



Use capital letters, full stops, question marks and exclamation marks

A capital letter is used at the beginning of each sentence and proper noun. (The **S**arah **L**ondon)

Sentences end with a different punctuation mark depending on their meaning.

Full stops are used at the end of statements. (.)

Question marks are used at the end of questions. (?)

Exclamation marks are used at the end of exclamations. (!)

Different sentence types

Statement – A sentence that tells the reader a fact or idea about a single topic. Statements are punctuated with a full stop. **Elephants have a trunk.**

Question – A sentence that seeks an answer from a person. Questions are punctuated with a question mark. **When are you going on holiday?**

Exclamation – A sentence that uses 'what' or 'how' to show a person's feelings. Exclamations end with an exclamation mark. **What a disaster that was!**

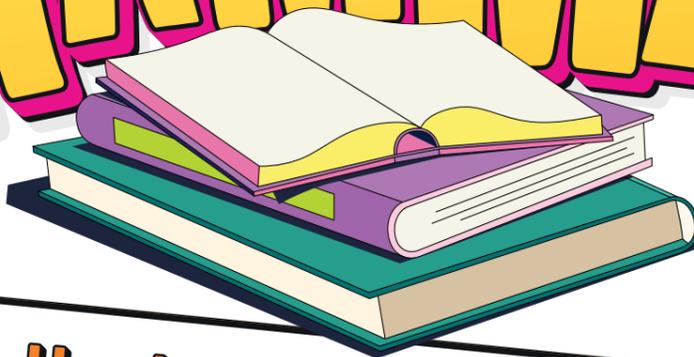
Command – A sentence that tells somebody what to do. Commands end with a full stop or exclamation mark. **Bring me my hat.**

Use the progressive form of verbs

The progressive form of a verb is used to show that an event is happening now and is still ongoing. A present tense verb and the word 'is' or 'are' is used to create the progressive form.

The class **were singing**.

GRAMMAR



Use the suffixes -er and -est

The suffix 'er' is used at the end of an adjective to show that two things are being compared.

Harry's voice is **louder** than Ryan's.

The suffix 'est' is used at the end of an adjective to compare more than two things. This is a superlative adjective.

Mohammed was the **tallest** boy in school.

Use the suffix -ly

The suffix 'ly' is used to change an adjective to an adverb. An adverb provides more information about a verb and describes where, why, how or when something is done.

Dami read her book **quietly**.

The lion roared **ferociously**.

Use the suffixes -ful and -less

The suffixes 'ful' and 'less' are added to the end of words to create adjectives. An adjective is a word that describes a noun.

hope + ful = hopeful

beauty + ful = beautiful

help + less = helpless

spot + less = spotless

Use the present and past tense

The past tense is used if something has already happened.

Jane **kicked** the ball.

The present tense is used if something is happening now.

Jane **is kicking** the ball.

Use the suffixes -ness, -er and -ment

Suffixes are added to the end of a root word. The suffixes 'ness', 'er' and 'ment' are added to words to form nouns.

ill + ness = illness

happy + ness = happiness

clean + er = cleaner

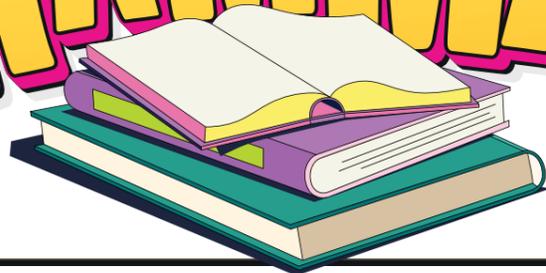
run + er = runner

achieve + ment = achievement

refresh + ment = refreshment



GRAMMAR



Use commas in a list

Commas are used to separate items in a list. The conjunction 'and' is used between the last two items.

James bought milk, bread and eggs at the shop.

Zahra likes to play tennis, football, netball and badminton.

Use apostrophes for possession

Apostrophes are used before an 's' to show that something belongs to that person.

Sarah's ball.

Tom's backpack.

The tiger's teeth.

England's weather.

Use apostrophes to form contractions

A contraction is a word that is formed when two words have been joined together. An apostrophe is used in place of the missing letters.

**I am = I'm
she is = she's
must not = mustn't**

Join clauses using co-ordinating conjunction

A conjunction is a word that links two words or clauses together. A co-ordinating conjunction joins two clauses of equal importance.

I have a pet dog but my brother wants a pet cat.

We can go swimming or we can go to the funfair.

Spell Common Exception Words

Christmas	climb	half	path
Mr	clothes	hold	people
Mrs	cold	hour	plant
after	could	improve	poor
again	door	kind	pretty
any	even	last	prove
bath	every	many	should
beautiful	everybody	mind	steak
because	eye	money	sugar
behind	fast	most	sure
both	father	move	told
break	find	old	water
busy	floor	only	who
child	gold	parents	whole
children	grass	pass	wild
class	great	past	would

Join clauses using subordinating conjunctions

A subordinating conjunction is used to introduce a subordinate clause. Subordinating conjunctions connect the subordinate clause to the main clause. A subordinate clause does not make sense on its own.

I went to the cinema when school was over.

The dog barked because his paw was trapped.

Expanded Noun Phrases

A noun is the name of a person, place or thing.

An expanded noun phrase provides more detail or information about a noun. Usually an adjective is used to describe the noun.

The huge building.

The hungry children gobbled the delicious ice cream.