

Punctuation Quick Guide
<ul style="list-style-type: none"> <li>• A <b>full stop (.)</b> ends a sentence.</li> </ul>
<ul style="list-style-type: none"> <li>• A <b>question mark (?)</b> ends a sentence that asks a question.</li> </ul>
<ul style="list-style-type: none"> <li>• A <b>comma (,)</b> is used to separate parts of a sentence. It is also used to split up items in a list.</li> </ul>
<ul style="list-style-type: none"> <li>• An <b>exclamation mark (!)</b> is used at the end of a sentence to show a strong feeling or emotion like surprise, shock, pain, joy or anger.</li> </ul>
<ul style="list-style-type: none"> <li>• An <b>ellipses (...)</b> is used to show that something has been left out or is not yet finished.</li> </ul>
<ul style="list-style-type: none"> <li>• An <b>apostrophe (')</b> is used to show ownership (The girl's coat). It is also used to show that a word has been shortened by missing out letters (I am= I'm).</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Inverted Commas ("" )</b> are used to show that someone is speaking they wrap around the words that are being spoken.</li> </ul>
<ul style="list-style-type: none"> <li>• A <b>colon (:)</b> is used to introduce a list or a following example (ie a classification).</li> </ul>
<ul style="list-style-type: none"> <li>• A <b>semi-colon (;)</b> is used to separate two parts of a sentence that could be written as two sentences. (I liked the book; it was a great read.)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Brackets or Parenthesis ( )</b> are used to explain something or add extra detail (elaborate).</li> </ul>
<ul style="list-style-type: none"> <li>• A <b>dash (-)</b> is used instead of a comma, colon, semi-colon or brackets. (After months of deliberation, the jurors reached a unanimous verdict—guilty.)</li> </ul>

Grammar Basics Guide
<ul style="list-style-type: none"> <li>• We use <b>Nouns</b> to give names to people places and things.</li> </ul>
<ol style="list-style-type: none"> <li>1. <b>Abstract Nouns</b> things you cannot see or touch (e.g., bravery, joy)</li> <li>2. <b>Collective Nouns</b> words to describe groups (e.g., team, choir)</li> <li>3. <b>Proper Nouns</b> start with capital letters and they can be: <ul style="list-style-type: none"> <li>-Names of Particular People (Sally)</li> <li>-Places (Paris, Alderman Jacobs)</li> <li>-Days and Months (Monday, June)</li> </ul> </li> </ol>
<ul style="list-style-type: none"> <li>• <b>Noun Phrases</b> are groups of words that do the job of the noun. (<u>The old, brown cow</u> walked slowly to the field.)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Pronouns</b> are used to replace the noun. <ul style="list-style-type: none"> <li>-<u>Jane</u> went to school &gt; <u>She</u></li> </ul> </li> </ul>

went to school
<ul style="list-style-type: none"> <li>• <b>Determiners</b> give important information about the noun. Determiners have to go before adjectives in sentences.</li> </ul> <ol style="list-style-type: none"> <li>1. <b>Articles:</b>  <b>Definite (specific nouns)</b>  <b>Articles: the (the picture was amazing)</b>  <b>Indefinite (any noun)</b>  <b>articles: A, an (an apple is good for you)</b> </li> <li>2. <b>Demonstrative:</b>  <b>this, that (that book is fantastic)</b> </li> <li>3. <b>Quantifiers:</b>  <b>some, every (some noisy people arrived)</b> </li> <li>4. <b>Possessive Adjectives:</b>  <b>my, your (my name is Sam)</b> </li> </ol>
<ul style="list-style-type: none"> <li>• <b>Adjectives</b> gives information to the noun (The <b>blue</b> pencil. An <b>enormous</b> turnip.)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Verbs</b> often tell us what</li> </ul>

<p>someone or something is doing or feeling.</p> <p><b>Present Tense:</b> I <b>feel</b> full.</p> <p><b>Past Tense:</b> They <b>walked</b> home.</p>
<ul style="list-style-type: none"> <li>• <b>Modal Verbs</b> are words like: will, would, can, could, should, might, shall and must. They change the meaning of other verbs. Modal Verbs indicate possibility.</li> </ul> <p><b>Examples:</b> You <b>should</b> help your mother. We <b>must</b> follow the directions.)</p>
<ul style="list-style-type: none"> <li>• <b>Conjunctions</b> join two parts of a sentence and help to show the connection between the two parts of the sentence.</li> </ul> <p><b>and, for, but, or, yet, when, so, because, although, before and after</b></p> <p>Dave <b>and</b> his friend went to the park.</p> <p>They couldn't play <b>because</b></p>

it was snowing.
<ul style="list-style-type: none"> <li>• <b>Adverbs</b> usually gives information about how, when, where or how much, They can be used with verbs, adjectives or other adverbs.</li> </ul> <p>He <b>shouted</b> <u><b>loudly.</b></u> (<b>Verb</b>)</p> <p>The game was <u><b>really exciting.</b></u> (<b>Adjective</b>)</p> <p>She ran <u><b>very quickly.</b></u> (<b>Adverb</b>)</p>
<ul style="list-style-type: none"> <li>• A <b>conjunctive adverb</b> connects two independent clauses or sentences together.</li> </ul> <p><b>however, furthermore, secondly, consequently, meanwhile</b></p> <p>Example: I wanted to see a Disney movie; <b>however</b>, my friend wanted to see a comedy.</p>
<ul style="list-style-type: none"> <li>• <b>Subjunctive</b> <b>If</b> <b>Will</b> were a better footballer, he could kick the ball straight.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Adverbials</b> are groups of words used like an adverb (The ship sets sail <u>in ten minutes</u>).</li> <li>• <b>Fronted Adverbials:</b> Adverbials at the front of the sentence (In ten minutes the ship sets sail. <b>Soon</b> the ship will set sail.)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Prepositions</b> tell us where something or someone is. (The message is <b>in</b> the bottle. The toy is <b>under</b> the table.)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Passive Voice</b> The <b>noun</b> that is the <b>object</b> of a sentence. The ball was <b>kicked</b> by Will. The lolly was <b>licked</b> by Eva.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Active Voice</b> : When the verb of a sentence is in the <b>active voice</b>, the subject is doing the acting, as in the sentence "Kevin hit the ball." Kevin (the subject of the sentence) acts in</li> </ul>

<p>relation to the ball. <b>Will</b> kicked the ball. <b>Eve</b> licked the lolly.</p>
<ul style="list-style-type: none"> <li>• <b>Present Progressive</b> indicates continuing action, something going on now. Will is <b>kicking</b> the ball. Eva is <b>licking</b> the lolly.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Interjections</b> are used to show feeling and emotion. They often have exclamation marks after them. (<b>Ouch!</b> I hit my toe!)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Relative Clause:</b> First, it will contain a <u><b>subject</b></u> and <u><b>verb</b></u>. Next, it will begin with a <u><b>relative pronoun</b></u> [<i>who</i>, <i>whom</i>, <i>whose</i>, <i>that</i>, or <i>which</i>] or a <u><b>relative adverb</b></u> [<i>when</i>, <i>where</i>, or <i>why</i>]. Finally, it will function as an <u><b>adjective</b></u>, answering the questions <i>What kind?</i> <i>How many?</i> or <i>Which one?</i> They are most often used to define or identify the noun</li> </ul>

<p>that precedes them. Will, <b>who enjoyed</b> football, played every week.</p>
<ul style="list-style-type: none"> <li>• <b>Expanded Noun-Phrase:</b> Expanded noun phrases add information to nouns (naming words) with an adjective. The dark-haired girl with a taste for frozen lollies.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Present Perfect</b> Present perfect is a tense of a word that indicates that an action has ended but not at a definite time. Will has <b>kicked</b> the football.</li> </ul>