<u>**Grammar, Punctuation and Spelling (GPS) prompt sheet**</u>
<u>**These are not exact definitions.**</u>

- Noun – is a person, place, thing or emotion.
- Proper nouns – Name of a person, place or special event (need a capital letter).
- Pronouns – used instead of an already mentioned noun (he, they, it etc).
- Abstract nouns – emotion or feeling (happiness, anger, regret etc).
- Noun phrase – a noun, with a little bit of information to describe/introduce it (no verb). e.g. <u>**That book about the Romans**</u> is really interesting.

- Adjectives – describe the noun. (the <u>**scary**</u> monster)
- Determiners – introduce the noun. E.gs <u>**the**</u> monster, <u>**a**</u> tomato, <u>**my**</u> coat (possessive determiner), <u>**two**</u> trees (quantifying determiner)

- Verbs – are action or doing words.
- Adverbs – describe **how** or **when** an action is completed. (often ends in ly, but doesn't have to) – John smiled <u>happily</u>.   I arrived <u>late</u>.
- Modal verb – introduces the possibility of something happening. (might, could, should, will etc)

- Prepositions – tells you when or where (Behind, Next to, Earlier, In the distance etc)
- Conjunctions – a word that joins two clauses.
- Co-ordinating conjunctions – used to join two simple sentences to make one sentence: a compound sentence. (FANBOYS – for, and, nor, but, or, yet & so)
- Subordinating conjunctions – used to join a main and subordinate clause to make a complex sentence (if, unless, because, due to, however, also, until etc)

- Main clause – a clause that could act as a simple sentence on its own.
- Subordinate clause – a clause that doesn't make sense without the main clause.
  E.g. <u>John's mam bought him a new bike</u> <u>because his old one was too small</u>.
                 Main clause   Subordinate clause
  If the sentence starts with a subordinate clause you need a comma to separate them
  E.g. <u>Unless he eats his vegetables</u>, <u>Peter can't have a desert</u>.
                 Subordinate clause   Main Clause

- Relative clause – a bit of extra info about the main clause in the sentence.   E.g. My dad shouted at the television <u>when Newcastle lost.</u> (comes after the noun)
- Relative pronouns – the words which start a relative clause (who, whom, whose, that, when, where, which).
- Adverbial – a bit of extra information that works like an adverb (who, when, where or how)
  e.g. <u>After it rained heavily</u>, my flight has been cancelled. (fronted adverbial)
       The boy, <u>in the red cap,</u> ran away from the police.

- Active voice – When the subject of the sentence is doing something.
  e.g. The pouring rain drenched us.
- Passive voice – When the subject is having something done to it.
  e.g. We were drenched by the pouring rain.

- Past progressive – something that was happening (usually was, then a present tense verb)
  e.g. John <u>was setting</u> a bad example to his brother.
- Present progressive – something that is going on right now (I am, She is).
  e.g. John <u>is setting</u> a bad example to his brother.

- Past perfect – something happens in the past before another event took place.
  e.g. I had arrived at the train station, hours before the train left.
- Present perfect – something that started in the past and is still happening now.
  e.g. Peter started doing his homework hours ago.

- Direct speech – is what somebody says (remember CL and punctuation)
  e.g. "What are we having for tea?" asked John.
- Reported speech – is when you say what somebody else has said (no inverted commas and you need the word 'that').
  e.g. John said that he wants to know what we are having for tea.

- Antonyms – are words with opposite meanings. E.g. happy and sad
- Synonyms – are words with similar meanings. E.g. happy and ecstatic

- Possessive – means something belongs. E.g. the <u>boy's</u> bag or that is <u>my</u> bag.

- Subjunctive mood – a word to show you want, desire or wish for something to happen.
  e.g. If I <u>were to have</u> one wish, it would be for good health. (**not was to have**)

- A command – is when you tell someone to do something (the sentence or the clause with the command must start with a verb)
  e.g. <u>Shut</u> the door. (command)
      <u>John</u> said that you have to shut the door. (Not a command - noun not a verb)
      Before you go out<u>, tidy</u> your bedroom. (command – main clause starts with a verb)

- Dash and brackets - , ( ) -> They are placed around extra information, if you take the information away the rest of the sentence should still make sense (parenthesis)
  e.g. The wind was blowing – howling, actually – so we headed for home.
      My English teacher (Mr Gomez) runs a weekly after school club.

- Hyphen – a hyphen is used to join two words together to make one word.
  e.g. We had lunch at a <u>family-owned</u> restaurant last week.

- Apostrophes – are used for <u>omission/contraction</u> (missing letters when two words become one)
  e.g. have not becomes haven't, or for <u>possession/ownership</u> (when something belongs to someone/something) e.g. The boy's bag was blue.

- Semi-colons (;) – are used to separate two main clauses in a compound sentence
  E.g. Peter stared at the door; he was waiting for his dad to return from work.
  Or to separate detailed items in a list
  E.g. I would love to visit the following places: the colourful island of Jamaica; the historical city of Rome; the remarkable floating city of Venice and bustling London.

- Colons (:) – are used to introduce a list (see above) or an answer/connected point to the initial main clause
  E.g. The teacher new what to do to inspire her rowdy class: reward them with extra playtime for good behaviour.