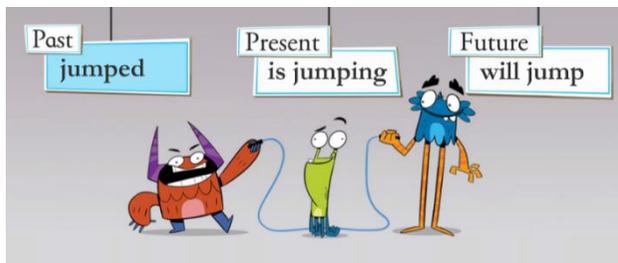


## SPAG Definitions

### Past, present or future?

When you are writing, you can use words that show if the events have already happened, are happening now or will happen in the future.

- The past tense - used for things that have already happened.  
'He was sticky.'
- The present tense - used when something is happening now or when something happens regularly.  
'He is sticky.'
- The future tense is used to talk about things that have not happened yet.  
'He will be sticky.'



### First, second and third person

There are three ways to write a story; these are called the *first*, *second* and *third* person.

#### First person

When you write in the first person, you put yourself inside the writing by describing how you felt and what you were doing. Use 'I'.

"I saw two messy monsters."

#### Second person

When writing in the second person, address the reader directly. This type of writing feels personal to the reader. Use 'you' and 'your'.

"When you see a monster, you should tell them to tidy up."

#### Third person

When you are writing in the third person, the story is about other people. Not yourself or the reader. Use the character's **name** or **pronouns** such as 'he' or 'she'.

"He sneakily crept up on them. Fudge the monster looked scared."

### Fronted adverbials

**Adverbials** are words or phrases that give more information to the sentence.

They tell the reader when, where or how something happens.

"I discovered fronted adverbials, earlier today."

'Earlier today' is the adverbial.

"Earlier today, I discovered fronted adverbials."

A **fronted adverbial** - when the adverbial word or phrase is moved to the front of the sentence, before the verb. So here, '**earlier today**' is a fronted adverbial.



# Punctuation

The marks, such as full stop, comma, and brackets, used in writing to separate sentences and their elements and to clarify meaning.

<p><b>Capital Letters</b></p>  <p>Capital letters are used when a <b>new sentence</b> has started and when a <b>proper noun</b> is used. The weather in England is quite mild and grey.</p>	<p><b>Full Stop</b></p>  <p>Full stops are used to show the <b>end</b> of a sentence. I go to school every day.</p>
<p><b>Exclamation Mark</b></p>  <p>Exclamation marks are used to show a <b>command</b> or a <b>strong statement</b>. I feel great today!</p>	<p><b>Inverted Commas</b></p>  <p>Inverted commas are used to show that someone is <b>speaking</b>. "Good morning!" my friend shouted to me.</p>
<p><b>Hyphen</b></p>  <p>Hyphens <b>link</b> words or parts of words. thought-provoking</p>	<p><b>Parenthesis/Brackets</b></p>  <p>Brackets are used to <b>separate off</b> information that isn't essential to the meaning of the rest of the sentence. Mount Everest (8 848m) is the highest mountain in the world.</p>
<p><b>Question Marks</b></p>  <p>A question mark is used to show that a <b>question</b> has been asked. Have you eaten a good breakfast today?</p>	<p><b>Commas</b></p>  <p>Commas are used to separate <b>3 or more items</b> in a list. "I made sure that I had my books, pencils and lunch for school." Commas can also be used to <b>separate clauses</b> within a complex sentence. "Today, which is bright and clear, is going to be a good day."</p>
<p><b>Apostrophes</b></p>  <p>Apostrophes are used to show <b>possession</b> or where letters have been <b>missed out</b>. You're wearing Robert's shoes.</p>	<p><b>Ellipsis</b></p>  <p>An ellipsis is used to show an <b>omission of a word</b> or words from a text. Once upon a time...and they lived happily ever after.</p>
<p><b>Semi-colons</b></p>  <p>Semicolons are used to create a <b>break in a sentence</b>, with a pause halfway between a comma and a full stop. I just had a big meal; however I am still hungry!</p>	<p><b>Colons</b></p>  <p>Colons are used at the <b>end of a clause</b> to show that an answer, elaboration or explanation follows. The night was grim: it was cold and rainy.</p>

# Prefix & Suffix

A **prefix** is a group of letters (or an affix) that is added to the beginning of a word, and a **suffix** is an affix that is added to the end of a word. **Prefixes** modify the meaning of a word.

## PREFIXES

-COME AT THE BEGINNING OF A WORD  
-CHANGE THE MEANING

PREFIX	MEANING	EXAMPLE
un	not; reversal of	uncover
re	again; back	review
in / im	in; into; not	instead impatient
dis / dif	away; separate; not	divide disrespect
en / em	in; within; make	enslave embolden
pre	before	prefix
mis	wrong	mistaken
a	not; in, on; without	atypical aside

## SUFFIXES

-COME AT THE END OF A WORD  
-CHANGE THE MEANING

SUFFIX	MEANING	EXAMPLE
-s, -es	more than one; verb maker	characters, reaches
-ed	in the past; quality, state	walked
-ing	doing something; quality, state	walking
-ly	how	safely
-er, -or	one who; action; compares	drummer dishonor bigger
-tion, -sion	noun: quality, action	tension
-able, -ible	able to be	reversible
-al, -ial	related to, like	partial



## Expanded Noun Phrase

### Expanded noun phrase

An expanded noun phrase adds more detail to the noun by adding one or more **adjectives**. An adjective is a word that describes a noun.

**For example:** a huge tree, some colourful sweets, the large, royal castle

An expanded noun phrase can also add detail by saying **where** a noun is.

**For example,** a tree next to the house, some sweets on the floor, the castle by the ocean.



## Subordinate Clause

The subordinate clause is the name of the part of the sentence that contains the *subordinating conjunction*. (Sometimes, you can start the sentence with it - it may even sound better - but this changes the word order.)

### *Subordinating conjunctions*

(A conjunction is a word, or words, used to connect two clauses together. Words such as: 'although', 'because' or 'when'.)

A subordinating clause is a part of a sentence that adds additional information to the main clause. A subordinating conjunction is simply the word/words that is used to join a subordinating clause to another clause or sentence.

The subordinating Clause needs the main clause to make sense.

## Prepositions

A **preposition** is a word that tells you **where** or **when** something is in relation to something else.

Examples of prepositions include words like after, before, on, under, inside and outside.

*After* walking for miles she rested *on* a hill.

In this sentence 'after' tells you when she rested and 'on' tells you where she rested.

