



Literacy Knowledge Organiser

Key Punctuation	
Full Stop  Full stops are used at the end of a statement.	Question Mark  Use these to indicate a question is being asked.
Comma  Use commas in lists and to separate extra information.	Apostrophe  Use apostrophes to show possession or missing letters.
Colon  Use this to introduce a list or to join two parts of a sentence.	Semi-colon  Use this to join two closely related, equally important parts of a sentence.
Exclamation Mark  Use this to emphasise strong feelings such as shock, surprise or anger.	Brackets  Use these to add extra, non-essential, information to a sentence.





Frequently Misused Words:

	
Alot	A lot
Would of	Would have
Eachother	Each other
Aswell	As well
Inbetween	In between

Homophones

There – Place or position. Their – belonging to them. They're – They are.	Where – Place or position. Were – Plural past tense of 'to be'. We're – We are/We were.
To – Preposition to show motion. Too – Adverb meaning 'also'. Two – Number.	Your – belonging to you. You're – You are.

Spelling Strategies

Pictures H +  ear = hear	Other versions of the word definite, finite, finish
Invent Mnemonics Accommodation = Cosy Cottages; Magnificent Mansions 	Word origins satis – enough bicycle – two wheels
Necessary = 1 collar, 2 socks 	Dictionary 
Critical self-checking Does it look right?	
Syllables Ad - ver - tise - ment	Words within words business – bus in ess separate – there's a rat in separate
Letter Pattern Links light bright sight fight might	
Look, Say, Cover, Write, Check	

Parts of a sentence: subject, verb, object.	Examples: Every sentence must have a subject and verb .
subject: the person or thing carrying out the action. object: the person or thing that receives the action of the verb.	John ran to the shops. The opera was sung by the soprano.
Active Voice: When the subject of a sentence performs the verb's action, we say that the sentence is in the <i>active voice</i> .	Passive voice: When the subject is acted on by the verb. The passive voice is always constructed with a different form of <i>to be</i> plus the verb's past participle and contains <i>by</i> .
Arthur read an interesting novel.	An interesting novel was read by Arthur.
The progressive tense: a verb tense used to show an ongoing action in progress at some point in time.	Examples: The verbs in the progressive form use a form of "to be" + the present participle (an -ing verb).
Past progressive: contains was, were + an -ing verb.	She was playing football. We were eating dinner.
Present progressive: contains is, are, am + an -ing verb.	He is reading a book. They are making a cake. I am painting a picture.
Main clause: a clause that can form a complete sentence standing alone. Contains a subject and verb. If the main clause comes first no comma is needed.	Subordinate clause: a clause, typically introduced by a subordinating conjunction, that adds extra information and cannot stand alone.
I still had energy for my lessons.	I still had energy for my lessons even though I cycled to school.
I crept inside the room.	Although I was feeling scared, I crept inside the room.
Synonyms: words that have the same or similar meanings.	Antonyms: words that have the opposite meaning
talk-speak big-large	hot-cold light-dark

Hyphens: are used to combine words that have a combined meaning or are linked in the grammar of a sentence. They help avoid confusion.	Examples: three-year-old rock-forming minerals long-term
Man eating shark- suggests the man is eating shark.	Man-eating shark – suggests the shark eats man.
Semi colons, colons and dashes can be used to separate boundaries between two clauses.	Example:
Semi colons(:) separate two main clauses and are normally used instead of a coordinating conjunction.	Some people like sweets; others like chocolate.
Colons(:) are used to introduce related information.	He was missing two things: his hat and his coat.
Dashes- can be used in place of a colon when you want to emphasize the conclusion of your sentence.	The house rule is simple- clean up after yourself.
Semi colons, colons and bullet points can also be used in lists.	Example:
Semi colons(:) they are also used to separate items in a list that contain commas already.	My dream band would be: Ray, vocals; Arthur, guitar and backing vocals; Rifat, bass; and Tom, drums.
Colons(:) they are also used to present a list.	I ordered the following: eggs, beans, sausage, bacon and a cup of tea.
Bullet points. make a list easier to read. There are no capital letters or full stops needed.	Remember to: <ul style="list-style-type: none"> • wash up everything in the sink • dry the dishes with the towel • pack everything away on the shelf
Subjunctive form: it is used to express wishes, hopes, commands, demands or suggestions. Usually it is the third-person form of the verb with the -s dropped, but the verb to be is a special case.	Example: I wish I were able to fly. It is vital that she attend the meeting. If I were you, I'd accept the offer. I demand that they be counted again.

Simple tenses		Example	Perfect tense	Example		
Past - when an action took place at a specific time and is <u>now finished</u> .		I <u>walked</u> into the monster's cave.	Past perfect - is used to say when an action was completed in the past. The past tense of 'to have' + past participle of verb.	I had walked in the monster's cave.		
Present - when an action is taking <u>place now</u> .		I <u>walk</u> into the monster's cave.				
Future - when an action will take place <u>in the future</u> .		I <u>will walk</u> into the monster's cave.				
Progressive tenses		Example	Present perfect - is used to say when: 1) An action has recently finished using 'just', 2) An action that has started in the past and is still going. 3) The time period has not finished. 4) When the time period is not important or known. 5) The action is repeated in a period between the past and now. The past tense of 'to have' + past participle of verb.	I have just walked in the monster's cave. I have worked in the bank for five years. I have not seen her today. I have studied French, Russian and German. I have eaten at that restaurant several times.		
Past progressive - used for a continuous action in the past. The past tense of 'to be' + present participle of the verb (verb ends in -ing).		I was walking in the monster's cave. He/She was ... You/We/They were ...				
Present progressive - used for an action that is happening at the moment of speaking. The present tense of 'to be' + present participle of the verb (verb ends in -ing).		I am walking in the monster's cave. He/She is ... You/We/They are ...				
Future progressive - used for an action that is will be continuing in the future. The present tense of 'to be' + present participle of the verb (verb ends in -ing).		I will be walking into the monster's cave. He/She will be ... You/We/They will be ...				
					Future perfect - is used to say when an action will have been completed in the future. The future tense of 'to have' + past participle of verb.	I will have walked in the monster's cave.

Word class: Nouns		Word class:	
Proper noun - name, place, month- always starts with a capital letter	e.g. John, South Woodford, March <u>James</u> went to the supermarket.	Adjective - describes a noun	e.g. blue, small, gentle The <u>white</u> snow blanketed the floor.
Concrete nouns - things you experience through your five senses	e.g. table, pencil, chocolate, music In my bag I have many things including an <u>apple</u> .	Verb - an action, state or occurrence	e.g. run, was, work The sun <u>is</u> hot so I <u>play</u> in the garden.
Abstract nouns - ideas and concepts; you can't touch them	e.g. truth, justice, anger I feel <u>hope</u> for the future.	Adverb - modifies the meaning of an adjective, verb or other adverb.	e.g. slowly, regularly, soon I liked the cuddly rabbit <u>best</u> .
Pronoun - replaces a proper noun or common noun	e.g. he, she, they, it John had a bookmark; <u>he</u> used it in his book.	Expresses manner, place, time or degree	
Collective noun - a noun that refers to a group of individuals	e.g. herd, class, pack A <u>gaggle</u> of geese were at the pond.		
Word class: Determiner	A modifying word that determines the kind of reference a noun or noun group has	Word class:	
Article - tells us the definite or indefinite	e.g. a/an, the <u>The</u> tree is beautiful in autumn.	Prepositions - show the relationship between the noun or pronoun and other words in a sentence. They describe, for example, the position of something, the time when something happens, or the way in which something is done	e.g. after, in, with He moved here <u>after</u> the end of the war.
Quantifier - indicates quantity	e.g. few, many, some <u>Lots</u> of fun was had at the party.	Co-ordinating conjunction - a conjunction placed between words, phrases, clauses, or sentences of equal importance (main clause)	e.g. for, and, nor, but, or, yet, so I like chocolate <u>but</u> I don't like sweets.
Possessives - indicates who it belongs to	e.g. my, its, his That is <u>her</u> coat.	Subordinating conjunction - a conjunction that introduces a subordinating clause	e.g. while, since, although I went to the cinema <u>after</u> I had eaten my dinner.
Demonstratives - points to something specific	e.g. this, that, those <u>These</u> computers are for sale.		
Numbers - tells us how many	e.g. one, two, three <u>Seven</u> dwarves accompanied Snow White.		