard all year.</li> </ul>

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clause	A clause is a phrase which has a verb as its head, or key word. The other words add meaning to the verb.
main clause	A main clause is a clause that can be used on its own as a sentence. For example: <u>The bird pecked the apple</u> . <u>It flew away</u> .
	Main clauses can be joined with coordinating conjunctions such as <i>and</i> , <i>but</i> and <i>or</i> . For example: <u>The bird pecked the apple</u> and <u>it flew away</u> .
subordinate clause	A subordinate clause helps to give more meaning to the main clause. It cannot exist on its own as it is not a complete sentence. A subordinate clause often starts with a subordinating conjunction such as <i>although</i> , <i>because</i> , <i>before</i> , <i>if</i> , <i>since</i> or <i>when</i> . For example: The bird pecked the apple <u>before it flew away</u> .
relative clause	A relative clause is a type of subordinate clause. It is connected to the main clause by a relative pronoun such as <i>that, which, who, whom</i> or <i>whose</i> . For example: I enjoyed the film <u>that we saw last night</u> .
cohesion	Cohesion refers to the ways in which the writer makes the different parts of a text link together, for example by:
	grouping sentences together in paragraphs
	using particular words and phrases to link ideas
	linking different paragraphs together
cohesive device	A cohesive device is a word or phrase which shows how the different parts of a text link together.
	Use determiners and pronouns to link back to other words: For example: Mr Smith came in with his dog. <u>The</u> dog and <u>he</u> were both old.
	Use a conjunction to link words or groups of words within a sentence. For example: Mr Smith <u>and</u> his dog were both old.
	Use adverbs and adverbials to link between sentences. For example: I saw a robin in the garden. <u>Later</u> , I saw a green bird.
	Use ellipsis when a word or phrase has already been used and does not need to be repeated again. For example: 'What do you want to eat?' 'A biscuit.' ('I want to eat' has been missed out.)
colon :	A colon can be used to introduce a list. For example: I love the following foods: apples, seeds, grapes and nuts.
	A colon can be used to introduce examples or explanations. The words after the colon give more information about what comes before it. For example: The bird eats lots of snacks: he needs lots of energy for flying.
	You do not need to use a capital letter for the word that comes after a colon, unless it is a proper noun or the word <i>I</i> .

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comma	A comma can be used to separate items in a list. For example: I like peas, carrots, beans and pizza.
,	Some texts use the serial, or Oxford, comma after the penultimate item in a list. For example: I ate an orange, an apple, and raspberries.
	A comma can be used to change the meaning of a sentence. For example: I told him, honestly. I told him honestly.
	A comma can be used to avoid ambiguity. For example: I'd like some jelly and ice cream for my sister. I'd like some jelly, and ice cream for my sister.
	A comma can be used before a clause starting with <i>or, and</i> or <i>but</i> . For example: Did you paint this picture yourself, or did someone help you?
	A comma is used after a subordinate clause at the start of a sentence. For example: If we're really quiet, we won't disturb Grandad.
	A comma is also usually used after a fronted adverbial. For example: With a shake, the dog dried itself off.
	A comma is used to separate the name of the person being spoken to from the rest of the sentence. For example: Kids, dinner's ready!
command	A command is a sentence which gives an order or instruction. For example: Take this food away!
	A sentence that is a command or instruction is usually in the imperative, with the verb first.
	An exclamation mark can also come at the end of a command.
compound	A compound word is made up of two words joined together. <i>Bedroom</i> and <i>football</i> are compound words.
conjunction	A conjunction links words or groups of words within a sentence. For example: Later, a cat crept up the tree <u>as</u> the bird pecked the apple <u>and</u> ate it noisily.
coordinating conjunction	A coordinating conjunction joins groups of words which are of the same importance in the sentence. For example: bread <u>and</u> cheese; Jack <u>and</u> Jill
	Main clauses can be joined with coordinating conjunctions such as <i>and</i> , <i>but</i> and <i>or</i> .
subordinating conjunction	A subordinating conjunction introduces a subordinate clause, such as: <i>after, although, as, because, before, if, since, when, while</i> For example: The cat watched the bird quietly <u>because</u> he didn't want to scare it away.
consonant	Vowels are sounds represented by the letters <i>a</i> , <i>e</i> , <i>i</i> , <i>o</i> , <i>u</i> and sometimes <i>y</i> . All other sounds are called consonants and are represented by the other letters in the alphabet, which are called consonant letters.

Term	Definition
dash -	A dash can introduce further information and can be used instead of a colon, a comma or, occasionally, brackets. After the dash, there may be a list or a main or subordinate clause. For example: The fire spread quickly – I was scared. We catch the bus – the blue one – at 3.15p.m. at the station.
determiner	A determiner goes in front of a noun and its adjectives to help to tell you which person or thing the sentence is about, or how much or how many of them there are. For example: <u>The</u> little green bird pecked <u>one</u> juicy apple and ate it as he sat on <u>a</u> branch.
direct speech	When people's exact words are written down in inverted commas, this is called direct speech. For example: " <u>I'm beginning to understand</u> ," he said.
ellipsis	Ellipsis is when one or more words are missed out because it is obvious what is meant. For example: We're off to the park. I can post your letter. In the example above, 'on the way to the park' has been left out. Ellipsis also refers to three dots meaning that a word has been missed out or a sentence has not been finished, for example to suggest tension. For example: The door handle turned, a cough was heard, and
exclamation	An exclamation is something you say or shout that shows you are very happy, angry, or surprised. In writing you use an exclamation mark after an exclamation. For example: Oh dear!
exclamation mark !	An exclamation mark comes at the end of an exclamation. It shows that something is being exclaimed, or said with a lot of feeling. For example: I'm so late! Hurrah! It's a goal! No! An exclamation mark can also come at the end of a command. For example: No! Run! Stop it!
full stop	A full stop comes at the end of a sentence. It shows that a sentence is complete and finished. For example: It is a full sentence. I am the tallest in my class.

Term	Definition
future	There are several different ways to talk about the future in English:
	The verb 'will' followed by the infinitive of the verb. For example: I <u>will leave</u> next week.
	The verb 'will' followed by 'be' and the present participle. For example: I <u>will be leaving</u> next week.
	The present progressive of the verb 'go' followed by 'to' and the verb. For example: I <u>am going to leave</u> next week.
	The present progressive of the verb. For example: I <u>am leaving</u> next week.
	The present tense of the verb. For example: I <u>leave</u> next week.
homophone	Homophones are words that have the same pronunciation but different meanings, origins or spelling. For example: new and knew; threw and through; waste and waist
hyphen -	A hyphen is used to join two or more words that should be read as a single unit. A hyphen is shorter than a dash. For example: great-aunt; fair-haired
	A hyphen is also used to help avoid ambiguity. For example: a man eating fish; a man-eating fish
	A hyphen is sometimes used between a prefix and a root word, especially if the hyphen makes the word easier to read. For example: co-own; re-educate
inflection	An inflection is a change to the ending or spelling of a word, which changes its meaning slightly. For example: walk <u>s</u> , walk <u>ed</u> ; house, house <u>s</u> ; m <u>ouse</u> , mice
	Sometimes the whole word changes. For example: <i>went</i> is an inflection of <i>go</i> .
inverted commas	Inverted commas, or speech marks, show when people are actually speaking. For example: "I'm beginning to understand," he said.
	The punctuation at the end of the spoken words always comes inside the final set of inverted commas. For example: "I can't hold on any longer!" Alex cried.
	You may see single (' ') or double (" ") inverted commas, depending on what you are reading. It is important to use the same style across work for consistency.

Term	Definition
modal verb	Modal verbs are a type of auxiliary verb.
	Modal verbs are: <i>can, could, will, would, may, might, shall, should, must</i> and <i>ought to</i> .
	Modal verbs are used for expressing:
	possibility, ability or likelihood – can, could, may, might, should
	necessity – must, ought to, should
	the future – shall, will, would
morphology	A morpheme is a unit of meaning that cannot be divided further.
	Morphemes are the bits that make up words, such as <i>read</i> and <i>ing</i> in <i>reading</i> or <i>read</i> and <i>s</i> in <i>reads</i> . A word consists of one or more morphemes.
	Some morphemes are words in their own right; others, such as many prefixes and suffixes, are not.
noun	A noun names a person, place or thing. For example: apple, dog, team, chair, happiness, beauty.
	Test whether something is a noun by seeing whether a determiner in front of it makes sense. For example: <i>the apple, my dog, their team, her chair, that beauty</i> could all make sense in a sentence but not <i>the reads, those cuddly, her went</i> .
common noun	A common noun is a noun that refers to people or things in general. For example: dog, tree, bridge, chair, beauty, excitement, advice, bread
proper noun	A proper noun is a noun that identifies a particular person, place or thing.
	Proper nouns begin with capital letters. For example: James, Africa, Friday, December
noun phrase	A noun phrase is a phrase with a noun as its head, or key word. For example: <u>The ball</u> was lost.
	A noun phrase can be expanded by adding words before or after it. For example: <u>The ball by the fence</u> was lost. <u>The red cricket ball by the fence</u> was lost.
object	The object of a verb is who or what is acted upon by the verb. In a statement, the object is usually the noun (or noun phrase or pronoun) just after the verb. For example: The bird pecked the <u>apple</u> . The bird pecked <u>it</u> .
paragraph	A paragraph is a group of linked sentences that are usually about the same thing. A new paragraph starts when you are writing about a new idea, person, place or event.

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parenthesis	Brackets ( ) commas , and dashes – can all be used to separate a word or phrase that has been added to a sentence as an explanation or afterthought.
	<ul><li>The word or phrase inside the brackets, commas or dashes is called a parenthesis.</li><li>For example: I looked up, squinting because of the sun, and saw the birds flying across the sky.</li></ul>
passive voice	In a passive sentence, the subject of the verb is the one that has something done to it, so the do-er disappears or is mentioned after 'by'. For example: The ball <u>was caught</u> . The ball <u>was caught</u> by the little girl.
	You can tell that a sentence is passive because:
	the subject of the verb has the action done to it
	there is part of the verb 'to be' (such as 'was' or 'is') or a verb like 'get', followed by a past participle
	the person or thing carrying out the action is introduced by the word 'by', or not at all.
phrase	A phrase is a group of words that can be understood as a unit. For example: <i>her table</i> is a noun phrase.
plural	The plural of a noun is used when there is more than one. It is usually formed by adding –s. For example: <i>cat</i> becomes <i>cats</i> ; <i>cake</i> becomes <i>cakes</i>
	Some nouns have irregular plural endings or no plural ending at all. For example: <i>bush</i> becomes <i>bushes</i> ; <i>sheep</i> stays as <i>sheep</i> ; <i>mouse</i> becomes <i>mice</i>
prefix	A prefix is a morpheme that can be added to the beginning of a root word.
	Different prefixes have different meanings so, when you add a prefix to a word, you change its meaning and make a new word. For example: <u>dis</u> + appear = <u>dis</u> appear <u>im</u> + possible = <u>im</u> possible <u>un</u> + well = <u>un</u> well sub + marine = submarine
	<u>sub</u> + marine = <u>sub</u> marine
preposition	A preposition usually comes before a noun or pronoun. It often shows place or direction. For example: Later, a cat crept <u>up</u> the tree. Suddenly, the cat tried to pounce <u>on</u> the little green bird, but crashed <u>into</u> the tree.
	Some prepositions show time or cause. For example: <u>After</u> this, the cat was furious <u>with</u> the bird.
	More prepositions: above, against, behind, below, beside, between, in, inside, near, on, off, onto, outside, over, through, under

Term	Definition
progressive	The progressive (or 'continuous') form is created by the verb 'to be' followed by the present participle of the verb. It describes an ongoing event. For example: The bird <u>is pecking</u> at the apples. The cat <u>was looking</u> at the bird.
	The past progressive, formed with the past tense of the verb 'to be' can show that something was in the process of happening when something else happened. For example: I <u>was going</u> to the shops when I lost my glove.
pronoun	A pronoun can be used instead of a noun. Using a pronoun avoids repeating the noun again and again. For example: The bird pecked the apple and ate <u>it</u> as <u>he</u> sat on a branch.
personal pronoun	Personal pronouns replace the name of a person or thing.
	The subject personal pronouns are <i>I, you, he/she/it, we</i> and <i>they</i> .
	The object personal pronouns are <i>me, you, him/her/it, us</i> and <i>them</i> .
possessive pronoun	Possessive pronouns tell you who something belongs to. For example: This apple is <u>mine</u> !
relative pronoun	Relative pronouns introduce more information about the noun. For example: The bird <u>that</u> sat on the branch was eating an apple.
	The words <i>where</i> and <i>when</i> are also sometimes used as relative pronouns. For example: This is the house <u>where</u> I grew up.
punctuation	Punctuation marks are used in sentences to make the meaning clear. Sentences can mean very different things if they don't have punctuation. For example: Let's eat Granny! Let's eat, Granny!
question	A question is a sentence that is used to find out information.
	<ul> <li>You can tell that a sentence is a question because:</li> <li>it ends with a question mark</li> <li>it asks something</li> <li>if there is a modal verb, it usually comes before the subject</li> <li>it might start with how, when, what, why or where.</li> </ul>
question mark ?	A question mark comes at the end of a sentence which is asking a question. For example: Where are you? What is your favourite colour?
root word	A root word can stand on its own without suffixes or prefixes. For example: <i>teach</i> is the root word of <i>teaching</i> and <i>teacher</i> .
	Compounds contain two root words. For example: rain + bow = rainbow; white + board = whiteboard

Term	Definition
semicolon ;	A semicolon can be used between two related main clauses. For example: The film was brilliant; I had a great time.
	A semicolon can separate longer phrases in a list that has been introduced by
	a colon, or which is more complicated than a simple list of words. For example: The children need to bring with them: a hot-water bottle or an extra blanket if the weather is cold; a cup, a plate and a bowl; a knife, a fork and a spoon.
	Do not use a comma to join sentences or main clauses. If you want to join sentences using punctuation, choose a semicolon, a colon or, if you are writing informally, a dash.
sentence	A sentence tells you something, asks you something, asks you to do something or exclaims about something.
	In writing, all sentences start with a capital letter and end with a full stop, question mark or exclamation mark.
	Sentences consist of one or more clauses.
	All sentences have a verb and, in most sentences, the verb has a subject.
single-clause sentence	A single-clause sentence consists of one main clause. For example: The bird ate the apple.
multi-clause sentence	A multi-clause sentence consists of more than one clause. For example: <u>The bird felt hungry</u> and <u>it ate the apple</u> . [two main clauses] <u>Although it had already eaten</u> , <u>the bird ate another apple</u> . [a subordinate clause followed by a main clause]
singular	The singular of a noun is used when there is only one.
statement	A statement is a sentence that tells you something. For example: I love fruit.
subject	The subject of a verb is often who or what does or is something (the do-er or be-er). In a statement, the subject is usually the noun, noun phrase or pronoun just before the verb. For example: The <u>bird</u> pecked the apple.
subject-verb	In a sentence, the subject and the verb agree.
agreement	For example: The apples <u>is</u> on the tree. $\boxtimes$ The apples <u>are</u> on the tree. $\bigcirc$ The bird <u>eat</u> the apple. $\boxtimes$ The bird <u>eats</u> the apple. $\bigcirc$
subjunctive	Subjunctive forms can be used in formal language to show that something must or should happen. They can also show that something is unlikely or uncertain. For example:
	If I <u>were</u> able to take up a position with you, I would be diligent and punctual. I note your requirement that applicants <u>be</u> experienced.

Term	Definition
suffix	A suffix is a morpheme that can be added to the end of a root word.         Different suffixes have different meanings so, when you add a suffix to a word, you change its meaning and make a new word.         For example:         fast + er = faster         sad + ness = sadness         joy + ful = joyful         hope + less = hopeless         apple + s = apples_         advert + ise = advertise
syllable	A word or part of a word that contains one vowel sound when you say it. For example: <i>vow-el, con-nec-tive</i> A syllable sounds like a beat in the word: <i>vow-el</i> has two syllables; <i>con-nec-tive</i> has three.
synonym	Synonyms are words that mean the same – or nearly the same – as each other, such as <i>big</i> and <i>huge</i> , or <i>horrible</i> and <i>nasty</i> . For example: They lived in a <u>big</u> house. They lived in an <u>enormous</u> house.
tense	The verb in a sentence shows the tense. It shows when something happens.
present tense	<ul> <li>The present tense shows that something is happening now or is true now.</li> <li>For example: The bird <u>likes</u> apples and often <u>pecks</u> them to see if they <u>are</u> good.</li> <li>The present tense is also used to show something is going to happen (or about to happen) in the future.</li> <li>For example: I <u>start</u> school next year.</li> <li>See also the entry for 'progressive'.</li> </ul>
past tense	<ul> <li>The past tense is used to describe something that has happened. The past tense is normally shown by adding <i>-ed</i> but some verbs change completely.</li> <li>For example: The bird <u>pecked</u> the apple.</li> <li>I <u>went</u> to the cinema.</li> <li>The past tense is also used to talk about a situation that is imagined or wished for.</li> <li>For example: If we <u>left</u> now, we'd be able to watch the match on TV.</li> <li>I wish I <u>had</u> a dog.</li> </ul>

Term	Definition
verb	A verb often names an action but it can also describe feelings or states. For example: The bird <u>pecks</u> the apple and <u>eats</u> it. The bird <u>is</u> happy.
	The most basic form of a verb is called the infinitive. Tenses are formed by inflecting the infinitive.
regular verb	Regular verbs change their endings in predictable ways.
	In the present tense most verbs add an <i>-s</i> in their third person form. For example: I run, she run <u>s</u> .
	The suffix <i>-ed</i> is added to form the past tense. For example: I shout, we shout <u>ed</u> .
	<i>-ing</i> is added to form participles. For example: I listen, she is listen <u>ing</u> , we were listen <u>ing</u> , they will be listen <u>ing</u> .
irregular verb	Irregular verbs have varied forms, especially in the past tense. For example: we swim, we swam, we have swum; you take, you took, you have taken.
vowel	A vowel is a sound represented by the following letters: <i>a, e, i, o, u</i> and sometimes <i>y</i> .
word family	Word families are words related to each other by spelling, grammar and/ or meaning. For example: noise, noisy, noiseless

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