



Grammar and Punctuation Achievement



Teachers can make the following awards to pupils for recall and knowledge of the features of grammar and punctuation:

Apprentice

You become an Apprentice when you can explain and give examples of any four words from the step. (They do not have to be learned in order.)

High Flyer

You become a High Flyer when you can explain and give examples of any eight words from the step. (They do not have to be learned in order.)

Master

You become a Master when you can explain and give examples of all words from the step.

When you achieve Apprentice, High Flyer or Master status you will be presented with a badge to wear with pride around the school.

For more information please visit the website:

<http://fdslive.oup.com/www.oup.com/oxed/primary/grammar-quiz/index.html?region=uk>

Step 1(Red)

	Key terminology	Explanation/ Example
1-1	Sentence	A group of words that mean something. (It always has to make sense)
1-2	Word	A group of sounds that go together to create meaning e.g. chair, run.
1-3	Letter	A single symbol that represents a sound. All 26 letters make up the alphabet.
1-4	Capital letter	An uppercase letter (always large in size) used to show the start of a sentence or a proper noun (name).
1-5	Full stop	A punctuation mark (.) placed at the end of a sentence.
1-6	Exclamation mark	A punctuation mark (!) placed at the end of a sentence which expresses a very strong feeling.
1-7	Vowel	The letters A, E, I, O, U. (sometimes Y makes a vowel sound)
1-8	Question mark	A punctuation mark (?) placed at the end of a question.
1-9	Consonant	All letters excluding vowels.
1-10	Punctuation	Punctuation is a mark that helps to understand the meaning of the sentence. (. , ; : ? ! - - () “ ” ‘ ’).

Step 2 (Blue)

	Key terminology	Explanation/ Example
2-1	Singular	A noun which refers to one thing e.g. cat, sandwich.
2-2	Plural	A noun which refers to more than one thing, and normally has a suffix –s or –es, e.g. cats, sandwiches.
2-3	Prefix	A prefix is a group of letters added at the beginning of a word in order to change its meaning e.g. dis appear, un do.
2-4	Pronoun	A word that takes the place of a noun in a sentence e.g. he, she, their, it, you, me.
2-5	Synonym	A word that means the same, or nearly the same, as another word. For example, a synonym of cheerful is happy .
2-6	Antonym	Words that mean the opposite of each other, such as wet and dry .
2-7	Verb	A word for an action e.g. run, swim, put.
2-8	Noun	A word for the name of a person, place, or thing.
2-9	Present tense	What is happening now.
2-10	Comma in a list	When there are more than two items in a list, they should be separated using commas. The last item is usually separated with 'and', 'or' or 'but' e.g. I have not seen any foxes, badgers or deer in these woods this year.
2-11	Suffix	A suffix is a group of letters added at the end of a word to change its meaning e.g: happiness, longer, swimming.

Step 3 (Green)

	Key terminology	Explanation/ Example
3-1	Adjective	A word that describes a noun e.g. The cat is very happy .
3-2	Adverb	A word that describes a verb e.g. The cat ran quickly .
3-3	Past tense	What has happened in the past.
3-4	Apostrophes for possession	A punctuation mark (') placed before an s to show that something belongs to someone or something e.g. Hannah's mother went to town in Justin's car.
3-5	Apostrophe for Omission	A punctuation mark (') placed where a letter/ letters are missed out of words (contractions) E.g. cannot can't, he would he'd
3-6	Command	A sentence which tells someone to do something.
3-7	Exclamation	A sentence which expresses a very strong feeling. It always has an exclamation mark at the end.
3-8	Statement	A sentence that gives someone information about something. It always has a full stop at the end.
3-9	Question	A sentence that asks a question. It always has a question mark at the end.
3-10	Compound sentence	A sentence where two sentences are joined together with a conjunction e.g. It is hot but I am wearing my coat.

Step 4 (Yellow)

	Key terminology	Explanation/ Example
4-1	Noun phrase	Two or more words that act as a noun e.g. sky blue or the girl who won the prize .
4-2	Conjunction	A word that is used to join parts of a sentence e.g. and, but, because, so, when, where, while, although.
4-3	Inverted commas/speech marks	A punctuation mark (") placed before and after words that somebody has said e.g. "It is hot in here." said Sue.
4-4	1 st / 2 nd /3 rd person	1 st person: Told from the writer's point of view. Uses words such as I, me, my . 2 nd person: Told <u>to</u> somebody else. Uses words such as you and your . 3 rd person: Told about somebody else. Uses words such as he, she, they, Jack, Sita .
4-5	Preposition	A word that gives information about the time, direction or location e.g. on, in, at, between .
4-6	Word Family	A group of words that all come from the same root word e.g. rescued, rescuing, rescues, rescuer.
4-7	Clause	A part of a sentence that has its own verb e.g. sitting on the floor. It does not have to make sense on its own.
4-8	Subordinate Clause	A part of a sentence that doesn't make sense on its own.
4-9	Complex sentence	A sentence that is made up of two parts: one part that makes sense on its own and one part that does not make sense on its own. E.g. The cat, who was black, sat on the mat. (The subordinate clause is usually separated with commas)
4-10	Simple sentence	A sentence that does not have a conjunction or any clauses that don't make sense on their own.
4-11	Direct speech	Words which are actually said by the speaker.

Step 5 (Red)

	Key terminology	Explanation/ Example
5-1	Reported speech	Speech that is told in the 3 rd person e.g. Mr Jones said that he was happy to win first place. Speech marks are not used in reported speech.
5-2	Homophone	Words which sound the same but have different meanings e.g bear and bare, there, their and they're.
5-3	Homograph	Words which are spelt the same but have different meanings e.g. minute can mean a unit of time or very small.
5-4	Adverbial	A word or group of words that give more information about the verb. It can describe the time, place or manner. They answer questions such as where? When? How? Why? e.g. After we had eaten. I dropped the glass on the floor .
5-5	Determiner	Words which give information about a noun, but don't describe it (adjective) e.g. An apple is a healthy snack. Two thieves stole a dozen cars.
5-6	Possessive Pronoun	A pronoun which refers to a specific person/people or thing/things belonging to something e.g. mine, yours, its, his, theirs.
5-7	Relative pronoun	A pronoun which gives more information about the noun. Common relative pronouns are who, whom, whose, which, what .
5-8	Relative clause	A clause that explains or describes something/ someone that has just been mentioned and starts with that, which, who, when, where . e.g. The boy, who had red hair , sat on the bench.
5-9	Cohesion	Cohesion is where ideas are linked together to create one flowing piece of writing. This is achieved by using pronouns, conjunctions or adverbials.
5-10	Ambiguity	When a sentence or clause could have more than one meaning e.g. I rode a black horse in red pajamas

Step 6 (Blue)

	Key terminology	Explanation/ Example
6-1	Modal Verb	Verbs which express a possibility and change the meaning of other verbs. They are normally will, would, can, could, may, might, shall, should or must . e.g. I can do this maths work by myself This ride may be too scary for you (Changed from is to be)
6-2	Parenthesis	A parenthesis is an extra word/ phrases that are put into a sentence. They are usually written in brackets, between commas or between dashes.
6-3	Dash	A punctuation mark (-) placed in informal writing to introduce subordinate information.
6-4	Bracket	A punctuation mark () placed around subordinate information in a sentence.
6-5	Subject	The person or thing that does the action of a verb. The subject is the noun before the verb, e.g. The boy ran from the cat.
6-6	Object	The object that is acted upon by a verb. It is a noun which is usually after the verb, e.g. The boy ran from the cat .
6-7	Hyphen	A punctuation mark (-) that joins two or more words together e.g. Compound nouns = mother-in-law Verbs made from two nouns = ice-skate Compound adjectives = green-fingered Adding a prefix to some words = ex-wife
6-8	Ellipses	A punctuation mark (...) placed in a sentence to show a character trailing off in speech or to show a pause for emphasis or suspense, or to show where words have been missed out.
6-9	Colon	A punctuation mark (:) used to introduce an example or explanation within a sentence, e.g. I had to pack a lot for the trip: a whistle, first aid kit and spare clothes.
6-10	Semi-Colon	A semi colon is used to join two complete sentences that are very closely related (instead of using a conjunction) e.g. Susan went to bed early; she was tired from an exciting day at the zoo.
6-11	Active	A sentence is active when the subject is doing the action E.g. The police caught the thief
6-12	Passive	A sentence is passive when the subject has the action done to it. E.g. The thief was caught by the police