

The Grange Academy

Writing Toolkit Year 3 and 4



NAME:

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Apostrophes



Contraction Apostrophes (Omission Apostrophes)

- Joining two words together to make one word
 - The words contract (get smaller)
- There is an omission (missing letter or letters)

do not = don't	must not = mustn't	you will = you'll	he is = he's
will not = won't	might not = mightn't	you have = you've	he will = he'll
cannot = can't	I will = I'll	you would = you'd	he would = he'd
should not = shouldn't	I am = I'm	she is = she's	they are = they're
would not = wouldn't	I have = I've	she will = she'll	they will = they'll
could not = couldn't	I would = I'd	she would = she'd	they would = they'd

Possession Apostrophes

- When somebody or something owns the noun
 - People can have possessions
 - Nouns can have possessions
- Plurals ending in S need the apostrophe at the end of the word e.g.
the boys' toilets, parents' evening, girls' dorm

<u>People</u>	<u>Nouns</u>	<u>Plural Endings</u>
Freddie's bike	the dog's bark	the boys' toilets
Sarah's jumper	the rainbow's colours	the girls' dorm
Ahmed's book	the car's engine	parents' evening
Alice's football	the flower's smell	teachers' party
Zainab's chair	the team's enthusiasm	the cats' dishes

REMEMBER: Normal plurals DO NOT need an apostrophe:
pens, tables, cars, wolves, leaves, babies, cities, teeth, sheep etc.



Clause structures



Subordinate and Main Clauses

- A clause must have a verb and a noun.
- The main clause always works on its own.
- Subordinate clauses don't make sense on their own
- Subordinate clauses appear at the start, middle or end of a sentence
- You need to use a comma if your subordinate clause appears at the start or in the middle of your sentence

Because the car would not start, we couldn't get to school.

Although it was getting dark, we wanted to carry on playing.

The umbrella, which kept us dry, was brightly coloured.

The football, which was dirty and old, could still be used.

I enjoyed watching the film at the cinema whilst eating popcorn.

I did all my homework after school even though I was tired.

Relative and Main Clauses

- Relative clauses are subordinate ones starting with a relative pronoun: who, which, when, where, whose, whom or that

The little boy, who was only six, scored a great goal.

The village, which sat at the foot of a mountain, was quiet.

It was thunder and lightning when the lunchtime bell rang.

The fish swam away where the boys were playing.

When the whistle blew, the game was over

Where there was noise, there were probably children!

Co-Ordinating Conjunctions

FANBOYS

- Helps join two main clauses / phrases together

f

or

I can't stand wasting any frog and crocodile eyeball stew, for they are very expensive ingredients.

A

nd

Anna thoroughly enjoyed joining both the guitar club and the football club this year.

N

or

I will neither do my homework, nor will I help my family with the dishes after dinner!

b

ut

Butterflies are beautiful, delicate creatures but they can scare larger animals with patterns that look like giant eyes.

O

r

You can either have a delicious strawberry ice-cream or a tasty chocolate bar.

Y

et

He was the best goalkeeper the team had ever had yet they were losing once again.

S

o

It was raining heavily outside so I collected my umbrella to keep myself dry.

FOR – Explains a reason (like using because or since)

AND – Adds extra information to a sentence

NOR – Gives a second negative idea to an already mentioned negative idea

BUT – Changes a sentence from positive to negative or from negative to positive

OR – Presents another choice

YET – Introduces an opposite idea (a bit like BUT)

SO – Gives an effect, result or consequence



Fronted Adverbials



Fronted Adverbial Phrases

- Fronted adverbial phrases go at the beginning of a sentence
- A phrase cannot have both a verb and noun
- An adverbial usually describes the verb in the sentence but can tell you more about the adjective or another adverb.
- It does not tell you more about the noun (this is an adjective)
- It can describe when, where or how the verb takes place
 - Use a comma after the fronted adverbial

When

Last week, they all played basketball.
In the middle of the night, all was still.
A few hours later, they decided to attack.
As soon as he could, he ordered his favourite pizza.



Where

On the beach, they played cricket.
In the depths of the forest, the squirrels played.
Near to the village, lived a frightening troll.
Under the boat, a shark was circling patiently.

How

Enthusiastically, they danced the night away.
Nervously, they crept downstairs trying not to wake their parents.
Happily, she stroked the cat.





Inverted Commas



Using Speech Marks

- Words that are spoken by a character needs to have speech marks at the beginning and end of speech
 - Start speech with a capital letter
- Put punctuation at the end of speech and then close with speech marks
- Depending on who is speaking, speech may be informal, have accents or help create personality
 - New speakers need a new line

What on earth was that?



**An earthquake.
Let's get out of here.**

No! We'll be safe here for now.



"What on earth was that?" I cried as Jane held onto me for dear life.

"An earthquake. Let's get out of here!" Jane exclaimed.

I finally replied, **"No! We'll be safe here for now."**

If the reporting clause (part the narrator says) is at the end, do not use a full-stop at the end of the dialogue. Instead, **use a comma**. Yet, if your dialogue finishes with an exclamation or question mark- that can stay the same.

"Thank you for your card," said Jane.

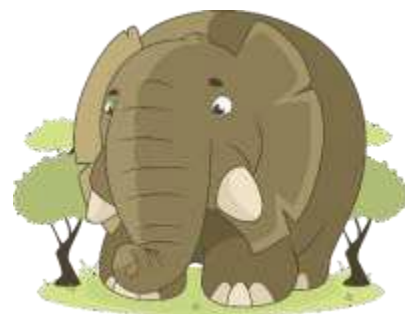
"Are you okay?" asked Paul.

Nouns, Adjectives, Verbs and Adverbs

Nouns

- An idea, person, place or thing

Common Nouns	Proper Nouns	Collective Nouns	Abstract Nouns
hand	Africa	team	hate
table	London	class	happiness
country	Saturday	family	bravery
cat	Buddhism	herd	fun
dog	Thomas	fleet	fear
tree	Bilal	orchestra	childhood
air	Easter	government	love
father	Nottingham	army	surprise



Adjectives

- Words used to describe a noun
- If you use more than one, then put a comma between them

Common Nouns	Proper Nouns	Collective Nouns	Abstract Nouns
big hand	hot Africa	good team	aggressive hate
hard table	rainy London	loud class	true happiness
huge country	cold Saturday	crazy family	admirable bravery
quiet cat	spiritual Buddhism	large herd	hilarious fun
mean dog	patient Thomas	strong fleet	unpleasant fear
old tree	young Bilal	talented orchestra	happy childhood
clean air	pleasant Easter	useful government	all-encompassing love
kind father	exciting Nottingham	unhappy army	delightful surprise

Verbs

- An action or something which can be 'done'
- Can end in -ed if in the past tense or -ing if in the present tense



Verb	Past Tense	Present Tense
jump	jumped	jumping
climb	climbed	climbing
fire	fired	firing
cry	cried	crying
swim	swam	swimming
throw	threw	throwing
catch	caught	catching
fly	flew	flying

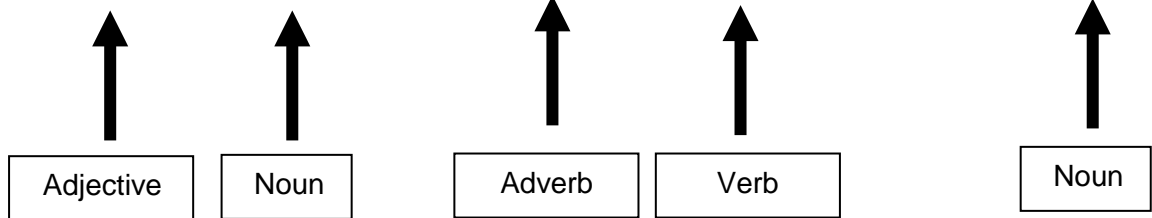
Adverbs

- Tell you when, where or how a verb took place
- They can tell you more about any other word BUT not a noun. (Adjectives tell you more about a noun.)
 - How adverbs often end in -ly

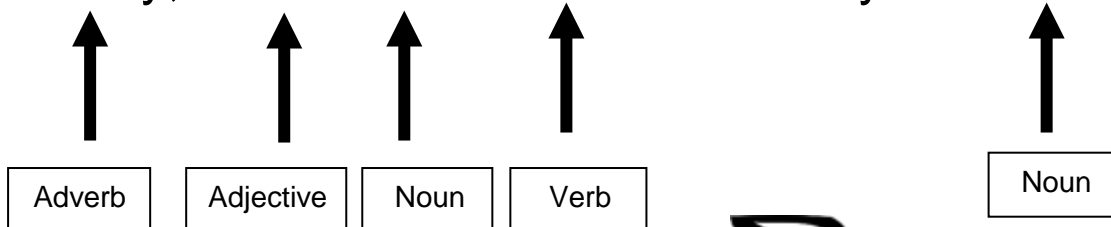
Verb	When	Where	How
jumped	yesterday	down	enthusiastically
climbed	last week	up	courageously
fired	again	outside	nervously
cried	early	downstairs	solemnly
swam	recently	around	wildly
threw	often	inside	safely
caught	after	there	quickly
flew	repeatedly	everywhere	frantically

Word Classes

The cheeky monkey was always hanging onto his branch



Slowly, a small snail slithered its way to the sandpit





Prepositions



- A preposition tell you the relationship a noun/pronoun has with another word in the sentence
- They show location (where), time (when) and movement (how)

Location (where)	Time (when)	Movement (how)
above behind below beside between by in inside near on over through	after before by during from in past since to until upon	against along down from into off on onto out of toward up upon
<p>I am in the pool.</p> 	<p>We will meet after swimming lessons.</p> 	<p>I am getting out of the pool.</p> 

Punctuation (Other)

Exclamation Marks

- Use an *exclamation mark* when writing something exciting, shocking or loud
 - An *exclamation sentence* starts with 'What' or 'How'

This is the best party I've ever been to! – **Exciting**
Suddenly, the door slammed! - **Shocking**
"Everybody Stop!" yelled the teacher. – **Loud**
"What a fantastic goal!" – **Exclamation Sentence**
"How brilliant!" – **Exclamation Sentence**



Question Marks

- Put a question mark at the end of the sentence if you ask a question
 - Who, what, why, where, when and how are question words
- Not all questions have to include these words for them to work as questions
- Rhetorical questions are questions that don't need an answer as they are used to make the reader think and feel



What was the shadowy figure lurking in the forest at night?
Where had all the biscuits gone?
When could they cross the river if it always looked this dangerous?
How would you feel if you had no shelter and no water? - **Rhetorical**

Capital Letters

- Capital letters are used to start new sentences after a full-stop
 - Capital letters are used when someone starts speaking
 - Capital letters are used for proper nouns

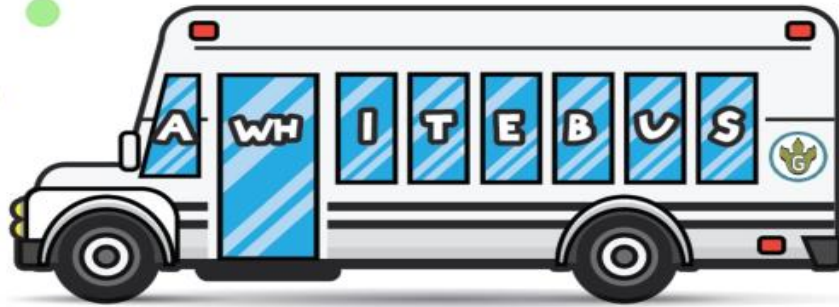
Proper Nouns

Days/Months – Monday, Tuesday, June, July, August
People's Names – John Thomas, Sally Smith, Hassan Khan, Eric Dylan
Place Names – Nottingham, New York, Canada, Waterloo, Ghana
Businesses and Brands – Tesco, Nike, Walkers, Burger King

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Subordinating Conjunctions

- Some sentences have **two clauses** (one **main clause** and one **subordinate clause**)
- The subordinating conjunction is the word that links the two together
- It is put at the start of the subordinate clause
- A subordinate clause can start a sentence or end a sentence.
- If your sentence starts with a subordinating conjunction, remember to put a comma after the subordinate clause



Because the car would not start, we couldn't get to school.

Although it was getting dark, we wanted to carry on playing.

I enjoyed watching the film at the cinema whilst eating popcorn.

I did all my homework after school even though I was tired.

List of Subordinating Conjunctions

after	once provided	until when
although	that rather	whenever
as	than since	where
because	so that	whereas
before	than	wherever
even if	that	whether
even though if	though	while
in order that	unless	why



Year 3/4 Spellings



accident	century	experiment	interest	particular	remember
accidentally	certain	extreme	island	peculiar	sentence
actual	circle	famous	knowledge	perhaps	separate
actually	complete	favourite	learn	popular	special
address	consider	February	length	position	straight
answer	continue	forward(s)	library	possess	strange
appear	decide	fruit	material	possession	strength
arrive	describe	grammar	medicine	possible	suppose
believe	different	group	mention	potatoes	surprise
bicycle	difficult	guard	minute	pressure	therefore
breath	disappear	guide	natural	probably	though
breathe	early	heard	naughty	promise	although
build	earth	heart	notice	purpose	thought
busy	eight	height	occasion	quarter	through
business	eighth	history	occasionally	question	various
calendar	enough	imagine	often	recent	weight
caught	exercise	increase	opposite	regular	woman
centre	experience	important	ordinary	reign	women

Homophones											
(words which sound the same but are spelled different and have different meanings)											
affect	accept	ball	berry	break	grate	groan	here	heel / he'll	knot		
effect	except	bawl	bury	brake	great	grown	hear	heal	not		
mail	main	meat	meddle	missed	peace	plain	rain / rein	seen	whether	whose	
male	mane	meet	medal	mist	piece	plane	reign	scene	weather	who's	

Double Consonants	forgetting, forgotten, beginning, beginner, preferred, running, swimming
Short i sound as a 'y'	myth, pyramid, Egypt, gymnastics, mystery
Short u sound as 'ou'	young, touch, double, trouble, country

- Prefixes**
- Dis** (disappoint, disagree, disobey)
 - Mis** (misbehave, mislead, misspell)
 - In** (inactive, incorrect, incomplete)
 - Il** (illegal, immature, immortal, impossible)
 - Ir** (irregular, irresponsible, irrelevant)
 - Re** (redo, refresh, return, reappear)
 - Sub** (submarine, subway, subheading, submerge)
 - Inter** (international, interact, interrelated)
 - Super** (supermarket, superstar, superman)
 - Anti** (antiseptic, antifreeze, anticlockwise, antisocial)
 - Auto** (autograph, automatic, autobiography)

-ation	information, adoration, sensation, preparation, admiration
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- Suffix (-ly)**
- 1.) Just add ly (sadly, completely, usually, finally)
 - 2.) If the root word end in i, change to y (happily, angrily)
 - 3.) If the root word ends with le change to ly (gently, simply, humbly, nobly)
 - 4.) If the root word ends in ic change to ally (comically, basically, frantically, dramatically)

-sure -ture	measure, treasure, pleasure, enclosure creature, furniture, picture, nature, adventure
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-sion	division, invasion, confusion, decision, collision, television
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-ous	Poisonous, dangerous, famous, tremendous, jealous, curious
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-cian	musician, electrician, magician, politician, mathematician
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ch as a k sound	scheme, chorus, chemist, echo
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sc as s sound	science, scene, fascinate
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Long a sound	Vein, obey, weight, they, eight
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