



Grammar and Punctuation



Homophones and Near-homophones

Homophones are words that sound the same but have different spellings. Near-homophones almost sound the same. Some words are just easy to get mixed up!

there Look over **there!**
their They have **their** own drinks.
they're **They're** (they are) having fun.

here Please bring it **here** to me.
hear Can you **hear** the music?

see When I close my eyes I can't **see**.
sea Let's go swimming in the **sea**.

bare It's easier to climb with **bare** feet.
bear A **bear** is a wild animal.

to We are going **to** the cinema.
two I have **two** pet cats and a dog.
too My toy plane is **too** heavy to fly.

be I want to **be** a vet when I'm older.
bee A **bee** looks similar to a wasp.

blue **Blue** is the best colour.
blew The wind **blew** my hat off.

night We can see the stars at **night**.
knight The brave **knight** rode a white horse.

new My shoes are old; I need **new** ones.
knew He already **knew** his times tables.

for This present is **for** you.
four Five, **four**, three, two, one, GO!

are These **are** my favourite fruits.
our Miss Jackson is **our** teacher.

weather It is sunny **weather**.
whether I don't know **whether** to go or not.

whose **Whose** coat is this?
who's **Who's** (who is) in the kitchen?

quiet We must be **quiet** in the library.
quite The jar is not **quite** full.

accept Will you **accept** this gift?
except Everyone went home **except** me.

affect The bad weather won't **affect** me.
effect Sweets have a bad **effect** on teeth.

berry A juicy **berry** is very tasty.
bury A pirate likes to **bury** treasure.

break If you drop the glass it will **break**.
brake Use your **brake** to slow you down.

grown The puppy is almost fully **grown**.
groan He hit his toe and let out a **groan**.

mail **Mail** comes through the letterbox.
male A boy is **male**; a girl is female.

meet It's great to **meet** you.
meat Vegetarians don't eat **meat**.

missed A snowball just **missed** Mum.
mist The **mist** felt wet on my face.

piece Can I have a **piece** of cake please?
peace He needs **peace** and quiet.

plane The **plane** landed on the runway.
plain She likes **plain** not spicy food.

where **Where** have I put my pencil?
were **Were** you unwell yesterday?
wear Today, I need to **wear** a coat.

Homophones and Near-homophones

advice Ask for some good **advice**.
advise Your teacher can **advise** you.

one **One**, two, three, four...
won Great! I have **won** a prize.

device It is a measuring **device**.
devise She needs to **devise** a good plan.

which **Which** pizza did you choose?
witch The **witch** flew on her broomstick.

practice Hockey **practice** is cancelled.
practise I need to **practise** more.

your **Your** hat is hanging up.
you're **You're** wearing a hat.

licence He needs a driving **licence**.
license We must **license** the TV.

of She got out **of** the chair fast.
off She got **off** the chair fast.

(In these pairs of words, nouns end **-ce** and verbs end **-se**)

aisle You can walk along an **aisle**.
isle An **isle** is an island.

guest You are a **guest** in my house.
guessed I **guessed** the answer would be 44.

past You were born in the **past**.
passed I **passed** the ball to you.

herd A **herd** of cows.
heard We **heard** a loud bang.

steel Stainless **steel** knives and forks.
steal She tried to **steal** my money.

led A guide **led** the way.
lead The rock was as heavy as **lead**.

stationary If it's not moving, it is **stationary**.
stationery **Stationery** includes pens and paper.

aloud Do you have to sing **aloud**?
allowed Eating in class is not **allowed**.

profit I sold my bike and made a **profit**.
prophet A **prophet** speaks about the future.

morning Wake up! It's **morning**.
mourning I'm **mourning** a friend who died.

wary If you are **wary**, you are cautious.
weary If you are **weary**, you are tired.

medal The athlete won a gold **medal**.
meddle Please don't **meddle** with my things.

father My **father** is in the army.
farther How much **farther** do I need to go?

not That's **not** fair!
knot You can tie a **knot** in your string.

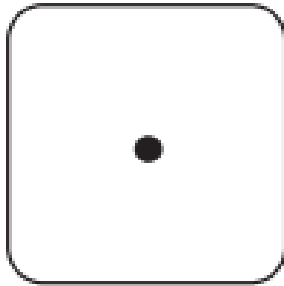
great He made a **great** effort.
grate I need to **grate** the cheese.

fair It's not **fair**, I have less than you.
fare She forgot her bus **fare**.

seen Rare birds are not often **seen**.
scene It was the final **scene** of the play.

bridal She got married in a **bridal** dress.
bridle The horse's **bridle** was too loose.

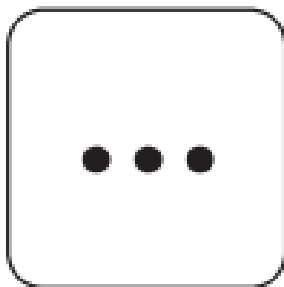
Punctuation



Full Stops

A full stop is a **single dot**. It is used to:

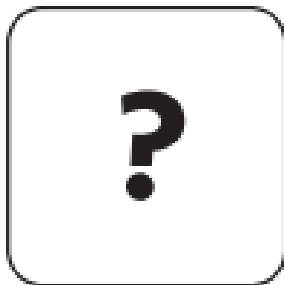
1. end any sentence that is not a question or exclamation;
2. indicate the abbreviation (shortening) of a word.



Ellipsis

An ellipsis is a **row of three full stops**. It is used to:

1. end an incomplete sentence;
2. indicate a longer pause than a full stop;
3. show that something is missing.



Question Marks

A question mark is used at the **end of a direct question**.

It can be used:

1. after every question in a series of questions;
2. inside brackets to indicate lack of certainty.

Punctuation



Exclamation Marks

An exclamation mark **indicates force** and **adds a strong sense of emotion**.

There are 5 main types of exclamation:

1. interjections;
2. echo exclamations;
3. what + 'an adjective or noun phrase' exclamation;
4. commands which are shouted;
5. after onomatopoeic words.



Colons

A colon is used **after a word that introduces a**:

1. list of items;
2. quotation;
3. expansion;
4. explanation.

Quotation Marks

Quotation marks enclose the actual words of a speaker (direct speech).

They are also known as '**inverted commas**' and '**speech marks**'.



Double



Single

Punctuation



Round Brackets

Brackets **surround a part of a sentence which can be deleted without affecting meaning.**

Round brackets can surround:

1. an extra detail;
2. an authorial intrusion;
3. a list which interrupts a sentence;
4. a date;
5. a Latin name used after a common name;



Square Brackets

Brackets **surround a part of a sentence which can be deleted without affecting meaning.**

Square brackets can be used to:

1. identify comments which have been quoted;
2. surround the use of the writing device [sic], which indicates an error in a quoted passage.



Semicolons

A semicolon links two sentences. It has 2 main uses:

1. to **link two closely related sentences;**
2. to **link two contrasting sentences.**



Forward Slash

A forward slash is **used in between alternatives**.
It is also known as an **oblique**.



Dash

A dash is used to **indicate a break in thought or structure of a sentence**.

A dash is a dramatic punctuation mark.

It should not be overused.

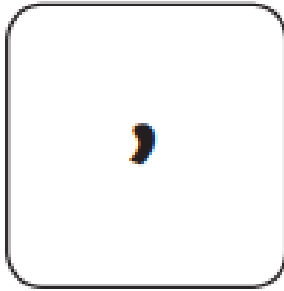
Dashes should **NOT** be confused with hyphens.



Hyphen

A hyphen is **a shorter mark than a dash with no space before and after it**. There are 2 main uses:

1. to join two or more words serving as a single adjective before a noun;
2. to join compound numbers.



Apostrophe

The apostrophe has 2 main functions:

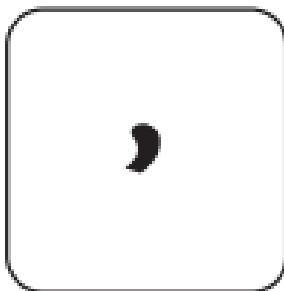
1. to show that something belongs to something/ someone else (**possession**);
2. to show that something has been missed out of a word or phrase (**omission/contraction**).

Paragraphs

Paragraphs are **used to 'break' up a text**. A new paragraph is shown with both an indentation (double finger space) and a space (missed out line).

Paragraphs are used when there is a change of:

1. time;
2. place;
3. speaker, in a passage of dialogue;
4. theme, focus, feeling or ideas.



Commas

Commas **divide sentences into smaller units of meaning** and often **make the precise meaning of a piece of writing clear**. They come in 2 forms:

1. commas which link (which usually occur singly);
2. commas which separate (which usually occur in pairs).

Apostrophes to Show Omission/Contraction (J)

Use an apostrophe ' to show where a letter has been omitted from (left out of) a word or phrase.

I'm	-	I am
I've	-	I have
I'll	-	I will
I'd	-	I should
	-	I would
she's	-	she is
	-	she has
he'll	-	he will
we'd	-	we had
we've	-	we have
we'll	-	we will
you're	-	you are
you've	-	you have
you'll	-	you will
you'd	-	you had
they're	-	they are
they'll	-	they will
they'd	-	they had
they've	-	they have
aren't	-	are not

can't	-	cannot
couldn't	-	could not
could've	-	could have
didn't	-	did not
don't	-	do not
doesn't	-	does not
how've	-	how have
how's	-	how is
isn't	-	is not
it's	-	it is
	-	it has
mightn't	-	might not
mustn't	-	must not
shouldn't	-	should not
should've	-	should have
it's	-	it is
wouldn't	-	would not
would've	-	would have

Apostrophes to Show Possession (J)

Use an apostrophe ' to show something's owner (or user)

With singular nouns not ending in **s** (e.g. cat) place 's at the end.
e.g. The cat's teeth - the teeth belonging to the cat.

With singular nouns ending in **s** (Mrs Jones) place ' at the end.
e.g. Mrs Jones' book - the book belonging to Mrs Jones.

With plural nouns not ending in **s** (e.g. men) place 's at the end.
e.g. The men's changing room - the changing room used by men.

With plural nouns ending in **s** (e.g. girls) place ' after the **s**.
e.g. The girls' shoes - the shoes of the girls.