# Literacy Knowledge Organiser

#### **Key Punctuation Full Stop Question Mark** Full stops are used at Use these to indicate a the end of a question is being asked. statement. Apostrophe Comma Use apostrophes to Use commas in lists and to separate extra show possession or information. missing letters. Colon Semi-colon Use this to introduce a Use this to join two list or to join two parts closely related, equally important parts of a of a sentence.

sentence.

Brackets

sentence.

Use these to add

information to a

extra, non-essential.

Exclamation

Use this to emphasise

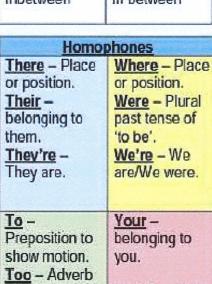
strong feelings such

as shock, surprise or

Mark

anger.

()

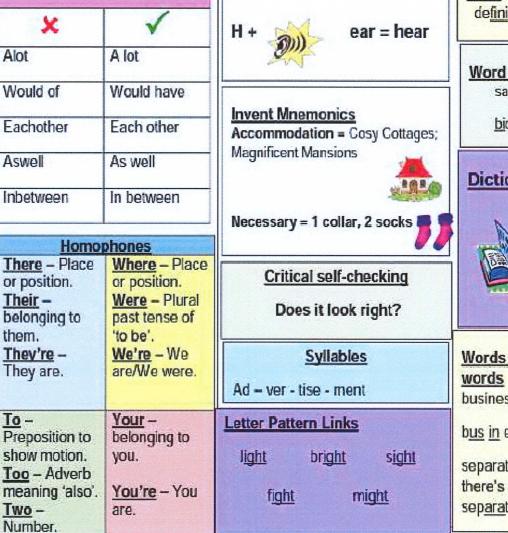


Frequently Misused Words:

Alot

Aswell

Two -



### **Spelling Strategies**

#### **Pictures**

### Word origins

word

satis - enough

Other versions of the

definite, finite, finish

bicycle - two wheels

## **Dictionary**

Look.

Say,

Cover,

Write. Words within

business -

bus in ess

separate there's a rat in separate

Check

Parts of a sentence: subject, verb, object.  subject: the person or thing carrying out the action.	Examples: Every sentence must have a subject and verb.  John ran to the shops.	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	
object: the person or thing that receives the action of the verb.	The opera was sung by the soprano.	Man eating shark- suggests the man is eating shark.	Man-eating shark – suggests the shark eats man.	
<b>Active Voice:</b> When the subject of a sentence performs the verb's action, we say that the sentence is in the <i>active</i> voice.	Passive voice: When the subject is acted on by the verb. The passive voice is always constructed with a different form of to be plus the verb's past	Semi colons, colons and dashes can be used to separate boundaries between two clauses.	Example:	
Arthur read an interesting novel.	participle and contains by.  An interesting novel was read by	Semi colons(;) separate two main clauses and are normally used instead of a coordinating conjunction.	Some people like sweets; others like chocolate.	
The progressive tense: a	Examples: The verbs in the progressive	<b>Colons(:)</b> are used to introduce related information.	He was missing two things: his hat and his coat.	
verb <b>tense</b> used to show an ongoing action in progress at some point in time.	form use a form of "to be" + the present participle (an -ing verb).	Dashes- can be used in place of a colon when you want to emphasize the	The house rule is simple- clean up after yourself.	
Past progressive: contains was, were + an -ing verb.	She was playing football. We were eating dinner.	conclusion of your sentence.		
Present progressive: contains <b>is, are, am</b> + an <b>–ing</b> verb.	He <b>is reading</b> a book. They <b>are making</b> a cake.	Semi colons, colons and bullet points can also be used in lists.	Example:	
Main clause: a clause that can form a	I am painting a picture.  Subordinate clause: a clause, typically	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.	
complete sentence standing alone. Contains a subject and verb. If the main clause comes first no comma is needed.	introduced by a subordinating conjunction, that adds extra information and cannot stand alone.	Colons(:) they are also used to present a list.	I ordered the following: eggs, beans, sausage, bacon and a cup of tea.	
I still had energy for my lessons.	I still had energy for my lessons <b>even</b> though I cycled to school.	<b>Bullet points.</b> make a list easier to read. There are no capital letters or full stops needed.	Remember to: <ul><li>wash up everything in the sink</li><li>dry the dishes with the towel</li></ul>	
I crept inside the room.	Although I was feeling scared, I crept inside the room.		pack everything away on the shelf	
Synonyms: words that have the same or similar meanings.	Antonyms: words that have the opposite meaning	Subjunctive form: it is used to express wishes, hopes, commands, demands or suggestions. Usually it is the third-	Example: I wish I were able to fly. It is vital that she attend the meeting.	
talk-speak big-large	hot-cold light-dark	person <b>form</b> of the verb with the -s dropped, but the verb to be is a special case.	If I were you, I'd accept the offer. I demand that they be counted again.	

Simple tenses	Example		Perfect tense	Example
specific time and is <u>now finished.</u>		o the monster's cave.  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.
Future - when an action will take place in the future.  Progressive tenses		Example	Present perfect - is used to say when:  1) An action has recently finished using 'just',	I have just walked in the monster's cave.
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	<ol> <li>An action that has started in the past and is still going.</li> <li>The time period has not finished.</li> <li>When the time period is not important or known.</li> </ol>	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.
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	<ul><li>5) The action is repeated in a period between the past and now.</li><li>The past tense of 'to have' + past participle of verb.</li></ul>	
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:		
<b>Proper noun</b> - name, place, month- always starts with a capital letter		e.g. John, South Woodford, March <u>James</u> went to the supermarket.		Adjective- describe a noun	The <u>white</u> snow	
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, sta or occurrence	The sun <u>is</u> hot so I	
Abstract nouns - ideas and concepts; you can't touch them		e.g. truth, justice, anger I feel <u>hope</u> for the future.		<b>Adverb</b> - modifies t	play in the garden.  he e.g. slowly, regularly,	
<b>Pronoun -</b> 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.		meaning of an adjective, verb or other adverb.	soon I liked the cuddly rabbit <u>best</u> .	
Collective noun - a noun that refers to a roup of individuals		e.g. herd, class, pack A gaggle of geese were at the pond.		Expresses manner, place, time or degree		
Word class: Determiner	A modifying word that determines the		Word class:			
	kind of refere	ence a noun or noun	<b>Prepositions</b> - show the relationship between the noun or pronoun and other		e.g. after, in, with He moved here <u>after</u> the	
<b>Article</b> - tells us the definite or indefinite	e.g. a/an, the <u>The</u> tree is beautiful in autumn.		words in a sentence. The example, the position of time when something	of something, the	end of the war.	
Quantifier - indicates quantity	e.g. few, many, some Lots of fun was had at the party.		way in which somethin	g is done		
<b>Possessives -</b> indicates who it belongs to	e.g. my, its, his That is <u>her</u> coat.		<b>Co-ordinating conjunction</b> - 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 but I don't	
<b>Demonstratives</b> - points to	e.g. this, that, those  These computers are for sale.  e.g. one, two, three  Seven dwarves accompanied Snow White.				like sweets.	
something specific			Subordinating conjunc		e.g. while, since, although	
Numbers - tells us how many			that introduces a subordinating clause		I went to the cinema <u>after</u> I had eaten my dinner.	