

# Punctuation

## Capital letters



Capital letters are used at the beginning of sentences:

- for the days of the week and month of the year,
- for proper nouns,
- for abbreviations.



Don't gobblefunk around with words.

Monday, Tuesday, January, February, Matilda, Mrs Twit, Giant Country, BFG

## Full stop



A full stop comes at the end of a sentence. It shows that a sentence is complete and finished.



Sophie blinked and stared.

## Question mark



A question mark is used at the end of a sentence to show that it is a question.



How do you like it Granny dear?  
Will she go pop?  
Will she explore?  
Will she go flying down the road?

## Exclamation mark

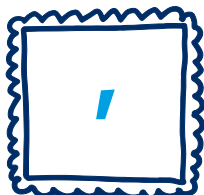


An exclamation mark is used at the end of a sentence to show that it is an exclamation. It can be used to show that the sentence is about something urgent or surprising, or to show a strong emotion such as delight or anger.



I am the maker of music, the dreamer of dreams!  
A Whizzpopper!  
"We must hurry!" said Mr. Wonka.  
"We have so much time and so little to do! No! Wait! Strike that! Reverse it!"

## Comma



Commas can be used:

- to separate items in a list,
- to separate clauses within a sentence,
- after a fronted adverb or adverbial phrase.



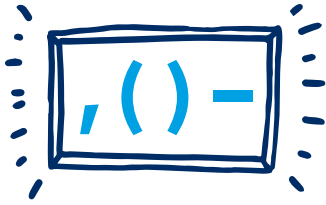
That nauseating, foul, unclean, repulsive television screen!  
Standing on the palm of the BFG's hand, Sophie was watching.  
Sometimes Matilda longed for a friend, who was kind and courageous.  
Twice a day, Charlie Bucket had to walk right past the gates of the factory.  
Carefully, Mr Fox began pushing up one of the floorboards.



# Punctuation

## Parentheses

(commas, brackets, dashes)



Can all be used to separate a word or a phrase that has been added to a sentence as an explanation of after thought.

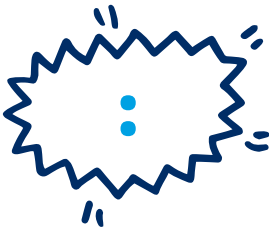
The word or phrase inside the brackets, commas or dashes is called parenthesis. If you take out the word or phrase between the brackets, dashes or commas, the sentence should still make sense on its own.



I have decided to allow five children – just five, mind you and no more – to visit my factory this year.

If we failed to get there (which is very possible), you would die of disappointment.

## Colon



A colon can be used:

- to introduce a list with a main clause before the colon,
- to introduce examples or explanations (a lower case letter always starts the explanation).

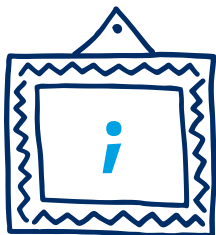


The gathered crowd begin to recognise the children: Charlie Bucket, Augustus Gloop, Violet Beauregarde, Mike Teavee and Veruca Salt.

There is one thing you need to know about snozzcumpers: they make you whizzpop.

You is an absolutely know-nothing human bean: your brain is full of rotten-wool.

## Semi-colon



A semicolon can be used:

- to separate 2 sentences or main clause which are of equal importance,
- to separate detail in a list.



Whizzpopping is a sign of happiness; it is music in our ears.

The gathered crowd begin to recognise Charlie Bucket, the skinny little shrimp; the enormous Augustus Gloop; gum-chewing Violet Beauregarde; Mike Teavee, the television fiend and Veruca Salt, the girl who gets everything she wants.

## Dashes



A dash is used in informal writing in the same way that commas and semicolons are used:

- to show where clauses begin or end,
- to indicate that two sentences are linked to each other,
- to introduce items in a list.



Rainbow drops are gloriumptious – suck them and you can spit in six different colours.

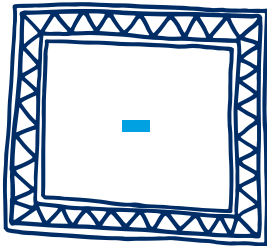
Never grow up – always down.

Whizzpopping is a sign of happiness – it is music in our ears.

The gathered crowd begin to recognise the children – Charlie Bucket, Augustus Gloop, Violet Beauregarde, Mike Teavee and Veruca Salt.

# Punctuation

## Hyphens



A hyphen joins two or more words together, or to join some prefixes to words. It is shorter than a dash and does not have spaces either side.

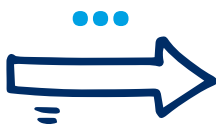


I want an Oompa-Loompa!

The fifty-four-foot-high giant simply knocked him over with a flick of his free arm.

She carried a big rolling-pin in one hand. Snozzcumbers is best cooked on a non-stick pan.

## Ellipsis



An ellipsis is a set of three dots used to show that a word has been missed out or a sentence is not finished.



Never do anything by halves if you want to get away with it. Be outrageous...

## Inverted commas

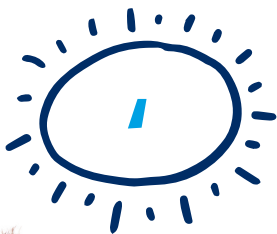


Inverted commas are used in direct speech. Direct speech is the exact words that someone else has said.



"You is getting noisier than a parker," said the BFG.

## Apostrophe



An apostrophe is used:

- to show that letters are missed out from a word. Words like this are called contractions,
- to show possession. This means that something belongs to someone or something.



"My goodness me, you're right!" cried Mr Fox.

"It's George's magic medicine!" Grandma shouted.

The hair on Mr Twit's face didn't grow smooth and matted as it does on most hairy faced men.

Augustus' face came up again to the surface, painted brown with chocolate.

The Buckets' house is small and wooden on the edge of a great town.



# Word Classes

## Adjectives

Adjectives describe nouns or pronouns.  
They also describe the noun in a noun phrase.



**happy, beautiful,**

## Adverbs

Adverbs are used to modify verbs, adjectives, other adverbs or whole sentences.



Adverbs of manner explain: **How..?** or **In what way..?**

**carefully, strangely, beautifully, well, quietly**



Adverbs of frequency explain: **How often..?** or **How many times?**

**always, sometimes, often, never**



Adverbs of time explain: **When..?**

**afterwards, before, still, meanwhile**



Adverbs of degree explain: **How much..?** or **To what extent..?**

**really, extremely, almost, nearly, quite, just, scarcely**



Adverbs of place explain: **Where..?**

**everywhere, downstairs, there, here**



Adverbs comment on an event or its likelihood.

**definitely, perhaps, unfortunately**



Adverbs can also be used as cohesive devices (conjunctive adverbs).

**however, furthermore, therefore, next, finally, therefore, hence, otherwise, meanwhile, nevertheless, besides, consequently**



## Conjunctions



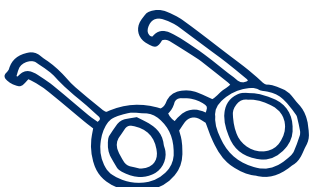
Co-ordinating conjunctions join main clauses. (independent).

**for, and, nor, but, or, yet, so – FANBOYS**



Subordinating conjunctions starts a subordinate clause (dependent) in a complex sentence.

**if, since, as, when, although, while, after, before, until, because – ISAWAWABUB**



# Word Classes

## Determiners

Articles. Indefinite articles introduce non-specific nouns. 'A' becomes 'an' before a word starting with a vowel sound. Definite articles introduce specific nouns.



**an, a, the**

Ordinals define the position of something in a sequence.



**first, second, third, fourth, last, next etc**

Cardinals are numbers



**one, two, twenty, hundred, thousand etc**

Demonstrative determiners specify nouns often describing time or place.



**this, that, these, those**

Quantifiers indicate the amount of the noun.

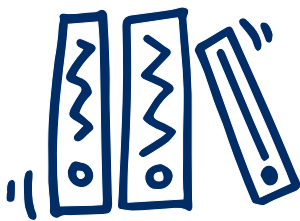


**a few, many, much, some, any**

Possessive determiners come before a noun and tell you who something belongs to.



**1st person: my, our**  
**2nd person: your**  
**3rd person: his, hers, its, their**



## Nouns

Countable nouns have a plural form



**cars, books, computers, slices, children, mice**

Uncountable nouns do not have a plural form



**water, rice, money, air, bread, information**

Collective nouns refer to groups



**family, police, forest, box of cookies, government, crowd, team, audience, swarm of bees, murder of crows**

Concrete nouns – identifies things which can be physically seen or touched



**window, table, car, flower, Lizzie, kitchen**

Abstract nouns – identifies things which cannot be physically touched or seen, such as a state, idea, process or feeling



**intelligence, love, hate, bravery, situation, inability, dream, progress**

Proper nouns give the particular name of a specific person, place or organisation. Proper nouns begin with capital letters.



**Microsoft, Matilda, Miss. Honey, Dr. Jones, Africa, St.Ives, Oompa Loompa Land**



# Word Classes

## Pronouns



Pronouns are words which replace nouns or noun phrases.



**Personal pronouns** refer to people or things that are already known to the reader.

	Subjective	Objective
1st person:	I, we	me, us
2nd person:	You	You
3rd person:	he, she, it, they	him, her, it, them



**Possessive pronouns** tell you who owns the thing you are talking about.

1st person:	mine, ours
2nd person:	yours
3rd person:	his, hers, its, theirs



**Demonstrative pronouns** are used to identify people or things as being either near or further away.

**Singular: this, that    Plural: these, those**



**Relative pronouns** introduce a clause that gives more information about a noun.

**that, which, who, whom, whose, when, where**

## Prepositions



Prepositions can be used before a noun, pronoun or noun phrase to link a:

Verb to a noun	<b>I thought <u>of</u> you today.</b>
Noun to a noun	<b>The manager <u>of</u> the library.</b>
Adjective to a noun	<b>He was very fond <u>of</u> his dog.</b>



Prepositions tell you about the position of something

**above, into, round, towards, to, off, via, opposite**



Prepositions tell you when something happens

**at, during, until, between, till, within, from, after**



Prepositions tell you the way in which something is done

**according to, unlike, against, despite, in spite of, upon**

## Verbs



Verbs are physical actions, mental actions or states of being

**to drive, to swim, to sneeze  
to know, to believe, to think**



**'To be':    I am, you are, he is, we are, they are  
I was, you were, he was, we were, they were**



Modal verbs are used for expressing ability, possibility and likelihood.

**can, could, will, would, may, might, shall, should,  
must, ought to**