GRAMMAR PASSPORT

A quick guide to some key points in supporting the teaching of grammar in the classroom

SENTENCES

A sentence can be:

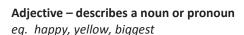
- A statement eg. This is the first page of a booklet.
- A question

 eq. Is this the best you can do?
- An exclamation eg. Good heavens!
- A command eg. Read this booklet immediately.

MAIN WORD CLASSES

Noun – names a person, place or thing eg. cat, Taunton, happiness

Pronoun – takes the place of a noun eg. he, us, it, who, ourselves



Verb – doing or being word eg. sit, ran, am, was, seemed

Adverb – describes verbs (how, where, when) eq. quickly, everywhere, yesterday

Conjunction (or connective) – joining word eq. and, but, because, although



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Noun – names a person, place or thing eg. cat, Taunton, happiness

Pronoun – takes the place of a noun eg. he, us, it, who, ourselves

Adjective – describes a noun or pronoun eq. happy, yellow, biggest

Verb – doing or being word eg. sit, ran, am, was, seemed

Adverb – describes verbs (how, where, when) eg. quickly, everywhere, yesterday

Conjunction (or connective) – **joining word** *eg. and, but, because, although*

COMMAS

In lists

eg. We saw apes, fish, birds and snakes.

To mark off extra information or asides *eg. The forest, a scary place, is best avoided.*

To separate clauses in a sentence eg. Although it was dark, we weren't afraid.

To separate dialogue from the rest of the sentence

eg. Alice said, "I'm going home."

After starting a sentence with a connective eg. Anyway, in the end I decided not to go.

To address people eg. Adam, I want you to go first.

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MORE SENTENCES

Simple sentence (one clause)

eg. Miss Smith is an excellent teacher.

Compound sentence (two or more independent clauses joined by *and*, *but*, *or*)

eg. Miss Smith is a kind person and always does her best to help everyone.

Complex sentence (a main clause with one or more subordinate clauses)

eg. As well as playing the violin, Miss Smith often performs on the trombone.

eg. Miss Smith, who simply loves football, supports Manchester United.

eg. Raising the trombone to her lips, Miss Smith played a rather jazzy tune.

Connectives that may begin a subordinate clause include: although, because, while, since, unless.

PUNCTUATING DIALOGUE

Note the use and positioning of capital letters, speech marks and general punctuation in these examples:

"Stop talking and do your work," said the teacher.

The teacher said, "Stop talking and do your work."

"Stop talking," said the teacher, "and do your work."

"Can I go now?" she asked.

"Watch out!" she shouted." Are you trying to kill us?"

When another character is about to speak, begin a new paragraph.

Speech marks are not used for indirect (reported) speech eg. He said that he knew how to ski.

APOSTROPHES

Missing letters in contractions

eg. do not – don't we had – we'd

Showing ownership or possession

eg. Mary's book... the elephant's trunk...

Note for plural nouns:

The Wilkinsons' house... the children's bags...

It's & its

It's is short for it is. eg. It's hot today.
Its is used for possession. eg. It shut its eyes.
Its, like hers, yours, ours and theirs, is a possessive pronoun. No apostrophe!

NEVER use apostrophes to form plurals

eg. We opened our books. (NOT book's)
We bought some CDs. (NOT CD's)
Back in the 1980s... (NOT 1980's)

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