



West Melton's Glossary of SPaG Terms

Glossary

This glossary is not intended to be exhaustive but used consistently through school in both teaching and learning and display. It relates primarily to words and phrases that the children should know and understand as outlined in the National Curriculum.

	Definition	Examples
abbreviation	a shortened form of a word	approx - approximately Ltd - limited cm - centimetre e.g.- example
acronym	an abbreviation made from the first letter of a group of words	Lol - laugh out loud BBC - British Broadcasting Company SPaG- Spelling, Grammar and Punctuation.
active voice	Using a verb in the usual pattern of subject then verb. The subject performs the action.	I am He is They are I don't He doesn't The cat saw the dog.
adjective	Adjectives describe nouns.	The jumper was red . You did some really amazing learning today.
adverbs	Adverbs give more information about a verb. They tell us where, when or how.	The boy ran down the street quickly . (how) The insect was near the river. (where)
fronted adverbial	When an adverb or adverbial is positioned at the start of a	Later in the evening , the man fell asleep. (when)

	sentence. It must be followed by a comma.	
agreement	The subject and verb must agree with each other in person and number.	She has a cat (verb) I see them (subject) They are at home (verb)
alliteration	The use of the same beginning consonant sound in a sentence or verse.	She sells sea shells on the sea shore.
antonym	Antonyms are two words that have opposite meanings.	hot - cold light - dark loud - quiet
apostrophes	Apostrophes are punctuation marks that have two uses: <ul style="list-style-type: none"> • To show the place of missing letters (omission) • To show possession (that something belongs to someone or something) 	I'm going out tonight. Hannah's mother went shopping.
ambiguity	Is when it is unclear who is performing an action or what the action is.	Dogs must be carried on the Underground (Does it mean you must pick your dog up if you take the Underground or is it compulsory to carry a dog?)
article	'a/an' and 'the' are articles which are also determiners.	a / an / the
brackets	Used when the writer wants to add more information.	The girl (wearing the red coat), suddenly appeared at the window.
Clarify Clarification	To make something more clear or easier to understand.	Can you clarify what this means? Can I have further clarification ?
clause	A clause is a group of words that has a subject and a verb.	It was raining. We stayed inside.

<p>main clause</p> <p>subordinate</p> <p>relative clause</p>	<p>A main clause makes sense on its own.</p> <p>Is a clause which explains or gives more information about the main clause. It would not make sense of its own and it always begins with a subordinate conjunction.</p> <p>A relative clause is a special form of parenthesis which is introduced using that, which, who, whom, whose.</p>	<p>We will go for a picnic unless it rains. main clause + subordinate clause</p> <p>If you jump in the pool first, I will follow you.</p> <p>The girl, who was wearing a blue coat, ran after her dog.</p> <p>Sometimes the relative pronoun is omitted e.g. Paul, <i>(who is)</i> a great man, built an incredible house.</p>
<p>cohesion</p>	<p>A text has cohesion when all the parts fit and link together.</p>	<p>Conjunctions, pronouns and adverbials support cohesion within paragraphs.</p>
<p>colon</p>	<p>A colon has two uses:</p> <ul style="list-style-type: none"> a) To introduce a list b) To separate two clauses where the second clause is directly related to or explains the first. <i>(It is often used instead of because)</i> 	<p>My friend bought me some amazing presents: a watch, a jumper and a book.</p> <p>Life is like a puzzle: half the fun is trying to work it out.</p>
<p>colloquial</p>	<p>Words used in everyday language rather than in formal speech</p>	<p>mum for mother working your socks off telly - television</p>

<p>comma</p>	<p>a) A comma is used to separate 3 or more items in a list.</p> <p>b) To separate a fronted adverbial</p> <p>c) To show parenthesis in a complex sentence</p>	<p>I would like a banana, orange and apple.</p> <p>Later in the evening, the man went to the shop.</p> <p>Jill, my boss, is 28 years old.</p> <p>The knight, who was handsome and valiant, finally defeated the dragon.</p>
<p>command</p>	<p>A command is a sentence that gives an order or contains an imperative (a bossy word).</p>	<p>Put that down.</p> <p>Walk carefully around the classroom.</p> <p>Don't shout!</p>
<p>compound compound sentence</p>	<p>A compound word contains two words.</p> <p>A compound sentence is a sentence that includes a conjunction to link two ideas together.</p>	<p>Superman Bookshop</p> <p>Max thoroughly enjoyed his visit to the Space Centre, however he did wish he had taken enough money to buy a souvenir.</p>
<p>conjunction</p> <p>Coordinating conjunctions</p> <p>Subordinating conjunctions</p>	<p>A conjunction links words / phrases and clause together.</p> <p>Join clauses that make sense on their own.</p> <p>Subordinating conjunctions link subordinate clauses to a main clause. They can be at the beginning (followed by a ,) or at the end (no comma used).</p>	<p>It will rain in the morning and it will rain the afternoon.</p> <p>Before I went out, I brushed my hair (E.g. because, as, so, if, although, despite, unless, when, after, before, while, since, until, during, despite).</p> <p>They can also be relative pronouns and introduce a relative clause (E.g. who, which, where, when and that).</p>
<p>consonant</p>	<p>All letters that are not vowels.</p>	<p>b,c,d,f,g,h,j,k,l,m,n,p,q,r,s,t,v,w,x,y,z</p>

dash	<p>Dashes can be used to show parenthesis.</p> <p>A dash is also used to indicate a break in speech or train of thought, or to add an afterthought to speech.</p>	<p>The man - aged 14 - went inside!</p> <p>"I-I don't know what you are talking about"</p> <p>I didn't like Claire - not even a bit!</p>
definition	The meaning of a word.	<p>The definition of 'Extraordinary' is very unusual or remarkable.</p> <p>The definition of 'Articulate' is having or showing the ability to speak fluently and coherently.</p>
determiner	Determiners go before a noun / noun phrase to show the relationship of a noun to its context. It identifies which noun is being referred to.	<ul style="list-style-type: none"> ● articles - a,an, the ● demonstratives - this,that,these,those ● possessives - my,your,his,her,its,our,their ● quantifiers - some,any,no,many,few,all,either,each ● numbers - one, two ● some question words - which,what,whose
dialogue	Speech	<p>"Sit down please." (Direct speech)</p> <p>He told the boy to sit down. (Reported speech)</p>
direct and indirect speech	<p>Direct speech repeats the actual words that are spoken.</p> <p>Indirect speech/ reported speech sums up what has been said. (Typically, indirect speech is past tense and in the third person)</p>	<p>The boy shouted, 'Run!'</p> <p>The boy shouted that they should run because the Daleks were coming...</p>
ellipsis	An ellipsis is used when you want to leave some words out for effect.	Then she fell...

<p>exclamations</p> <p>exclamatory sentences</p>	<p>Exclamations are used to show surprise or emphasis. They don't always have a verb. These are sentences which begin with a what or how</p>	<p>Oh no!</p> <p>The dog's bark was so loud! Come quick!</p>
<p>Fiction</p>	<p>Something that is invented or untrue.</p>	<p>They were supposed to be keeping up the fiction that they were listening to the instructions.</p>
<p>Figurative language These include examples from: Alliteration Personification Idiom Similie Metaphor Oxymoron hyperbole</p>	<p>When you use a word or phrase that does not have its normal every day meaning.</p>	<p>He woke up on the wrong side of the bed.</p>
<p>First person</p>	<p>When the writer speaks about themselves.</p>	<p>I was walking down the lane . . . Suddenly, I moved towards . . .</p>
<p>Formal</p>	<p>Something that follows rules, is a dressy or important occasion, or something that has official sanctioning or approval.</p> <p>1 : following established form, custom, or rule 2 : acquired by attending classes in a school 3 : requiring proper clothing and manners</p>	<p>Dear Sir, Please accept my apology . . .</p> <p>She wrote a formal apology.</p> <p>a formal education.</p> <p>a formal dance.</p>
<p>informal</p>	<p>Casual language, sometimes contractions and slang words are used within the sentence.</p>	<p>'Hi, how are you doing? Do you wanna come play at my house' asked the boy. 'Sorry, I can't' replied his friend.</p>
<p>Grammar</p>		

homonym		
homophone	Two different words that sound the same but are spelt differently and have different meanings.	see - sea some - sum hear - here
hyphen	Hyphens link two words together to make a compound noun. A hyphen is a punctuation mark that is used to avoid ambiguity. (It helps make it clear what the reader means).	man eating shark versus man-eating shark recover versus re-cover
hyperbole		
idiom		
inverted commas	Are punctuation marks that go around quotations or speech to show the actual words which are spoken	"The Hunger Games" is an amazing book. "You there - come back!" cried the man.
Metaphor	A figure of speech that is used to make a comparison between two things that aren't alike but do have something in common.	Her tears were a river flowing down her cheeks.
modal verb	Modal verbs are verbs that show certainty, possibility, ability or obligation.	would, should, could, will, might, must, ought, may, can, will He can run She might win.
mnemonic	It is a tool that helps us remember certain facts or large amounts of information. They can come in the form of a song, rhyme, acronym, image, phrase, or sentence.	Roy G. Biv is a name used to remember the colours of the rainbow: red, orange, yellow, green, blue, indigo, and violet ...
noun	A noun is an object, a place, person or a thing.	dog, school, brother, chocolate, Wednesday, idea

	<ul style="list-style-type: none"> • Abstract nouns name qualities • Proper nouns are the names of specific people, places or things. They must have a capital letter. • Collective nouns name groups of people or things • Common nouns name people or things in general (no capital letter) 	<p>happiness, love</p> <p>Manchester United</p> <p>a herd of sheep, a swarm of bees</p> <p>monkey, cat, dragon</p>
noun phrases	A group of words containing a noun and functioning in a sentence as subject, object or prepositional object.	<p>scary house</p> <p>horrible day</p> <p>adult foxes</p> <p>Around the corner, I could see the scurrying foxes.....</p> <p>The foxes scurried across the path in front of me.....</p>
object	The object is the thing or person that is involved in an action, but does not carry it out.	The man ate the cream cake. (cream cake is the object)
Onomatopoeia	It is when a word describes a sound and actually mimics the sound of the object or action it refers to when it is spoken. ...	<p>Boom</p> <p>Clash</p> <p>Ssh</p> <p>drip</p>
Oxymoron	It is a phrase made of two or more words that actually have opposite meanings.	cruel kindness," "living death".

<p>Paragraph</p>	<p>are groups of sentences that share a common idea. They are all written about a certain topic, just like friends usually share a common interest. Paragraphs often include examples or evidence to support a topic, idea, or opinion.</p>	 <p>Typical kid's paragraph</p> <p>The teacher called my house. She said my brother talked back to her yesterday. She told my mom to come in for a parent conference. My brother got into so much trouble yesterday. My mom was really mad. She screamed at him. He went to his room. He had to stay there the rest of the week.</p>
<p>parenthesis</p>	<p>When brackets, commas or dashes are used to add extra information (same as brackets above).</p>	<p>He stepped from the train (he thought he must have been there before) and looked for the exit.</p>
<p>participle</p> <p>present participles</p> <p>past participles</p>	<p>Is a verb form.</p> <p>Present participles are formed by adding -ing to a verb.</p> <p>Past participles are used after parts of 'to have' to make the perfect tense or 'to be'.</p>	<p>Teaching is my chosen career</p> <p>I have taught</p> <p>He was punished</p>
<p>passive voice</p>	<p>In the passive voice, the subject of the sentence receives the action of the verb, which is performed.</p> <p>The sentence often ends with by who is doing it or by could be added.</p>	<p>The book (subject) was written (verb) by Mr Roberts.</p> <p>The train (subject) was booked (verb) late last night.</p>
<p>Personification</p>	<p>It is when you give an animal or object qualities or abilities that only a human can have.</p>	<p>The trees were dancing in the breeze.</p>
<p>plural</p>	<p>Plurals refer to more than one.</p>	<p>cats, books - adding an 's'</p> <p>matches - adding 'es'</p>

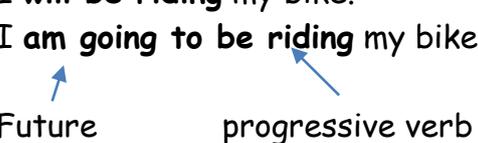
		mouse becomes mice - irregular sheep, salmon - remain the same
phoneme	It is the smallest unit of sound in a word that makes a difference in its pronunciation, as well as its meaning, from another word.	such as the /b/, /t/, and /d/ consonant sounds that are missing in some languages.
phrase	A group of words that make sense but is not a whole sentence and does not contain a verb.	scary book near the sea
prefix	A prefix is added to the beginning of a word in order to change it into another word and change the meaning.	overtake disappear
preposition	Prepositions often give information about time and place or space	Prepositions of time: after, at, before, by, for, to, until Prepositions of place: at, above, by, between, beside, from, into, onto, next to, through Other common prepositions: of, for, off Mum wanted a bunch of flowers to put on the table next to the telephone.

repetition	The act of doing or performing again. The repeated use of the same word or word pattern as a rhetorical device. an event that repeats	Let it snow, let it snow, let it snow.
root word	A word that contains only one idea or unit of meaning.	need walk friend
rhyme	Words that sound the same or similar in their endings.	Call, ball, tall Dog, frog, log.
questions	Questions are sentences that ask for information and they end with a question mark. They often start with a which, what, why, how, when or a pronoun who, whose.	What are you doing? What time would you like to come for tea? When is it time to leave? Could you please tidy your room?
Second person	A set of words or forms (as pronouns or verb forms) referring to the person the speaker or writer is addressing.	This point of view is used to address the audience in technical writing, advertising, songs and speeches. It is different from the first person, which uses pronouns including I and me, and different from the third person, which uses pronouns such as he and she.
semi-colon	<p>a) Semi-colons demarcate two clauses that make sense on their own. The semi-colon links the sentence just like a coordinating conjunction would.</p> <p>b) Semi-colons can be used to separate phrases in a list especially if other</p>	<p>She didn't like going to school; she'd always preferred to stay at home. I pay the bills; she has the fun.</p> <p>I went to the shop and bought several items: seven delicious apples, which were on sale; four yellow bananas (my mum's favourite); and two boxes of cereal.</p>

	punctuation is used within the list.	
sentence	<p>A sentence is a group of words or an idea that makes sense on its own and has a capital letter and full stop.</p> <p>Simple sentence</p> <p>Complex sentence</p>	<p>John went to his friend's house.</p> <p>Bacon sizzles in the frying pan.</p>
singular	When there is only one.	apple boy
statement	A sentence with a capital letter and full stop that explains something or gives information.	I went to London. The dog's barked loudly. Oh dear!
subject	The subject refers to the person or thing performing the action of the verb.	His father
subjunctive verb forms	Subjunctive verbs indicate unreality, uncertainty, wish, emotion, judgement or necessity.	If I were (refers to an unreal / hypothetical situation) He wishes he were home already. I wish I were stronger.
suffix	A suffix is an 'ending' used at the end of a word to turn it in to another word and change the meaning.	call - called jump - jumping joy - joyful
Simile	A figure of speech comparing two unlike things using like or as a.	Their cheeks are as red as roses.
syllable	It is a part of a word that contains a single	'book' has one syllable, and 'reading' has two syllables. We children called her Oma, accenting both syllables.

	vowel sound and that is pronounced as a unit.	
synonym	Two words are synonyms if they have the same meaning or similar meanings.	talk - speak old - elderly run - jog
Third person	A set of words or forms (as pronouns or verb forms) referring to people or things that are not being addressed directly.	To write in third person, refer to people or characters by name or use third person pronouns like he, she, it; his, her, its; him, her, it; himself, herself, itself; they; them; their; and themselves
verb	Is a 'doing', 'feeling' 'having' or 'being' word. It shows what someone is, has or does. (is, has, does, was)	walk, laugh, kiss, lives, likes It is a hot day He has a dog. She was quiet.
Vocabulary	A list or collection of words and their meanings.	An example of vocabulary is all the words that a toddler understands. An example of vocabulary is the language used by doctors.
vowel	Vowels are 5 letters that are not consonants.	a,e,i,o,u

Progressive = ing Perfect = have, has, had

Simple present	Simple past	Simple future
I ride my bike.	I rode my bike.	I will ride my bike. I am going to ride my bike.
Present progressive	Past progressive	Future progressive
I am riding my bike.  present progressive verb (the action is continuous)	I was riding my bike.  past progressive verb (the action was continuous)	I will be riding my bike. I am going to be riding my bike.  Future progressive verb (the action will be continuous)
Present perfect	Past perfect	Future perfect
I have ridden my bike.  present past (refers to an action that begins in the past but continues in the present)	I had ridden my bike.  past past (shows an action that has happened before another when both are in the past)	I will have ridden my bike. I am going to have ridden my bike.  future present past (3 verbs)

Present perfect progressive	Past perfect progressive	Future perfect progressive
<p>I have been riding my bike.</p> <p>↑ ↑ ↑</p> <p>present past progressive (perfect)</p>	<p>I had been riding my bike.</p> <p>↑ ↑ ↑</p> <p>past past progressive (perfect)</p>	<p>I will be riding my bike.</p> <p>I am going to have been riding</p> <p>...</p> <p>I will have been riding...</p> <p>↑ ↑ ↑ ↑</p> <p>future present past progressive (perfect)</p>