

WORD

We can make nouns by adding prefixes...

super-	anti-	auto-
super + market = supermarket	anti + body = antibody	auto + biography = autobiography

When a word begins with a consonant we use 'a' e.g. **a** car

When a word begins with a vowel we use 'an' e.g. **an** elephant

It is useful to be able to spot related words – words that have something in common. An example of a **word family**... **happy**, happily, happier, happiest, happiness, unhappy, unhappiness, unhappily

SENTENCE

When we are writing, to show time, place and cause, we can use...

**conjunctions**, e.g. when, before, after, while, so, because

When we went to the park it started raining so we ran home.

**adverbs**, e.g. then, next, soon, therefore

Soon we had reached the front door.

**prepositions**, e.g. in front of, next to, behind, between, under, over, in, on

The light next to the door had come on.

TEXT

We can organise our sentences into **paragraphs** to make our writing easier to read. Paragraphs are groups of sentences about the same topic. When we start writing about a different topic we start a new paragraph – on a new line.

We can use **headings** and **subheadings** to introduce paragraphs if that suits the type of writing (usually non-fiction). They make it clearer for the reader and indicate what each part of the writing is about.

The heading acts as a title and introduces the piece of writing, e.g. All about bees

Each subheading introduces a new paragraph and summarises what that paragraph is about, e.g. Habitat / Diet / Pollination

Sometimes, subheadings can be written as a question, e.g. Where do bees live?

When we are writing about things that have already happened we usually use the simple past tense, e.g. He went out to play.

Instead, we can use the **present perfect form**, e.g. He has gone out to play.

s i n g u l a r	I	have	walked played eaten said gone stayed given
	you	have	
	he she it	has	
p l u r a l	you we they	have	

e.g. I have walked.  
You have eaten.  
She has given...

PUNCTUATION

We use inverted commas (speech marks) to punctuate direct speech...

"I can see the hill!" said Nadeem.

Mum said, "Me too! It looks like quite a climb."

"I'm the youngest," said Sanji, "so I should go first."

VOCABULARY

word	definition/example
<b>preposition</b>	often a word/words that show place, e.g. The ball is <u>under</u> the table.
<b>conjunction</b>	a word used to connect words, phrases, clauses or sentences, e.g. I like fish <u>and</u> chips. I went to the park <u>but</u> I didn't see the duck pond.
<b>word family</b>	a group of words that have something in common, e.g. night, sight, light, might
<b>prefix</b>	a letter or group of letters added to the beginning of words that changes the meaning of the word, e.g. <b>un</b> happy
<b>clause</b>	a group of words including a verb e.g. a girl sang
<b>subordinate clause</b>	cannot stand alone a sentence, e.g. if you win
<b>vowel letter</b>	a / e / i / o / u
<b>consonant</b>	all the other letters in the alphabet ('y' is a consonant but often makes a vowel sound /ee/ and /igh')
<b>inverted commas</b>	punctuation used for direct speech " "
<b>direct speech</b>	reports the actual words of the speaker