

# Hyphen

Hyphens are used in many compound words to make the meaning clear and turn it into a compound adjective or a compound noun.

***Man-eating tiger as opposed to man eating tiger.***

***Passer-by as opposed to passer by.***

We use hyphens to show that a word is continuing on the following line.

***At the amazing safari, we saw enormous elephants, ferocious lions and rampaging rhinoceroses.***

We use hyphens in the numbers from twenty-one to ninety-nine where two numbers are put together to make another.

***Twenty-one, twenty-two etc.***

We use hyphens in informal phrases with words that are not usually used singly.

***Wishy-washy, free-for-all***

We usually use a hyphen after the prefixes all- and self-. They make compound adjectives and nouns.

***Self-portrait, all-knowing etc.***

Hyphens are used with a word that has a prefix, to avoid doubling up a vowel and changing the pronunciation.

***Re-enter as opposed to reenter.***

We sometimes need to use a hyphen within a word that has a prefix to make the meaning clear.

***Recover has a different meaning to re-cover.***

# Colon

A colon can be used to:

1. introduce a list

***There are three things Sarah needs from the shop: crisps, bread and milk.***

2. link independent clauses together to expand sentences. They often introduce an explanation.

***You often see dogs panting in summer: it helps them cool down.***

# Semi-colon

A semi-colon can be used to:

1. separate items in a list when the items have commas.

*We visited China, Japan and Thailand in the summer; Canada, Alaska and Hawaii in the winter; and Italy in Autumn.*

2. separate two **closely related** independent clauses instead of using a conjunction.

*James enjoys playing tennis; he doesn't like football.*

# Dash

A dash can be used to:

1. indicate parenthesis (extra information) within a sentence

*I miss Amelia – my best friend – everyday.*

2. separate two independent clauses (more commonly used in informal writing)

*My younger brother can be good fun – he can also be a complete pain at times.*

# Brackets

Brackets are used when you want to add **parenthesis** (extra information), or a **thought**, to a sentence.

*My little sister threw a wobbly (better known as a tantrum) when she couldn't have the toy.*

*The present turned out to be a magnificent painting (definitely not what I was expecting).*

# Possessive Pronouns

Possessive pronouns are used to show ownership of a person or thing.

*Tom is a good friend of mine.*

*Can you tell your brother, I'll meet him after school?*

# Standard English

It follows grammatical rules like the correct use of verb tenses and pronouns.

**Non-standard English:** *They ain't got nothing.*

**Standard English:** *They haven't got anything.*

# Active/Passive voice

**Active voice** = the **subject** of the sentence performs the **action** to the **object**.

*The **winner** of the race **lifted** the **trophy**.*

**Passive voice** = the **subject** has the **action** 'done' to it – the **object** of the sentence comes first.

*The **trophy** was **lifted** by the **winner** of the race.*

# Auxiliary Verbs

Auxiliary verbs are verbs which form the **tense**, **mood and voice** of other verbs. They are also known as 'helping verbs'.

She **has** bought some tropical fruits.

He **will** be the best goalkeeper.

You **are** never too old to learn.

# Modal Verbs

Modal verbs are auxiliary verbs which cannot usually work alone. They are used with a main verb.

Modal verbs can also be used to show:

**Advice or obligation;**

Pupils **must** wear a uniform.

You **should** not smoke.

**Habits;**

I **will** often have cereal for my breakfast.

We **shall** always enjoy a walk in the park.

**Permission;**

**May** I leave a few minutes early?

Please **can** we have an ice-cream?

**Ability;**

My Grandfather **could** draw very well.

I **can** ride my bike.

# Fronted Adverbials

Time	Frequency	Place	Manner	Possibility
Afterwards,	Often,	Above the clouds,	Sadly,	Almost unbelievably,
Already,	Again,	Below the sea,	Slowly,	Much admired,
Always,	Daily,	Here,	Happily,	Nearly asleep,
Immediately,	Weekly,	Outside,	Awkwardly,	Quite understandably,
Last month,	Fortnightly,	Over there,	Bravely,	Really happily,
Now,	Yearly,	There,	Like a ...	Perhaps,
Soon,	Sometimes,	Under the ground,	As quick as a flash,	Maybe,
Yesterday,	Rarely,	Upstairs,	As fast as he could,	Just arrived,
Today,	Every second,	In the distance,	Without a sound,	Certainly amused,
Tomorrow,	Twice a year,	Between the sea and the sky,	Without warning,	Obviously angry,
Next year,	Once a minute,	Everywhere she looked,	Unexpectedly,	Definitely confused,
In January,	Once,	Around the tent,	Unfortunately,	Completely exhausted,
On Tuesday,	Once or twice,	Back at the house,	Suddenly,	Barely alive,
In the morning,	Three times,	Nearby,	Mysteriously,	Out of breath,
After a while,	Constantly,	Down by the cliffs,	Frantically,	Decidedly unimpressed,
As soon as she could,	Regularly,	Behind the shed,	Anxiously,	Perfectly confident,
Before long,	Frequently,	In the wooden box,	Courageously,	Positively trembling with excitement,
All of a sudden,	Infrequently,	Over my bed,	Silently,	Purely practically,
In the blink of an eye,	Occasionally,	Somewhere near here,	Curiously,	Somewhat flustered,
Just then,	Rarely,	Far away,	Nervously,	Utterly joyous,
Eventually,	Never in my life,	Wherever they went,	Rapidly,	Totally overwhelmed,
Later,	Never before,	North of here,	Carefully,	

# Determiners

Definite and Indefinite Articles	Possessive Determiners	Interrogative Determiners	Demonstrative Determiners	Quantifiers
the	her	which	this	more
a	his	what	those	less
an	our	whose	these	any
	my		that	few
	your			lots of
	their			some
				many
<b>The</b> boy sat on <b>a</b> chair.	<b>Their</b> house is in London.	<b>Which</b> street is it on?	<b>Those</b> books over there.	<b>Many</b> people celebrate at Christmas.

# Relative Clause

A relative clause can be used to give additional information about a noun.

They are introduced by a relative pronoun like 'that', 'which', 'who', 'whose', 'where' and 'when'.

Rachel liked the chair, *which was very comfortable.*

I was cross at the dog, *who had just eaten my homework.*

# Present Progressive Tense

The present progressive tense is used to describe an activity currently in progress.

*I am reading right now.*

*It is raining cats and dogs.*

*We are watching a movie.*

# Past Progressive Tense

The **past progressive tense** is used to describe an ongoing activity in the past.

*They were painting the fence.*

Often, the past progressive tense is used to set the scene for another action.

*They were painting the fence while I was cutting the grass.*

# Prepositions

A **preposition** is a word that tells you where or when something is in relation to something else. They are usually placed directly in front of a noun.

Prepositional Openers to Show Location	Prepositional Openers to Show Time	Prepositional Openers to Show Movement
Above the mountains,	After breakfast,	Against the strong wind,
Behind the sofa,	Before sunset,	Along the riverbank,
Below the clouds,	By the evening,	Down the street,
Beside my best friend,	During the visit,	From another country,
Between the land and the sea,	From sunrise,	Into the open,
By the road,	On Tuesday,	Off the bus,
In the classroom,	Past six o'clock,	On the floor,
Inside his mind,	Since yesterday,	Onto the platform,
Near to the danger,	Through the night,	Out of nowhere,
On the path,	Until next month,	Through the tunnel,
Over the fields,	On the hour,	Towards the noise,
Through the dense forest,		Up the stairs,

# Subjunctive Mood

The **subjunctive mood** is for expressing wishes, proposals, suggestions, demands or imagined situations.

I wish it *were* Friday.

If I *were* a millionaire, I would buy a boat.

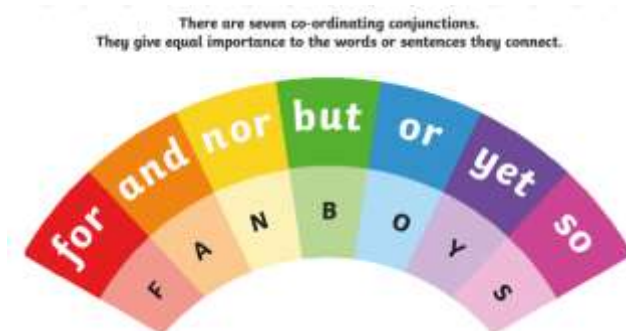
It's crucial *that* he sing in the performance.

I hope *that* you are able to come.

(The verbs '*were*' and '*that*' are written in the subjunctive mood)

# Co-ordinating Conjunctions

They can join two verbs, two nouns, two adjectives, two phrases, or two independent clauses.



# Quick SPaG Vocabulary

## Noun

A noun is a word that represents a person, thing, concept, or place.

## Verb

A verb is a word used to describe an action, state or occurrence.

## Adverb

An adverb is a word that describes how an action is carried out.

## Adjective

An adjective is a word that tells us more about a noun.

## Adverbial

Adverbials are words that gives us more information about a verb.

## Compound Sentence

A compound sentence joins two independent sentences together using a coordinating conjunction.

## Complex Sentence

A complex sentence joins an independent sentence and a dependent sentence together by using a subordinating conjunction.

## Independent clause

An independent clause is a clause that can stand alone as a sentence.

## Dependent clause

A dependent clause (or subordinate clause) is a clause that cannot stand alone as a complete sentence because it does not express a complete thought.

## Inverted commas

Inverted commas are used to show where direct speech or a quotation begins and ends in a sentence.

## Prefix

A letter or group of letters added to the **beginning** of a word to change the meaning or make a new word.

## Suffix

A letter or group of letters added at the **end** of a word to make a new word.

## Synonym

A word or phrase that means exactly or nearly the same as another word or phrase.

## Antonym

An antonym is a word that means the opposite of another word.

# Subordinating Conjunctions

A subordinating conjunction is a **word or phrase that links a dependent clause to an independent clause.**

After	Once	Until
Although	Provided that	When
As	Rather than	Whenever
Because	Since	Where
Before	So that	Whereas
Even if	Than	Wherever
Even though	That	Whether
If	Though	While
In order to	Unless	Why

He inspires me always *because* he believes in me.

She manages to climb *even though* she's scared of heights.



# A GUIDE TO SPAG...

