



Spelling and Grammar Definitions

Phoneme	A single unit of sound within a word
Grapheme	A group of letters which go together to make a single sound/phoneme eg. Or, ow, igh
Diagraph	2 single letters which go together to make 1 phoneme eg. er, ai
Trigraph	3 single letters which go together to make 1 phoneme eg. igh, ear
Split diagraph	2 letters which are split but still make a single sound eg. o_e, a_e, e_e
Vowel	a,e,i,o,u
Consonant	Any letter which isn't a vowel
Full stop	
Question mark	A direct question can be answered (i.e., it is not a statement) and always ends in a <u>question mark</u> .
Comma	Commas (,) are used to make <u>sentences</u> less unwieldy. They are used to mark the divisions in sentences, as may be caused by <u>phrases</u> , <u>clauses</u> or <u>conjunctions</u> . Commas are also used to separate list items and in numbers to aid reading.
Verb	A verb is a doing word. It is used to express an action (e.g., to fly, to think, to sing) or a state of being (e.g., to be, to exist).
Noun	A noun is a naming word. It is the word used for a person, place or thing.
Adjective	Adjectives are describing words. They are used either before or after a <u>noun</u> to <u>modify</u> its meaning.
Prefix	A prefix is added to the front of a word to change its meaning. Eg. Unhappy, disagree
Suffix	A suffix is added to the end of a word to change its meaning. Eg. Going, happiness
Compound Word	2 root words which go together to make a different word eg .newspaper, dustbin
Singular	A <u>noun</u> is classified as singular if it refers to one thing.
Plural	The opposite to singular is <u>plural</u> . A noun is classified as plural when it refers to more than one thing.
Syllable	A syllable is a single segment of sound, typically produced with a single pulse of air from the lungs. Syllables which end in <u>consonants</u> are called "closed syllables"; whereas, those that end in a <u>vowel</u> sounds are called "open syllables".
Present tense	The tense of a <u>verb</u> is determined by when the action took place. The three main tenses are: the <u>past tense</u> , the <u>present tense</u> and the <u>future tense</u> . Verbs describing actions that will happen in the present are said to be in the present tense.
Past tense	The tense of a <u>verb</u> is determined by when the action took place. The three main tenses are: the <u>past tense</u> , the <u>present tense</u> and the <u>future tense</u> . Verbs describing actions that will happen in the past are said to be in the past tense.
Ellipsis	An ellipsis (...) is three dots used for a pause or to show that words have been left out.
Apostrophe	Apostrophes (') are used to replace missing letters, to create the <u>possessive forms of nouns</u> and to create temporal expressions (e.g. 2 years' tax). Exercised with care, they can also be used for the <u>plural</u> forms of <u>abbreviations</u> , letters and numbers.
Root word	The basic part of any word is the root. A <u>prefix</u> or a <u>suffix</u> (or both) can be added to alter its meaning. Eg, <u>unhappy</u>
Simple sentence	A simple <u>sentence</u> is one which comprises only one <u>clause</u> .
Compound sentence	A complex <u>sentence</u> comprises one <u>independent clause</u> and at least one <u>subordinate clause</u> . <div style="text-align: center;"> ■ The car swerved to miss Mrs Jackson, who had slipped off the pavement. </div> <div style="text-align: center; margin-top: 10px;"> ┌──────────────────┐ ┌──────────────────┐ </div> <div style="text-align: center; margin-top: 5px;"> independent clause subordinate clause </div> <div style="text-align: center; margin-top: 5px;"> (i.e., could stand alone) (i.e., could not stand alone) </div>

Connectives eg	Words which are used to join 2 ideas in a sentence eg. , but, so because see VCOP triangles															
Pro noun	A pronoun is a word that can be used to replace a <u>noun</u> . Example: ■ Marcel is tall enough, but he is not as fast as Jodie. (The word "he" is a pronoun. It replaces "Marcel".)															
Adverb	Adverbs are mainly used to <u>modify verbs</u> . They are used to express when, where, how, for what reason or to what degree an action is performed. Many adverbs - especially those that express how an action is performed - end "ly".															
Regular verb	A regular <u>verb</u> (or <u>weak verb</u>) is one that forms its <u>past participle</u> and <u>past form</u> by adding "-ed" or "-t". <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 33%;">Irregular Verb</th> <th style="width: 33%;">Past Form</th> <th style="width: 33%;">Past Participle</th> </tr> </thead> <tbody> <tr> <td>To run</td> <td>I ran</td> <td>I have run</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 33%;">Regular Verb</th> <th style="width: 33%;">Past Form</th> <th style="width: 33%;">Past Participle</th> </tr> </thead> <tbody> <tr> <td>To paint</td> <td>I painted</td> <td>I have painted</td> </tr> <tr> <td>To yawn</td> <td>I yawned</td> <td>I have yawned</td> </tr> </tbody> </table>	Irregular Verb	Past Form	Past Participle	To run	I ran	I have run	Regular Verb	Past Form	Past Participle	To paint	I painted	I have painted	To yawn	I yawned	I have yawned
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Irregular verb	An irregular verb is one that does not follow the general rules for verb forms. Unlike <u>regular verbs</u> , irregular verbs do not form their <u>past tense</u> and <u>past participle</u> by adding -ed, -d, or -t to the base form. With irregular verbs, the past form and past participle are often different. For example: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 33%;">Regular Verb</th> <th style="width: 33%;">Past Form</th> <th style="width: 33%;">Past Participle</th> </tr> </thead> <tbody> <tr> <td>To cook</td> <td>I cooked</td> <td>I have cooked</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 33%;">Irregular Verb</th> <th style="width: 33%;">Past Form</th> <th style="width: 33%;">Past Participle</th> </tr> </thead> <tbody> <tr> <td>To begin</td> <td>I began</td> <td>I have begun</td> </tr> <tr> <td>To break</td> <td>I broke</td> <td>I have broken</td> </tr> </tbody> </table>	Regular Verb	Past Form	Past Participle	To cook	I cooked	I have cooked	Irregular Verb	Past Form	Past Participle	To begin	I began	I have begun	To break	I broke	I have broken
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Comparitives	A comparative is the form of <u>adjective</u> or <u>adverb</u> used to compare two things.															
Apostrophes for contractions	A apostrophe used to show a missing letter eg. Didn't.															
speech marks	" " are used to show characters and people speaking in text we read.															
Silent letters	Letters which we can't hear when we say a word Eg. Lamb, know.															
Homophone	A homophone is a word that is <u>pronounced</u> the same as another word but differs in meaning. The words may be <u>spelled</u> the same, such as <u>rose</u> (flower) and <u>rose</u> (past tense of "rise"), or differently, such as <u>carat</u> , <u>caret</u> , and <u>carrot</u> , or <u>to</u> , <u>two</u> , and <u>too</u> .															
Affixes	Groups of letters at the beginning of end of a word to change the meaning- a suffix or prefix.															
Irregular plural	Some have "irregular" plurals which do not behave in this standard way Certain words do not follow the rules for regular plurals. There are some common types of irregular plurals that occur, and some words simply have no plural form at all. Eg. Sheep , deer etc															
phrase	A phrase is a group of related words which usually forms part of a <u>sentence</u> . A phrase does not contain a <u>subject</u> and <u>verb</u> and, consequently, cannot convey a complete thought. (Note:															

	A <u>clause</u> , on the other hand, does contain a subject and a verb.)
Apostrophe for possession	An apostrophe and the letter s are often used to show possession. For example, the boy's house.
conjunctions	<p>A conjunction is a word used to connect words, <u>phrases</u> or <u>clauses</u>. There are three types of conjunctions:</p> <p><u>Co-ordinate Conjunctions</u>: Coordinate conjunctions are normally used to join like with like (i.e., a <u>noun</u> with another noun, an <u>adjective</u> with another adjective, an <u>adverb</u> with another adverb, etc.) The most common ones are and, or and but.</p> <p>Example:</p> <p>■ Familiarity breeds contempt...and children. (Here the conjunction joins two nouns.)</p> <p>■ The comment was blunt but effective. (Here the conjunction joins two adjectives.)</p> <p>■ If a man should challenge me to a duel, I would take him kindly and forgivingly by the hand and lead him to a quiet place to kill him. (Here the first conjunction joins two adverbs ("kindly" and "forgivingly"). The second joins two verbs ("take" and "lead").)</p> <p><u>Correlative Conjunctions</u>: Correlative conjunctions are used in pairs to join alternatives or equal elements. The most common pairs are either/or, neither/nor and not only/but also.</p> <p>Example:</p> <p>■ I could neither laugh nor cry.</p> <p><u>Subordinate Conjunctions</u>: Subordinate conjunctions are used to join <u>subordinate clauses</u> to main clauses. Common examples include although, because, since, unless, until and while.</p> <p>Example:</p> <p>■ I am not attending the meeting until the game has finished.</p> <p style="text-align: center;">┌──────────────────┐ ┌──────────────────┐ main clause subordinate clause</p>
Unstressed vowels	A word with an unstressed vowel is spelt with a vowel that we don't pronounce normally e.g. DiffErence - we actually say "diffrance" or LibrAry - we usually pronounce this "librey"
brackets	Brackets are <u>punctuation</u> marks used in pairs to enclose an afterthought or additional information. These are brackets ().
dash	A dash is a <u>punctuation</u> mark (-) that has several uses. It should not be confused with a <u>hyphen</u> (-) which is used in <u>compound adjectives</u> (like "first-class restaurant"). Dashes are slightly longer than hyphens when handwritten. As many keyboards do not differentiate between hyphens and a dashes, many writers use two hyphens (--) to represent a dash. Dashes do not have a unique use (i.e., they are used in places where other punctuation marks could be used).
colon	<p>The main use of a colon (:) is to introduce whatever follows. A colon can be used to introduce a list or an <u>appositive</u> at the end of a <u>sentence</u>. (Appositive: another description or name for something previously mentioned in the sentence.)</p> <p>Examples:</p> <p>■ The following were absent: Charles, Smith, Wainwright and Dodds.</p> <p style="text-align: center;">┌──────────────────┐ appositive of "the following"</p> <p>■ His influence is obvious in two buildings: the local church and pavilion.</p> <p style="text-align: center;">┌──────────────────┐ appositive of "two buildings"</p> <p>Colons are also used in ratios (e.g., 2:1), times (e.g., 8:20) and reference numbers in books (e.g., Paragraph 1:17).</p>

