| Terminology- | Guidance | Example |
| :---: | :---: | :---: |
| Word | A word is a group of letters which have a specific meaning. Words can be classified as nouns, adjectives, verbs and adverbs. In punctuation, words are normally separated by spaces (finger spaces). Sometimes, a sequence that appears to be two words is made into a single written word, indicated with a hyphen or apostrophe (e.g. well-built, he's). | headteacher or head teacher [can be written with or without a space] I'm going out. 9.30 am |
| sentence | A sentence is a group of words which are grammatically connected to each other but not to any words outside the sentence. <br> The meaning of a sentence's main clause shows whether it is being used as a statement, a question, a command or an exclamation. <br> A sentence may consist of a single clause or it may contain several clauses. | John went to his friend's house. He stayed there till tea-time. <br> You are my friend. [statement] <br> Are you my friend? [question] <br> Be my friend! [command] <br> What a good friend you are! [exclamation] <br> Ali went home on his bike to his goldfish and his current library book about pets. <br> [single-clause sentence] <br> She went shopping but took back everything she had bought because she didn't like any of it. [multi-clause sentence] |
| Letter |  |  |
| Capital letter | Capital letters are used for the personal pronoun "I", for names and for the first word in a sentence. | My name is Kieran. <br> I live in Spain. <br> My birthday is on Wednesday. |
| Full stop | A piece of punctuation used to indicate the end of a sentence. | I went to the shops. |
| Punctuation | Punctuation is a way of marking text to help readers' understanding. The most commonly used marks in English are: <br> apostrophe, colon, comma, dash, ellipsis, exclamation mark, full stop, hyphen, semi-colon and speech marks (inverted commas). | ' : , - ... ! .- ; " |
| Singular Plural | Singular forms are used to refer to one thing, person etc. For example: tree, student, party. <br> Many nouns (countable nouns) can be singular (only one) or plural (more than one). <br> A plural noun normally has a suffix -s or -es and means 'more than one'. <br> Some plural forms are irregular. For example: children, teeth, mice. <br> Some nouns do not normally occur in the plural. For example: <br> Butter, cotton, electricity, money, happiness. | dogs [more than one dog] boxes [more than one box] mice [more than one mouse] |
| Question mark | A question mark is used at the end of a sentence which function is a question. | Who was that? You're leaving already? |
| Exclamation mark | Exclamation marks are used to express excitement. They are also used to express surprise, astonishment, or any other such strong emotion and are used to give additional emphasis. | Stop! <br> I can't believe it! |

