

WRITE RIGHT!
Grammar and Punctuation Mats
for
Lower Key Stage 2



Word Classes

A sentence contains a set of words, each with a special role. Some sentences have a few words and some have several words, each with its own special role.

NOUN - I name everything that you can see, touch, hear, smell and taste. (Some things you cannot see are also nouns!)

ADJECTIVE - I tell the reader how the **NOUN** appears - is it big, little, angry, green, smelly, unhappy?

VERB - I show how the **NOUN** is moving, or speaking or behaving.

ADVERB - I show *when, where* or *how* the **VERB** is moving or speaking or behaving.

CONJUNCTION - I am a connective and I join one clause within a sentence to another.

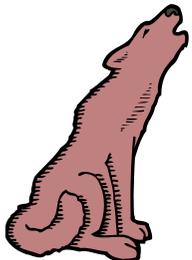
CONNECTIVE - I link ideas between sentences and paragraphs. I stick the text together.



The brown dog barked loudly.
The brown dog barked loudly because it saw a burglar.



Good writers choose super words to make their sentences exciting and interesting.



The scruffy wolfhound howled noisily.
The scruffy wolfhound howled noisily when it wanted its supper.

NOUNS

All the names of people, places, objects and emotions are **NOUNS**.



COMMON NOUNS:

These are the names of things which do not have their own special name like you do.

Some common nouns:

Good writers choose nouns that give the reader a really clear

treasure	cottage	insect	forest	gorilla	country
gold	castle	ladybird	woodland	zebra	continent
diamonds	palace	caterpillar	meadow	wolfhound	giant
silver	church	spider	farmhouse	kangaroo	ogre
emeralds	mansion	web	river	lawn	stranger
creature	wizard	beetle	stream	willow	market
dragon	witch	hedgehog	lane	sycamore	dolphin
unicorn	fairy	mountain	track	pineapple	bicycle
eagle	goblin	hillside	elephant	magic	kitchen
mermaid	dwarf	ocean	tiger	spell	explorer

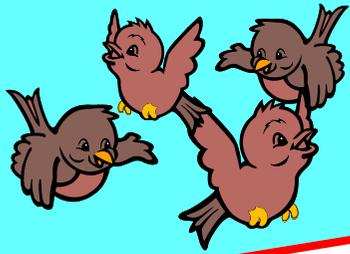
idea of what the thing is. They might write about an emerald instead of just a jewel, or a wolfhound rather than just a dog.

PROPER NOUNS:

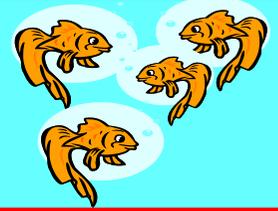
These are the real names of people, places, book and film titles, days and months. They always start with capital letters. Some proper nouns:

Mrs Smith	June	Tuesday	Ramadan	Black Beauty
Jennifer	July	Wednesday	Divali	MacDonalds
Queen Elizabeth	August	Thursday	Lancashire	Preston North End
January	September	Friday	King Henry	Benji
February	October	Saturday	Coca Cola	London
March	November	Sunday	Britain	Oak Lane
April	December	Christmas	America	Liverpool FC
May	Monday	Easter	The Gruffalo	Britain





NOUNS



PRONOUNS:

Pronouns are used instead of other nouns to stop you repeating the name of something over and over again. If you don't use pronouns, your writing can sound very silly.

Billy went to school and Billy went into Billy's classroom. Billy's teacher told Billy to sit down and get on with Billy's work.

Let's replace all those extra silly Billies with some pronouns.

Billy went to school and he went into his classroom. His teacher told him to sit down and get on with his work.

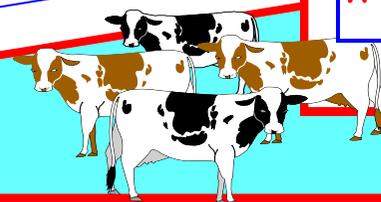
he	who	you	it
his	she	your	its
him	me	yourself	itself
her	my	we	ours
hers	mine	us	this
those	that	they	them
these	their	our	themselves

COLLECTIVE NOUNS

Did you know that some things have a group name? You know about a flock of sheep and a bunch of grapes, don't you? Keep an eye out for some more in your reading books and there are lots of lists on the internet.

A herd of cows	A flock of birds	A pack of dogs
A school of fish	A swarm of bees	A gaggle of geese
A pod of whales	An army of ants	A pride of lions
A troop of monkeys	A crash of rhinos	A mischief of mice
A parliament of owls	A mob of kangaroos	A litter of kittens

Make up some of your own! A baa of sheep! A moo of cows!
A twitter of mobiles!



ADJECTIVES

Adjectives tell the reader more about the noun; their appearance, their mood, their size, shape and their colour.



Good writers choose adjectives that show the reader exactly what the noun looks like. Huge is better than big. Tiny is better than small. Miserable is better than sad.

Some more adjectives

colour	appearance	size	mood
golden	wrinkly	huge	grumpy
emerald	beautiful	minute	sunny
sapphire	ugliest	tiny	delightful
beige	gruesome	gigantic	sulky
hazel	timid	miniature	moody
scarlet	shy	enormous	fearsome
lilac	scruffiest	little	friendliest
silver	handsome	elfin	angry
bronze	shiny	skinny	miserable



The adjective can go before or after the noun.

The **golden** coins shone brightly in the candle light.

The coins were **golden** and shone brightly in the candle light.

If you use two adjectives, put a comma after the first one. Try not to use too many. It is better to use one or two really good ones than lots of weak ones.

- The princesses' **bright, blue** eyes gazed at the handsome prince.
- Tigers' fur is **orange** with **black** stripes..
- Cinderella's sisters were very **ugly**.
- Hedgehogs hibernate in the **wintry** weather.
- **Poor** Victorian children had **hard** and **difficult** lives.
- The pirates' **stolen** treasure glistened in the **dazzling** sunshine.



VERBS

Verbs show what something or someone is doing.

Verbs show whether a sentence is in the present, past or future tense. (see the tense card).

Good writers choose powerful verbs that really show the reader how something or someone is moving or behaving.

*The boy **ran** down the road **shouting** at the top of his voice.*

Ran and **shouting** are not very powerful in giving the reader a clear picture of what is happening.

*The boy **hurtled** down the road **hollering** at the top of his voice.* That's better!

When you write, try to find the very best verb to give your reader a really clear picture of what is happening.



Speech verbs	Movement verbs			Others
said	ran	stumbled	pinched	wept
replied	sped	froze	thumped	dreamt
shouted	hurtled	wriggled	stabbed	buried
yelled	galloped	clambered	bashed	gulped
bellowed	tip-toed	rolled	clobbered	annoyed
whispered	crept	wagged	punched	swigged
cried	slithered	tickled	pelted	chomped
whimpered	wandered	trembled	nipped	swung
grumbled	strolled	shivered	tripped	applauded

ADVERBS

Adverbs give extra meaning to a verb by showing HOW, WHEN or WHERE the verb happened.

Adverbs that show how a verb is being done often, but not always, end in *ly*.

Good writers put adverbs in different places to vary the types of sentences so that the writing is more interesting.

Adverbs can be at the **beginning** of a sentence:

Suddenly, there was a clap of thunder and the tree fell down.

Within the sentence:

The wind blew softly through the grass.

At the end:

"I am feeling very frightened," said Betty anxiously.

If a sentence starts with an adverb, there is a comma after the adverb.

Gradually, the tadpole grows legs and turns into a frog

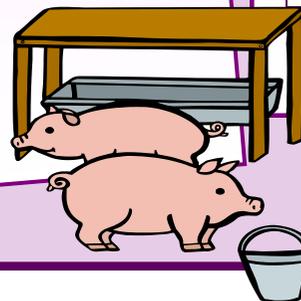
Some adverbs that show how a verb is being done do not end in *ly*.

e.g. fast, well, then, soon, next

Build your own sentences. Choose a noun, a verb and an adverb from the lists below. Make up some sentences with the adverbs at the beginning, within, and at the end of your sentences.

NOUN	VERB	ADVERB
birds	sing/sang	sweetly
boys	behave/ behaved	badly
sausages	sizzle/sizzled	loudly
horses	gallop/galoped	quickly
pupils	work/worked	well
racing car	travel/travelled	fast
pigs	eat/ate	messily

See Super Sentence card for adverbial starters.



ADVERBS

HOW		WHEN	WHERE
These adverbs show the reader HOW the verb happened.		These adverbs tell the reader WHEN the verb took place.	These adverbs tell the reader WHERE the verb happened.
 <p>The sleepy puppy dozed <i>lazily</i> in the sunshine.</p>		The athlete always went running <i>after</i> breakfast.	<i>Outside</i> of the cottage door, stood a little gnome.
lazily	gracefully	after	away
rudely	clumsily	afterwards	everywhere
messily	stupidly	before	inside
greedily	faintly	never	outside
sulkily	happily	now	around
sneakily	suddenly	soon	about
beautifully	silently	then	here
smartly	quietly	today	there
finally	strongly	tomorrow	everywhere
eventually	then	yesterday	somewhere
softly	next	when	upstairs
slowly	soon	next	downstairs



CONJUNCTIONS

A conjunction is a connective. It joins clauses within sentences.

because	since	if	though
so	while	then	but

Conjunctions join clauses in sentences. The conjunction **because** can be used to join these two sentences:

The pirate buried all of his treasure.

He didn't want anyone to steal it from him.

- *The pirate buried all of his treasure **because** he didn't want anyone to steal it.*
(clause) (clause)
- *It has been a long time **since** I went to the seaside.*
- *Betty tidied her bedroom **so** that her mum would not shout at her.*
- *You can not go out to play **if** you don't do your homework.*
- *Betty went shopping **though** she did not have any money.*
- *You wash up **while** I hang the washing out.*
- *I did my homework **then** went to bed.*
- *Tom hates fish **but** he loves chips.*



CONNECTIVES



A connective connects ideas and helps the reader to make links between different parts of the text. They stick texts together.

Time connectives help the reader to understand the passage of time within a text.

Once upon a time	That evening	Firstly
Later	Next	By lunchtime
Meanwhile	A few days later	Within moments
After a while	Soon afterwards	One fine day

By lunchtime, the four adventurers had reached the misty mountains.. *Within moments*, they were surrounded by strange creatures. *After a while*, one of them stepped forward and spoke.

Connecting adverbs connect ideas in different sentences and paragraphs.

However,	Finally,	Gradually,
On the other hand,	Eventually,	Consequently
Although,	Suddenly,	In the end,
Beside	Also	Instead

Eventually, we got to the beach but the tide was out. *Also*, the weather was awful! *However*, we decided to make the best of things and ate our picnic in the pouring rain. *In the end*, we had quite a good time.



TENSE AGREEMENT

Now or then?

When you are writing you want your reader to know if the events took place in the past or are happening now.

If you are writing about information or events that have already happened, you use past tense and the whole piece of writing - except for speech - is in the past tense. This is good for stories and history.

If you are writing about information or events that are happening now, you use present tense. This is good for non-fiction that is not about history.

The thing to remember is - don't mix them up!

It is the **VERBS** that show whether the writing is in the past or present tense.



Present tense: Now

I **am writing** to my grandma to thank her for my lovely Christmas present.
I **play** football every Saturday.
My mother **cooks** me a lovely supper every day.
Harry **stumbles** over the dog and **falls** flat on his back.



Past tense: Then

I **wrote** to my grandma to thank her for my lovely Christmas present.
I **played** football last Saturday.
My mother **cooked** me a lovely supper yesterday.
Harry **stumbled** over the dog and **fell** flat on his face.

In the future: Later

When I get home from school my mum **will make** my tea.
I **am going** to the seaside tomorrow.
Billy knew he **would be** in trouble if he was late for school again.
There **will be** a full moon tomorrow night.

When you write about the future, the verb does not change but you need an extra word such as: will; am, will be; shall.

TENSE AGREEMENT

Oh no! How horrible! Look what happens when tenses get mixed up.

Once upon a time there was a little girl who is called Little Red Riding Hood. One day Little Red Riding Hood gets up and pulled on her shoes. She ran downstairs and eats her breakfast.

But, you **can** mix tenses for letters and diaries.

Why?

Because in letters and diaries you are writing about things you have done, things you are doing and maybe, things you are going to do later.

Dear Diary,

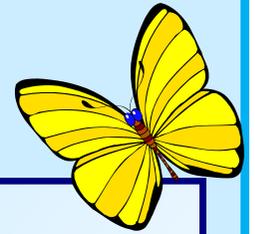
Today was very exciting. We had a strange visitor in school who showed us how to juggle. I am practising with some tomatoes. Tomorrow, Mum will buy me some proper juggling sticks.



Past tense	Present tense	Future tense	Past tense	Present tense	Future tense
ran	run	will run	sang	sing	will sing
was	am	will be	swam	swim	will swim
saw	see	will see	watched	watch	will watch
bit	bite	will bite	went	go	will go
brought	bring	will bring	lived	live	will live
were	are	will be	bought	buy	will buy
found	find	will find	woke	wake	will wake

SUPER SENTENCES

A sentence is a set of words that make sense and is complete on its own.



There are different types of sentence and good writers use a variety to make their writing interesting and lively.

Simple sentences. These are short and tell the reader just one thing.

It was a lovely sunny day.
(clause)

Compound sentences. These tell the reader more than one thing and are joined together with a conjunction.

The birds were singing and the sky was bright blue.
(clause)

Complex sentences. These have a main clause that makes sense on its own and some extra details in a subordinate clause that would not make sense on its own.

Early this morning, the birds were singing in the trees.
(subordinate clause) (main clause)



Statements, Commands and Questions

Some sentences tell the reader or listener something—these sentences are **statements**.

Butterflies lay eggs.

There was a monster living in the house on the hill.

It's lunchtime in half-an-hour.

The weather forecast is for rain and wind.

Some sentences are bossy. These are **commands** and sometimes end with an exclamation mark.

Go to your room at once!

Wait over there.

Tidy your room.

Be quiet!



Some sentences ask **questions** and end with a question mark

How are you?

I wonder what will happen next?

What is five times three, plus three divided by six?

Where were you when the bank was robbed?

SUPER SENTENCES

Super sentence writers start their sentences in different ways to show when, where or how something has happened. They can start with connectives like these: *when, if, because, although, since, until, while, over, under, beneath*

- *I wear my bright red wellingtons when it is raining.*
- *When it is raining, I wear my bright red wellingtons.*
- *We had to stay inside because it was raining.*
- *Because it was raining, we had to stay inside.*
- *I am sent to my bedroom if I am naughty.*
- *If I am naughty, I am sent to my bedroom.*
- *I am a fantastic writer although I am only seven!*
- *Although I am only seven, I am a fantastic writer*
- *The football match is cancelled since it is snowing.*
- *Since it is snowing, the football match is cancelled.*
- *I shall practise my football until I am good enough to play for Liverpool.*
- *Until I am good enough to play for Liverpool, I shall practise my football.*
- *Harry loved to read while he was eating his tea.*
- *While he was eating his tea, Harry loved to read.*
- *A little water vole called Ratty lived beside the river.*
- *Beside the river, lived a little water vole called Ratty.*
- *The boats bobbed in the gentle waves down by the jetty.*
- *Down by the jetty, the boats bobbed in the gentle waves.*



Be creative.

Think of some sentences beginning like these with adverbial phrases. They always have a comma before the rest of the sentence follows. Can you think of any others?

WHEN	HOW	WHERE
In the beginning,	Waking slowly,	In the distance,
At first,	Talking quietly,	Over the hill,
One fine day,	Running swiftly,	Around the bend.
Later that day,	Grinning stupidly,	In the deep forest,
In the wink of an eye,	Singing sweetly,	At the back of the cave,
Seconds later,	Walking steadily.	Under the floor,
Before long,	Creeping slowly,	Beside the river,
A few minutes later,	Sleeping soundly,	Through the portal,
The next morning,	Jumping for joy,	Down by the jetty,
Suddenly without warning,	Laughing out loud,	Beneath the trees,

PUNCTUATION

C

Capital letters.

Use these to begin names of people, places and the titles of books and films.
Always start a sentence with a capital letter or the sentence before might bump into it!

Sentences always begin with a capital

Full stops.

You know where these go don't you? Yes, at the end of a sentence. Just make sure that *it is* the end and it makes sense. Don't forget to say your sentence *over* and *over* again until it sounds just right. To **stop** your sentence bumping into the next one, put in the full **stop**.

Question marks

If you write a sentence that needs an answer, then it becomes a question.
Did you know that sentences that are questions end with a question mark?

A

P

S

Commas.

Commas are used to separate items in a list. This might be a list of:

Items:

Jenny went to the shop and bought some biscuits, a piece of cheese, a bottle of milk and a magazine.

Actions:

The tiger opened its eyes, yawned, stretched his claws and got ready to hunt.

Adjectives:

Princess Perfect had blue eyes, golden hair, pearly-white teeth and a terrible temper.

Speech Marks

Super writers always make sure that the reader knows which words the characters are saying. They do this by putting speech marks before the first spoken word and after the comma or full stop or question mark or exclamation mark after the last spoken word.

"Where do I put the speech marks?" asked Billy.

"Before the first spoken word and after the punctuation," she replied.

Billy said, "Thank you, Miss."

?

PUNCTUATION

Exclamation Marks

When you want to write something exciting you might use an exclamation mark. It tells your reader that something dramatic might be happening.

They show anger, excitement, fear or strong feelings. Don't use them too often or your reader might get tired of all the excitement!

*"Help!" screamed Pip as he slid down the cliff.
"How dare you!" sobbed the little girl when she was sent to her room.
Suddenly, there was a great clap of thunder and the tree fell down!*

Sentences which are commands often end with an exclamation mark.

*Be quiet!
Watch out!
Shut that door, it's freezing!*



Apostrophes - for possession

When one person or one thing has, or owns something, their name has an apostrophe before the s.

Jackie's coat is bright red.

The dog's dinner is in his bowl.

The wicked witch's finger was crooked and gnarled.

When more than one person or more than one thing has, or owns something, their names have an apostrophe after the s.

The three girls' coats were all the same colour.

The dogs' tails were all wagging at the same time.

The witches' brooms were all lined up against the wall.

Exceptions—children's; men's. women's

Apostrophes - for omitted letters. When letters move out, the apostrophe moves in! When a verb is contracted, an apostrophe replaces the missing letters.

I am	they have	we are	would have	who has	he had	it is/has
I am ↓	they have ↓	we are ↓	would have ↓	who has ↓	he had ↓	it is/has ↓ ↓
I'm	they've	we're	would've	who's	he'd	it's

Don't mix up its (belonging to it) and it's (it is).

Some shortened words that are not verbs:

let us = let's

of the clock = o'clock.

GLOSSARY

Adjective	An adjective is a word that describes something or someone. <i>a blue sky The sky is blue.</i>
Adverb	Adverbs give extra meaning to a verb, an adjective or another adverb. <i>Write neatly.</i>
Apostrophe ' 	An apostrophe is a punctuation mark used to indicate missing letters or possession. <i>Can't A dog's collar.</i>
Article	A, an and the are articles. <i>A</i> , or <i>an</i> before a vowel, is the indefinite article. Indefinite means the writer is referring to no particular object, e.g. a cat; a dog; a person. <i>The</i> is the definite article. The writer is referring to a particular object; the cat; the dog the person.
Auxiliary verb	These are verbs used together with other verbs. We <u>are</u> going. Lucy <u>has</u> arrived.
Clause	A clause is a group of words that expresses an event (<i>she drank some water</i>) or a situation (<i>she was thirsty/she wanted a drink</i>). It usually contains a subject (<i>she</i> in the examples) and verb (<i>drank/was/wanted</i>).
Colon :	A colon is a punctuation mark used to introduce a list or a following example. It may also be used before a second clause that expands or illustrates the first: <i>He was very cold: the temperature was below zero.</i>
Comma ,	A comma is a punctuation mark used to help the reader by separating parts of a sentence. Such as items in a list or a clause. <i>Suzie, who was shopping, bought cheese, potatoes, eggs, jam and bread.</i>
Conditional	A conditional sentence is one in which one thing depends upon another. Conditional sentences often contain the conjunction <i>if</i> : <i>I'll help you if I can. If the weather's bad, we might not go out.</i>
Conjunction	A word used to link clauses within a sentence. For example, in the following sentences, <i>but</i> and <i>if</i> are conjunctions: <i>It was raining <u>but</u> it wasn't cold. We won't go out <u>if</u> the weather's bad.</i>
Connective	A connective is a word or phrase that links clauses or sentences. Connectives can be conjunctions (eg <i>but, when, because</i>) or connecting adverbs (eg <i>however, then, therefore</i>).
Dash —	A dash is a punctuation mark used especially in informal writing (such as letters to friends, postcards or notes). <i>It was a great day out — everybody enjoyed it.</i>
Determiner	Determiners include many of the most frequent English words, eg <i>the, a, my, this</i> . Determiners are used with nouns (<i>this <u>book</u>, my best <u>friend</u>, a new <u>car</u></i>)

GLOSSARY

Direct speech and indirect speech	<p>Direct speech is when we write the actual words someone has spoken and place them between speech marks.</p> <p>Indirect speech is when we report what someone has said but not in their own words and we do not use speech marks.</p>
Ellipsis ...	<p>Ellipsis is the omission of words in order to avoid repetition. For example: <i>I don't think it will rain but it might.</i> (= it might rain)</p> <p><i>'Where were you born?' 'Bradford.'</i> (= I was born in Bradford)</p> <p>An ellipsis is also the term used for three dots (...) which show that something has been omitted or is incomplete.</p>
Exclamation !	<p>An exclamation is an utterance expressing emotion (joy, wonder, anger, surprise, etc) and is usually followed in writing by an exclamation mark (!). Exclamations can be interjections: <i>Oh dear! Good grief! Ow!</i></p>
Hyphen -	<p>A hyphen is a dash that is used in compound nouns, <i>golf-ball; mix-up</i>; compound adjectives, <i>well-known</i>; words beginning with <i>co</i>, <i>non</i> and <i>ex</i>, <i>co-operate; non-existent; ex-pupil</i>.</p>
Modal verb	<p>The modal verbs are: <i>can/could will/would shall/should may/might must/ought</i> These give different emphases to the verb.</p>
Noun	<p>A noun is a word that denotes somebody or something. In the sentence <i>My younger sister won some money in a competition</i>, 'sister', 'money' and 'competition' are nouns.</p>
Collective noun	<p>A collective noun is a word that refers to a group. For example, <i>crowd, flock, team</i>.</p> <p>Proper nouns are the names of people, places, organisations, etc. These normally begin with a capital letter: <i>Amanda, Birmingham, Microsoft, Islam, November</i>.</p>
Person	<p>In grammar, a distinction is made between first, second and third person.</p> <p>One uses the first person when referring to oneself (<i>I/we</i>); the second person when referring to one's listener or reader (<i>you</i>); and the third person when referring to somebody or something else (<i>he/she/it/they/my friend/the books</i> etc).</p>
Phrase	<p>A phrase is a group of words that act as one unit. So <i>dog</i> is a word, but <i>the dog, a big dog or that dog over there</i> are all phrases.</p>
Preposition	<p>A preposition is a word like <i>at, over, by</i> and <i>with</i>. It shows the relationship of a noun with another word in the sentence. <i>The bird is in the tree.</i> (<i>bird in tree</i>). <i>The sea side is over the next hill.</i> (<i>seaside over hill</i>)</p>

GLOSSARY

Pronoun	A pronoun 'stands in' for a noun so that the noun is not repeated over and over. e.g. <i>he, she, it, who, someone</i>
Question mark ?	A question mark is used at the end of an interrogative sentence (eg <i>Who was that?</i>) or one whose function is a question (eg <i>You're leaving already?</i>)
Relative clause	A relative clause is one that defines or gives information about somebody or something. Relative clauses typically begin with relative pronouns (<i>who/whom/whose/which/that</i>): <i>The boy, who had been playing football, was covered from head-to-toe in mud.</i>
Semi-colon :	A semi-colon can be used to separate two main clauses in a sentence: <i>I liked the book; it was a pleasure to read.</i> Semi-colons can also be used to separate items in a list if these items consist of longer phrases. For example: <i>I need large, juicy tomatoes; half a pound of unsalted butter; a kilo of fresh pasta, preferably tagliatelle; and a jar of black olives.</i>
Sentence	A sentence is a set of words that is complete and makes sense on its own. A simple sentence contains one clause. <i>I am hungry.</i> A compound sentence contains two clauses joined by a conjunction. <i>I am hungry because I haven't eaten today.</i> A complex sentence contains a main clause and one or more subordinate clauses. <i>Because I haven't eaten today, I am hungry.</i>
Singular and plural	Nouns can be singular—one thing or plural—more than one thing. dog (singular) dogs (plural). baby/babies; witch/witches; roof/rooves; child/children;
Subject and Object	In a sentence, the subject is the person or thing that the sentence is about. <i>The dog is called Rover.</i> The subject is the dog. In a sentence where there is a subject and an object, the subject usually does the action and the object has the action done to it. <i>The dog (subject) ate the bone (object).</i>
Subordinate clause	A subordinate clause is a set of words that adds detail or information to a main clause but does not make sense on its own. <i>Penguins, <u>which are flightless birds</u>, are very skilful swimmers.</i>
Tense	A tense is a verb form that most often indicates time. English verbs have two basic tenses, present and past, and each of these can be simple or continuous. For example: Simple: I play/I played; Continuous: I am playing/I was playing. The future tense is achieved by adding will: <i>I will play, I will be playing, or is; He is going to play.</i>
Verb	A verb is a word that expresses an action, a happening, a process or a state. It can be thought of as a 'doing' or 'being' word. In the sentence <i>Mark is tired and wants to go to bed, 'is', 'wants' and 'go' are verbs.</i> Sometimes two or more words make up a verb phrase, such as <i>are going, didn't want, has been waiting.</i>