

**Simile** : A comparison between two things that uses the words 'like' and 'as'

*As quiet **as** a mouse.*

*Slept **like** a log.*

**Homophone** : A word that sounds the same but has a different meaning and is spelt differently.

*Which/witch            There/their*

*Knight/night            deer/dear*

**Metaphor** : using a word or phrase in a way that is not literal.

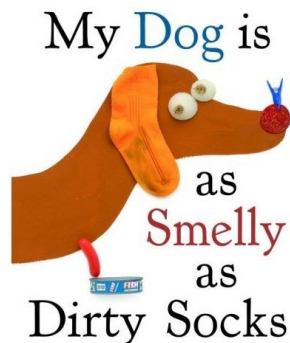
*She is a walking dictionary.*

*The picture touched our hearts.*

**Alliteration** : When two or more words close to each other have the same beginning letter sound.

**Peter Piper** picked a **pickled** **pepper**.

The **gorgeous**, **green** **grass** **grew** on the **ground**.



**What is this an example of?**

**Full stop** : Use at the end of **EVERY** sentence.

**Capital letter**: **EVERY** sentence starts with a capital letter. They are also used for names of people, places (proper nouns)

**Comma** : used to make a pause in a sentence, to separate items in a list or to separate a clause from the main clause.

*I went to the shop to buy milk, bread, juice and chocolate.*

*The frog, who was green and slimy, sat on the lily pad.*

**Apostrophe** : Has two main uses:

- to replace a missing letter in a contraction.
- To show possession, that something belongs to someone or something.

*The boy's football didn't go over the fence.*

**Exclamation mark** : You use these to indicate shouting, surprise or excitement in speech or a character's thoughts.

*The sun was coming up. She must hurry!  
Wow! That's a real mammoth's tooth!*

**Question mark** : Used at the end of a sentence that is a question. Usually start with the words who, what, where, why and how.

*When will I finish school?*

*Do you like cake?*

**Ellipses** : used when important words are left out of a sentence or also used to indicate a pause in speech. They are useful in getting right to the point.

*After school I went to her house ... and then came home."*

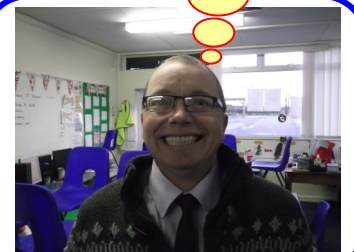
**Speech marks (inverted commas)** : used to show a single word or phrase that are spoken.

*'Look' said a voice behind me.*

*'Please could I have a go?' said the girl.*

# Punctuation & Grammar Helpsheet

**A comma could save my life!**



**Let's eat Mr Reed!**

**Let's eat, Mr Reed!**

**Year 4**



**Noun:** names a thing or idea (chair, ball)

**Proper noun:** names a person or place (Sarah, London) with a capital letter.

**Pronoun:** takes the place of a noun (I, you, it, *he, she, us, we*, they, me, him, her, them)

**Possessive pronouns:** These words demonstrate ownership e.g. my, **mine**, our, ours, its, his, her, **hers**, their, **theirs**, your and **yours**

**Determiners :** Nouns often have a determiner in front of them. The most common determiners are the words **the, this, a** or **an**.

**Verb:** describes an action or a process, it is a **doing** word (*dive, chew, jump, worry, think*)

**Adjective:** Gives us more information about nouns. They are **describing** words (beautiful, filthy, brave, angry, little, late)

**Adverb:** Answer questions such as when? Where? Why? How? And tell us more about the verb, (*angrily, loudly, yesterday, always*)

**Contraction:** A shortened form of a word or group of words where the missing letters are replaced by an apostrophe. (I'll, I'd, don't, can't, they'd, you're, they've)

**Preposition:** a word used with a noun or a pronoun to show place, position or time. (into, along, through, across, behind, down, up, over, by, in, around, on)

**Conjunction:** (*and, but, for, or, because, after, although*, and so on) They are used to link ideas in a piece of writing.

**Interjection:** expresses strong emotion (*yikes! wow! ouch!* and so on)

**Vowel :** A, E, I, O, U

**Consonant :** Any other letter in the alphabet that isn't a vowel.

**Root words :** A root word is a real word that you can make new words from by adding prefixes or a suffix (friend, use, employ)

**Suffix:** is a group of letters joined to the end of a word to change its meaning. (able, ant, hood, ment, tion, ty)

**Prefix :** A group of letters joined to the front of a word to change its meaning (un, dis, out, ab, anti, sub, ex).

**Present progressive tense:** This is used to describe an action that is happening at the moment of speaking. E.g. I **am swimming** or They **are waiting**.

**Past progressive tense:** This is used for a continuous action that happened in the past. E.g. I **was reading**. They **were writing**.

**Present perfect tense:** This is used to talk about experiences in a way that doesn't refer to when they happened e.g. I **have never been** abroad. (I **have never travelled**)

**Past perfect tense:** This is used to talk about an event that was completed in the past. E.g. I **had watched** the film already.

## CLAUSES & PHRASES

**Adverbial Phrase :** A group of words that play the role of an adverb.

I arranged to meet him **outside the bank**.  
I waited **for half an hour** but he didn't arrive.

**Main Clause :** A simple sentence has one main clause, it can stand alone by itself and makes sense by itself. By adding other types of clause to a simple sentence it becomes a complex sentence.

**I read my book.**

**The cat sat on the mat.**

**Sub-ordinate/Dependent Clause :** A dependent clause (or sub-ordinate clause) is one that cannot stand alone as a complete sentence because it does not express a complete thought, the reader is left wondering. It can go at the beginning or the end of a sentence.

**While I was waiting for you**, I read my book.

I read my book – would make sense by itself.

While I was waiting for you – needs extra information to make sense.

**Embedded/Relative Clause :** Adds extra information to a main clause and is marked with commas either side. They usually start with when, who, that, which or whose. The main clause makes sense by itself, the embedded clause would not make sense by itself.

My bike, **that is old**, is broken.

The witch, **who has green eyes**, is very spooky.