

GRAMMAR & PUNCTUATION

Reception to Year 7 Overview

2013



K AIZENFINITY

Grammar & Punctuation Yearly Overview

OUTCOMES

Reception	Year 1	Year 2
Grammar and Punctuation		
<ul style="list-style-type: none"> Understand that punctuation is a feature of written text different from letters; recognise how capital letters are used for names, and that capital letters and full stops signal the beginning and end of sentences(ACELA1432) Recognise that sentences are key units for expressing ideas (ACELA1435) 	<ul style="list-style-type: none"> Recognise that different types of punctuation, including full stops, question marks and exclamation marks, signal sentences that make statements, ask questions, express emotion or give commands (ACELA1449) Explore differences in words that represent people, places and things (nouns, including pronouns), happenings and states (verbs), qualities (adjectives) and details such as when, where and how (adverbs) (ACELA1452) Recognise and know how to use morphemes in word families for example 'play' in 'played' and 'playing' (ACELA1455) Reread student's own texts and discuss possible changes to improve meaning, spelling and punctuation (ACELY1662) 	<ul style="list-style-type: none"> Understand how texts are made cohesive through resources, for example word associations, synonyms, and antonyms (ACELA1464) Recognise that capital letters signal proper nouns and commas are used to separate items in lists (ACELA1465) Know some features of text organisation including page and screen layouts, alphabetical order, and different types of diagrams, for example timelines(ACELA1466) Understand that simple connections can be made between ideas by using a compound sentence with two or more clauses usually linked by a coordinating conjunction(ACELA1467) Understand that nouns represent people, places, things and ideas and can be, for example, common, proper, concrete or abstract, and that noun groups/phrases can be expanded using articles and adjectives (ACELA1468) Recognise common prefixes and suffixes and how they change a word's meaning (ACELA1472)
<ul style="list-style-type: none"> Letters Capital letters for names Capital letters for beginning sentences Full stops for end of sentences Sentence structure – simple sentences 	<ul style="list-style-type: none"> Punctuation Full stops Question marks Exclamation marks Statements Questions Commands Emotions Nouns Pronouns Verbs Adjectives Adverbs Plurals Tense 	<ul style="list-style-type: none"> Cohesive devices Word associations Synonyms Antonyms Capital letters for Proper nouns Commas Alphabetical order Compound sentences Clauses Coordinating conjunctions (binding conjunctions) Nouns Common nouns Concrete nouns Abstract nouns Noun groups/phrases Articles Adjectives Prefixes Suffixes

Year 3	Year 4	Year 5
Grammar and Punctuation		
<ul style="list-style-type: none"> Understand how different types of texts vary in use of language choices, depending on their purpose and context (for example, tense and types of sentences) (ACELA1478) Understand that paragraphs are a key organisational feature of written texts(ACELA1479) Know that word contractions are a feature of informal language and that apostrophes of contraction are used to signal missing letters (ACELA1480) Understand that a clause is a unit of grammar usually containing a subject and a verb and that these need to be in agreement (ACELA1481) Understand that verbs represent different processes (doing, thinking, saying, and relating) and that these processes are anchored in time through tense(ACELA1482) Learn extended and technical vocabulary and ways of expressing opinion including modal verbs and adverbs (ACELA1484) 	<ul style="list-style-type: none"> Understand how texts are made cohesive through the use of linking devices including pronoun reference and text connectives(ACELA1491) Recognise how quotation marks are used in texts to signal dialogue, titles and quoted (direct) speech (ACELA1492) Understand that the meaning of sentences can be enriched through the use of noun groups/phrases and verb groups/phrases and prepositional phrases(ACELA1493) Investigate how quoted (direct) and reported (indirect) speech work in different types of text(ACELA1494) Understand how adverb groups/phrases and prepositional phrases work in different ways to provide circumstantial details about an activity (ACELA1495) 	<ul style="list-style-type: none"> Understand how texts vary in purpose, structure and topic as well as the degree of formality (ACELA1504) Understand that the starting point of a sentence gives prominence to the message in the text and allows for prediction of how the text will unfold (ACELA1505) Understand how the grammatical category of possessives is signaled through apostrophes and how to use apostrophes with common and proper nouns(ACELA1506) Investigate how the organisation of texts into chapters, headings, subheadings, home pages and sub pages for online texts and according to chronology or topic can be used to predict content and assist navigation (ACELA1797) Understand the difference between main and subordinate clauses and that a complex sentence involves at least one subordinate clause(ACELA1507) Understand how noun groups/phrases and adjective groups/phrases can be expanded in a variety of ways to provide a fuller description of the person, place, thing or idea (ACELA1508) Recognise uncommon plurals, for example 'foci' (ACELA1514)
<ul style="list-style-type: none"> Language choice Tense Sentence types Paragraphs Contractions Apostrophes Clauses Subject Verb Subject-verb agreement Processes (action, mental, relational, verbal) Extended vocabulary Technical vocabulary Modal verbs Adverbs 	<ul style="list-style-type: none"> Cohesive devices Linking conjunctions Binding conjunctions Pronouns Reference items Text connectives Quotation marks Titles Dialogue Quoted (direct) speech Sentences Noun groups/phrases Verb groups/phrases Direct speech Indirect speech Adverb groups/phrases Prepositional phrases Circumstances of time Circumstances of place Circumstances of manner Circumstances of accompaniment 	<ul style="list-style-type: none"> Formality in texts (tenor) Sentences Foregrounding Apostrophes for possession Apostrophes for nouns Text organisation (chapters, headings, subheadings) Main clause Subordinate clause Complex sentences Noun groups/phrases Adjective groups/phrases Uncommon plurals

Year 6	Year7	Year 8/9
Grammar and Punctuation		
<ul style="list-style-type: none"> Understand that strategies for interaction become more complex and demanding as levels of formality and social distance increase (ACELA1516) Understand the uses of objective and subjective language and bias (ACELA1517) Understand that cohesive links can be made in texts by omitting or replacing words (ACELA1520) Understand the uses of commas to separate clauses(ACELA1521) Investigate how complex sentences can be used in a variety of ways to elaborate, extend and explain ideas (ACELA1522) Understand how ideas can be expanded and sharpened through careful choice of verbs, elaborated tenses and a range of adverb groups/phrases(ACELA1523) Investigate how vocabulary choices, including evaluative language can express shades of meaning, feeling and opinion (ACELA1525) Identify and explain how choices in language, for example modality, emphasis, repetition and metaphor, influence personal response to different texts(ACELT1615) 	<ul style="list-style-type: none"> Understand how accents, styles of speech and idioms express and create personal and social identities (ACELA1529) Understand and explain how the text structures and language features of texts become more complex in informative and persuasive texts and identify underlying structures such as taxonomies, cause and effect, and extended metaphors (ACELA1531) Understand that the coherence of more complex texts relies on devices that signal text structure and guide readers, for example overviews, initial and concluding paragraphs and topic sentences, texts(ACELA1763) Understand the use of punctuation to support meaning in complex sentences with prepositional phrases and embedded clauses(ACELA1532) Recognise and understand that subordinate clauses embedded within noun groups/phrases are a common feature of written sentence structures and increase the density of information (ACELA1534) Understand how modality is achieved through discriminating choices in modal verbs, adverbs, adjectives and nouns(ACELA1536) 	<ul style="list-style-type: none"> Understand how rhetorical devices are used to persuade and how different layers of meaning are developed through the use of metaphor, irony and parody (ACELA1542) Understand how cohesion in texts is improved by strengthening the internal structure of paragraphs through the use of examples, quotations and substantiation of claims (ACELA1766) Understand how coherence is created in complex texts through devices like lexical cohesion, ellipsis, grammatical theme and text connectives(ACELA1809) Understand the use of punctuation conventions, including colons, semicolons, dashes and brackets in formal and informal texts(ACELA1544) Understand the effect of nominalisation in the writing of informative and persuasive texts(ACELA1546) Investigate how evaluation can be expressed directly and indirectly using devices, for example allusion, evocative vocabulary and metaphor (ACELA1552) Understand how certain abstract nouns can be used to summarise preceding or subsequent stretches of text(ACELA1559)
<ul style="list-style-type: none"> Formality (tenor) Objective language Subjective language Bias Cohesive links Commas Clauses Complex sentences Verbs Tense Adverb groups/phrases Evaluative language Figurative language Modality Emphasis Repetition Metaphor Word choice 	<ul style="list-style-type: none"> Idioms Taxonomies Cause and effect Extended metaphors Overviews Paragraphs Topic sentences Indexes Punctuation Complex sentences Prepositional phrases Embedded clauses Subordinate clauses Noun groups/phrases Modality Modal verbs Adverbs Adjectives Nouns Abstract nouns 	<ul style="list-style-type: none"> Rhetorical devices Metaphors Irony Parody Paragraph structure Quotations to support claims Substantiation of claims Lexical cohesion Ellipsis Text connectives Colons Semicolons Dashes (Hyphens) Brackets Nominalisations Allusion Evocative vocabulary Punctuation Abstract nouns

Reception – Grammar

	Term 1	Term 2	Term 3	Term 4
1	Bookwork standards	Capital Letters	Parts of a sentence	Commas
2	Learning letter sounds (phonemes) and formation of letters (graphemes)	Words	Nouns	Adjectives
3		Letters	Capital letters	Formal & Informal terms
4		Full stops	Pronouns	Common nouns
5		Question marks	Full stops	Plurals 's' and 'es'
6		Statements	Verbs	Contractions
7		Questions	Question marks	Proper nouns
8		Exclamation marks	Adjectives	Exclamation marks
9		Commands	Exclamation marks	Parts of a sentence
10		Simple sentence	Speech marks	
11				

Year 1 – Grammar

	Term 1	Term 2	Term 3	Term 4
1	Bookwork standards	Nouns	Plurals 's' & 'es'	Plurals 'ies'
2	Statements	Pronouns	Question marks	Phrases
3	Questions	Verbs	Pronouns	Paragraphs
4	Commands	Adjectives	Adjectives	Contractions
5	Full stops	Adverbs	Verbs (subject relationship)	Contractions (possessive)
6	Question marks	Formal & Informal terms	Conjugating verbs	Punctuation
7	Exclamation marks	Capital letters	Past tense	Parsing
8	Simple sentences	Common nouns	Present tense	Adverbial phrases
9	Parts of a sentence	Proper nouns	Future tense	Proof reading
10	Circumstances of place	Dictionary work	Speech marks	
11	Circumstances of time			

Year 2 – Grammar

	Term 1	Term 2	Term 3	Term 4
1	Bookwork standards	Nouns common	Suffixes	Contractions
2	Cohesive devices	Commas	Speech marks	Expanding a sentence
3	Synonyms	Nouns concrete	Questions	Adjectives
4	Antonyms	Clauses	Exclamation marks	Punctuation
5	Capital Letters	Noun groups	Verbs	Editing
6	Proper nouns	Articles	Paragraphing	Irregular past tense
7	Processes (speech)	Adjectives	Verbs (past tense)	Plurals
8	Compound sentences	Nouns abstract	Adverbs	Commas in a list
9	Clauses	Processes (thought)	Adjectives	Apostrophes
10	Conjunctions linking	Prefixes	Conjunctions	
11	Conjunctions binding			

Year 3 – Grammar

	Term 1	Term 2	Term 3	Term 4
1	Bookwork standards	Processes - action	Apostrophe for contractions	Regular past tense
2	Language choice	Processes – mental	Apostrophe for possession	Similes
3	Tense	Technical vocabulary	Conjunctions	Parsing
4	Sentence types	Modal verbs	Quotation marks	Noun Groups
5	Paragraphs	Adverbs	Adjectives and synonyms	Articles
6	Contractions	Processes relational	Paragraphing	Subordinate Clauses
7	Apostrophes	Processes - verbal	Commas	Expanding a sentence
8	Clauses	Alphabetical Order	Hyphens (dashes)	Antonyms
9	Subject	Nouns, Verbs	Conjugating verbs with pronouns	Punctuation and Editing
10	Verb	Adjectives	Adverbial phrases	
11	Subject-verb agreement			

Year 4 – Grammar

	Term 1	Term 2	Term 3	Term 4
1	Bookwork standards	Noun groups/phrases	Synonyms	Abstract nouns
2	Cohesive devices	Verb groups/phrases	Antonyms	Collective nouns
3	Linking conjunctions	Direct speech	Repetition	Relative nouns
4	Binding conjunctions	Indirect speech	Noun Groups	Figurative language Similes
5	Pronouns	Adverb groups/phrases	Direct speech	Figurative language Metaphors
6	Reference items	Prepositional phrases	Indirect speech	Figurative language Idioms
7	Text connectives	Circumstances of time	Past tense	Personification
8	Quotation marks	Circumstances of place	Present tense	Adverbial Phrases
9	Titles	Circumstances of manner	Future tense	Parsing
10	Dialogue	Circumstances of accompaniment	Modality	
11	Quoted (direct) speech			

Year 5 – Grammar

	Term 1	Term 2	Term 3	Term 4
1	Bookwork standards	Noun groups/phrases	Adjective groups/phrases	Abstract nouns
2	Formality in texts (tenor)	Verb groups/phrases	Uncommon plurals	Collective nouns
3	Sentences	Direct speech	Noun groups	Relative nouns
4	Foregrounding	Indirect speech	Direct speech	Figurative language Similes
5	Apostrophes for possession	Adverb groups/phrases	Indirect speech	Figurative language Metaphors
6	Apostrophes for nouns	Prepositional phrases	Past tense	Figurative language Idioms
7	Text organisation (chapters, headings, subheadings)	Circumstances of time	Present tense	Personification
8	Main clause	Circumstances of place	Future tense	Adverbial Phrases
9	Subordinate clause	Circumstances of manner	Modality	Parsing
10	Complex sentences	Circumstances of accompaniment	Abstract nouns	
11	Noun groups/phrases			

Year 6 – Grammar

	Term 1	Term 2	Term 3	Term 4
1	Bookwork standards	Adverb groups/phrases	Rhetorical devices	Colons
2	Formality (tenor)	Evaluative language	Metaphors	Semicolons
3	Objective language	Figurative language Simile	Irony	Dashes (Hyphens)
4	Subjective language	Figurative language Idiom	Parody	Brackets
5	Bias	Modality	Paragraph structure	Nominalisations
6	Cohesive links	Emphasis	Quotations to support claims	Allusion
7	Commas	Repetition	Substantiation of claims	Evocative vocabulary
8	Clauses	Figurative language Metaphor	Lexical cohesion	Punctuation
9	Complex sentences	Parsing	Ellipsis	Abstract nouns
10	Verbs	Pronouns	Text connectives	
11	Tense			

Year 7 – Grammar

	Term 1	Term 2	Term 3	Term 4
1	Bookwork standards	Prepositional phrases	Rhetorical devices	Colons
2	Idioms	Embedded clauses	Metaphors	Semicolons
3	Taxonomies	Subordinate clauses	Irony	Dashes (Hyphens)
4	Cause and effect	Noun groups/phrases	Parody	Brackets
5	Extended metaphors	Modality	Paragraph structure	Nominalisations
6	Overviews	Modal verbs	Quotations to support claims	Allusion
7	Paragraphs	Adverbs	Substantiation of claims	Evocative vocabulary
8	Topic sentences	Adjectives	Lexical cohesion	Punctuation
9	Indexes	Nouns	Ellipsis	Abstract nouns
10	Punctuation	Abstract nouns	Text connectives	
11	Complex sentences			

Grammar Scope and Sequence

Early Years		Primary Years		Middle Years	
Grammar	Punctuation	Grammar	Punctuation	Grammar	Punctuation
<ul style="list-style-type: none"> • Abstract nouns • Adjectives • Adverbs • Alphabetical order • Antonyms • Articles • Clauses • Cohesive devices • Commands • Common nouns • Compound sentences • Concrete nouns • Coordinating conjunctions (binding conjunctions) • Exclamation marks • Noun groups/phrases • Nouns • Plurals • Prefixes • Pronouns • Questions • Sentence structure – simple sentences • Statements • Suffixes • Synonyms • Tense • Verbs • Word associations 	<ul style="list-style-type: none"> • Capital letters for beginning sentences • Capital letters for names • Capital letters for Proper nouns • Commas • Full stops for end of sentences • Letters • Punctuation marks used at the end of sentences • Question marks 	<ul style="list-style-type: none"> • Adjective groups/phrases • Adverb groups/phrases • Adverbs • Binding conjunctions • Circumstances of accompaniment • Circumstances of manner • Circumstances of place • Circumstances of time • Clauses • Cohesive devices • Complex sentences • Contractions • Dialogue • Extended vocabulary • Foregrounding • Formality in texts (tenor) • Indirect speech • Language choices • Linking conjunctions • Main clause • Modal verbs • Noun groups/phrases • Prepositional phrases • Processes (action, mental, relational, verbal) • Pronouns • Reference items • Sentences • Subject • Subject-verb agreement • Subordinate clause • Technical vocabulary • Tense • Text connectives • Text organisation (chapters, headings, subheadings) • Uncommon plurals • Verb • Verb groups/phrases 	<ul style="list-style-type: none"> • Apostrophes • Apostrophes for nouns • Apostrophes for possession • Direct speech • Paragraphs • Quotation marks • Titles 	<ul style="list-style-type: none"> • Abstract nouns • Adjectives • Adverb groups/phrases • Adverbs • Allusion • Bias • Cause and effect • Clauses • Cohesive links • Complex sentences • Embedded clauses • Emphasis • Evaluative language • Evocative vocabulary • Extended metaphors • Figurative language • Formality (tenor) • Idioms • Indexes • Irony • Lexical cohesion • Metaphors • Modal verbs • Modality • Nominalisations • Noun groups/phrases • Nouns • Objective language • Overviews • Paragraph structure • Parody • Prepositional phrases • Repetition • Rhetorical devices • Subjective language • Subordinate clauses • Substantiation of claims • Taxonomies • Tense • Text connectives • Topic sentences • Verbs • Word choice 	<ul style="list-style-type: none"> • Brackets • Colons • Commas • Dashes (Hyphens) • Ellipsis • Paragraphs • Punctuation • Quotations to support claims • Semicolons