Grammar and Punctuation
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Term	Definition
adjective	Adjectives give us more information about nouns. They can come before a noun or they can come after a verb. For example: A tall giraffe. The weather grew cold.
non-gradable adjective	Non-gradable adjectives classify people and things. For example: Australian (an Australian actor); impossible (an impossible task).
gradable adjective	Gradable adjectives describe a quality that people or things have. For example: tall (a tall teenager); smelly (a smelly cheese). We can use gradable adjectives to make comparisons. For example: Max was taller than Meena. Helen was the tallest girl in the class.
adverb	Most adverbs, as their name suggests, tell us more about verbs. Adverbs like these are often formed by adding -*ly* to an adjective. For example: The troll ate ravenously. The adverb 'ravenously' tells you how the troll was eating. A few adverbs modify adjectives. For example: The map is very old. The adverb 'very' tells you how old the map is.
analogy	A comparison between two things that are alike. For example: the analogy between the human heart and a pump.

apostrophe
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	Apostrophes have two uses:
	• to indicate a missing letter or letters in a shortened word.
	  For example: didn't (did not); we'd (we would).
	
	• to show what someone or something owns or possesses. There is no apostrophe in ordinary plurals like *tomatoes* and *videos*.
	  For example: the extraterrestrial's toenails (the toenails of the extraterrestrial)
	
	When the noun is plural and already ends in *s*, you add an apostrophe by itself.
	For example: the cities' cathedrals; in three weeks' time.
	
	When a person's name ends in *s*, you add an apostrophe followed by *s* if you normally say an extra *s* in speaking. But you just add an apostrophe by itself when you do not normally say the *s* in speaking.
	For example: St Thomas's Hospital; Achilles' armour.

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article	An article is one of the following words used before a noun: *a, an, the*.
definite article	*the*: used to imply a known instance. For example: <u>The</u> book is on the table.
indefinite article	*a* or *an*: used to imply lack of specificity. For example: Bring me <u>a</u> book.
brackets **( )**	You use brackets to separate off a word or phrase from the main text, and you always use them in pairs. They contain information which is not part of the main flow of the sentence, and which could be omitted without altering the meaning. For example: His stomach (which was never very quiet) began to gurgle alarmingly.
clause	A clause is a part of a sentence that has its own verb.
main clause	A sentence can contain one or more main clauses, linked by a conjunction such as *and, but, or*, or *yet*, or by a semicolon. For example: We approached cautiously; the lioness was beginning to stir.
subordinate clause	A subordinate clause begins with a subordinating conjunction such as *because, if*, or *when*, and it can come before or after the main clause. For example: Because they eat aphids, ladybirds are useful in the garden.
relative clause	A relative clause explains or describes something that has just been mentioned, and is introduced by *that, which, who, whom, whose, when*, or *where*. A relative clause can either restrict meaning: For example: Of all Tolkien's books, the one <u>which I prefer</u> is The Hobbit. Or it can simply add further information, in which case you put a comma before it: For example: The book, <u>which Tolkien wrote for his children</u>, was an instant success.
colon **:**	A colon is used to introduce an example or explanation within a sentence. The part of a sentence after a colon should illustrate, explain, or expand on what comes before it. For example: These words were scratched in blood: 'Do not return without the gold.' • Colons can come before a single comment or description. 　For example: It wasn't much of a holiday: two weeks of constant rain in a leaky tent. • Colons can also introduce a list of people or items, or a range of options. 　For example: What would you like on your sandwich: mayonnaise, butter, or margarine?

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comma **,**	Commas are used: • to mark a pause in a sentence, especially to separate a subordinate clause from the main clause. For example: When the howling stopped, we ventured out from the cave. • to separate items in a list or series. For example: I've packed a bikini, flippers, snorkel, and a periscope. • in pairs before and after the name of someone who is being introduced or described. For example: The guitarist, Jimi Hendrix, once lived here. • to mark a pause in a compound sentence. For example: The film is rated 15, but it's not that scary.
command	A command or exclamation is a sentence which ends with an exclamation mark. For example: Come and see the ice beginning to thaw!
conjunction	Conjunctions are used to join words, phrases, or clauses in a sentence. For example: and, but, for, or, neither, nor, yet, although, because, if, until, unless, when, where, while, whereas.
coordinating conjunctions	Coordinating conjunctions join words or clauses which are of equal importance in a sentence. They form compound sentences. For example: and, but, for, or, neither, nor, yet (Would you prefer tea and biscuits, or coffee and cake?)
subordinating conjunctions	Subordinating conjunctions are used to link a main and a dependent clause. They are used to form complex sentences. For example: although, because, if, until, unless, when, where, while, whereas (Mira felt brave because she had her lucky pebble.)
connective	Connectives are used to link ideas in a piece of writing. They often occur at the start of a sentence and connect it with a previous sentence or paragraph. For example: moreover, nevertheless, finally, furthermore, and, thus (Nevertheless, he still remains popular with his millions of fans and continues to have hit records all over the world.)
consonant	A letter that is not a vowel.
exclamation mark **!**	You use an exclamation mark to indicate shouting, surprise, or excitement in direct speech. For example: 'Stop! Don't drink! The goblet is poisoned!' It can also be used to express surprise, alarm, or excitement in a narrative. For example: The sun was coming up. She must hurry! Soon the spell would wear off!

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full stop .	A full stop shows where a sentence ends, when the sentence is neither a question nor an exclamation. For example: Our story begins in 1914, on the eve of the First World War. Full stops go within quotation marks in direct speech. For example: He said, 'I'll meet you outside the cinema.' Full stops go within parentheses, when these surround a complete sentence. For example: The waiter arrived with a plate of toast. (I had ordered waffles.)
homophone	A noun with the same sound as another. For example: *son* and *sun*.
hyphen -	Hyphens connect two or more words which make up a compound noun or adjective. For example: close-up; an ultra-huge sandwich.
imperative	Expressing a command. For example: Come here!
inflectional ending	An inflection, or suffix, that is added to the end of a root word to change the tense. For example: *-ed*
inverted commas ' " ' "	Inverted commas occur in pairs and can surround a single word or phrase, or a longer piece of text. For example: 'Look!' said a voice behind me. 'Look at the sky!' Inverted commas are also known as speech marks, quotation marks, or (informally) quotes. Pairs of quotation marks can be single ('…') or double ("…"), but are never mixed.
morphology	The structure of words; the forms a root word takes when prefixes and suffixes are added. A morpheme is a unit of language that cannot be divided further such as *read* and *ing* in *reading*.
noun	Nouns are used to name people, places, or things and tell you who or what a sentence is about.
common noun	Common nouns refer to people or things in general. Common nouns only begin with a capital when they start a sentence. For example: dancer, lizard, sandwich, television.
proper noun	Proper nouns give the name of a specific person, place, or thing. Proper nouns always begin with a capital letter. For example: Shakespeare, Antarctica, Hallowe'en.
collective noun	Collective nouns refer to groups of people or things. For example: a team of athletes, a herd of sheep, a swarm of bees.
paragraph	One or more sentences on a single subject, forming a section of a piece of writing and beginning on a new line.

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phrase	A group of words that form a unit in a sentence or in a clause. For example: He walked down the hall. She took a grammar test.
prefix	A prefix is a group of letters joined to the beginning of a word to change its meaning. For example: *re* in *recapture* (to capture again); *un* in *unknown* (not known).
preposition	Prepositions show how a noun or pronoun relates to the other words in a sentence or clause. They can show: • the position or direction of a person or thing. For example: The spider scurried along the wall, out of the window, and into the garden. • the time something happens or lasts. For example: We were in Athens in August, during the Olympics. • the connection between people or things. For example: Does this dress go better with the red shoes or the brown?
pronoun	Pronouns are used to replace a noun in a sentence or clause, and help to avoid having to repeat words.
Personal pronouns	Personal pronouns replace the name of a person or thing. When the pronoun is the subject of the clause: For example: I, you, he, she, it, we, they (Zoe and Bill are coming to the concert. She's got a ticket, but he hasn't.) When the pronoun is the object: For example: me, you, him, her, it, us, them (The guards were following us and we were unable to shake them off.)
Reflexive pronouns	Reflexive pronouns refer back to the thing the clause is about. For example: myself, yourself, himself, herself, itself, ourselves, yourselves, themselves (Most baby birds are unable to feed themselves. I wanted to see for myself what all the fuss was about.)
Interrogative pronouns	Interrogative pronouns are used to form questions. For example: what, who, whom, whose (What is happening? Who wants some ice cream? Whose is this?)
punctuation	Punctuation is the use of special marks to make a piece of writing easier to read and understand. Punctuation marks show divisions and connections between sentences, clauses, or individual words.
question	A question is a sentence which ends with a question mark. For example: When would the ice begin to thaw?
question mark ?	Question marks are used to mark a sentence that is a question. Question marks usually come at the end of a sentence. For example: Are there wild animals in this wood?

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root word	A root word is a word that does not contain any prefixes or suffixes. For example: *teach* is the root word of *teaching* and *teacher*,
semicolon **;**	You use a semicolon to mark a break in a sentence that is longer, or more important, than a break made with a comma: For example: The castle was desolate; no one had lived there for three centuries or more. Semicolons can separate a series of connected clauses introduced by a colon. For example: There were three clues: there was mud on the carpet; the door had been forced; and the air in the room smelled of fish. A single semicolon can also separate two contrasting or balancing clauses. For example: You bring cups and plates; I'll bring juice and sandwiches.
sentence	A sentence is a group of words that typically contains a main verb. It should contain a complete idea or action and it should make sense on its own. In writing, a sentence begins with a capital letter and ends with a full stop, question mark, or exclamation mark. It can contain a single clause, or several clauses joined by conjunctions or punctuation. For example: Desert animals are often nocturnal because it is cooler for hunting at night.
simple sentence	A simple sentence must have a subject and a verb. For example: The cat is sleeping.
compound sentence	A compound sentence consists of simple sentences joined by conjunctions such as *and* or *but*. For example: The cat is sleeping but the dog is awake.
complex sentence	A complex sentence contains a main clause and at least one other clause that is related to it. The two clauses are joined by conjunctions such as *although* and *because*. For example: The cat was sleeping because it was bored.
statement	A statement is a sentence which ends with a full stop. For example: There was nothing to do but wait for the ice to thaw.
subject-verb agreement	A subject and verb must agree in number within a sentence, so a plural subject must have a plural verb, a singular subject must have a singular verb. For example: The books are on the table. The book is on the table.
suffix	A suffix is a group of letters joined to the end of a word to change its meaning. For example: *-er* in *maker* (= a person or machine makes something); *-ness* in *happiness* (= the state of being happy)
syllable	A word or part of a word that contains one vowel sound when you say it. For example: vow-el, con-nec-tive

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tense	The form of a verb that shows when something happens in the past, present and future.
present tense	For example: I am walking.
past tense	For example: I have walked.
future tense	For example: I will walk.
verb	A verb can describe an action or process (for example: dive, chew, heal, thaw), a feeling or state of mind (for example: worry, think, know, believe), or a state (for example: be, remain). A sentence usually contains at least one verb.
regular verbs	Regular verbs change their endings in predictable ways. In the present tense most verbs add an -s in their third person form. For example: I run, she runs. The suffix -ed is added to form the past tense. For example: I shout, we shouted. -ing is added to form participles. For example: I listen, she is listening, we were listening, they will be listening.
irregular verbs	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 one of the following letters: a, e, i, o, u and sometimes y.
word family	A word family is a group of words related to each other by grammar and meaning. For example: word, wordy, wording, word-list.