

Lower School Punctuation and Grammar Knowledge Organiser

Unit Vocabulary

Adjective	A word that adds more information about a noun.	Speech marks	Punctuation used to show what has been spoken or said.
Adverb	A word that adds more information about verbs, adjectives or other adverbs	Reporting clause	A clause which indicates that you are talking about what someone said or thought (said, asked, shouted).
Adverbial	A group of words that can function as an adverb	Statement	Sentence that claims something as truth. My car is blue. Ends with full stop.
Noun	Names of things that we can touch (concrete) and abstract (ideas, emotions).	Command	Tell you to do something. Often urgent and short. Get in the car.
Preposition	Shows the relationship between words. usually describe the position of something, the time when something happens and the way in which something is done .	Exclamation	Usually begin with 'How' or 'What. Full sentence including a verb. What happened to your car!
Past tense	Verb form used describe things that happened in the past.	Question	Sentences that ask something or show doubts. Is that your car? Usually end with question mark.
Present tense	Verb form used to describe things happening right now.	Paragraph	Connected sentence about one idea or theme.

The Tenses
The tense of the verb shows if something is happening in the present, past or future.
The diagram shown below will be used in the tense descriptions:

Tense	diagram	Examples
1. Simple present	←xxxxx#xxxxx→	Mahmoud studies every day.
2. Simple past	←x↑→	Mahmoud studied last night.
3. Simple future	←↑x→	Mahmoud will study tomorrow.

Adverbs - Modify verbs, adverbs, adjectives and clauses	Conjunctions - Link words and phrases together	Prepositions - Describe time, location and place.
Then, Next, Yesterday, Soon, Lately, Frequently, Later, Now	When, Because, Before, While, So, Until, Yet, If	Before, After, During, Above, Below, Besides, Due to, With
Yesterday, we went to the zoo.	I don't like pizza because of the cheese.	We will leave after lunch.

Fronted Adverbials - A sentence that includes a fronted adverbial is used to guide the reader and used to describe the action that follows. Normally when or where something is happening.



Time: Today, Yesterday, On Monday, In the blink of an eye, Later, Recently, In June, After dusk,	Location: Over the mountain, In the distance, On the shore, In the house, Down the stairs, Outside, Around the corner, On the boat,	Feelings/Manner: Anxiously, In a flash, Suddenly, Nervously, Curiously, Joyfully, Frantically, As fast as she could,
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Creating expanded noun phrases to develop a clear picture:

- Noun - Dragon
- Determiner - The dragon
- Adjectives (comma between the adjectives) - The fearsome, mighty dragon.
- Prepositions or use 'with' to add further information - The fearsome, mighty dragon sailed across the sky.
- The fearsome, mighty dragon with razor sharp fangs.

Pronouns
A function word used in place of a noun or noun phrase.
They can be used to avoid repetition whilst maintaining clarity in writing.

Sandra went to the beach. Sandra met Molly, Rebecca and Susan at the beach and Sandra, Molly Rebecca and Susan bought an ice-cream.

Better if... 'She' represents Sandra. 'there' refers to the beach

Sandra went to the beach. She met Molly, Rebecca and Susan there and they bought an ice-cream.

'they' now refers to the collective of Molly, Rebecca and Susan

Direct speech
Report of the exact words used by the speaker.

"Sit down!" said the bus driver.

Reporting clause

The bus driver said, "Sit down!"

Comma after reporting clause

Apostrophe for possession
Using an apostrophe for possession indicates that something is owned by someone.

If the coat belongs to Susan.

Apostrophe Followed by an s

Susan's coat.