

SPAG and Terminology Knowledge Organiser

Word Classes

Terminology	Definition	Example
Noun	A person, place or thing.	<ul style="list-style-type: none"> The restaurant was warm and inviting. Oliver laughed at the joke. He is a great singer. They thought school was boring.
Concrete Noun	Refer to objects that have a physical existence.	<ul style="list-style-type: none"> 'car' 'room' 'book' 'street' 'shadow', etc. The classroom was filled with students. The van drove quickly down the road.
Abstract Noun	Refer to states, feelings and concepts that do not have a physical existence.	<ul style="list-style-type: none"> 'dream' 'love' 'peace' 'failure' 'education', etc. Her faith was strong enough to move mountains. Jeremy's intelligence was never in question.
Proper Noun	Refer to names of people or places.	<ul style="list-style-type: none"> Alice went to Paris. We visited the Empire State Building. They flew across the Indian Ocean.
Pronoun	Substitutes for a noun, often referring back or forwards to them.	<ul style="list-style-type: none"> 'he' 'she' 'they' 'it' 'we' 'you' He walked away from the shop. They laughed at the movie.
Preposition	Are usually used in front of nouns or pronouns and they show the relationship between the noun or pronoun and other words in a sentence.	<ul style="list-style-type: none"> 'on' 'under' 'between' 'next' 'through' 'in', etc. The jellybeans are in the jar. During the summer, I always spend my time playing video games or reading sci-fi books at home.
Verb	A word used to describe an action, state, or occurrence.	<ul style="list-style-type: none"> Olivia owns three motorbikes. Tom and George ran across the park. She believes in UFOs. I hate tomatoes! John changed his shoes for P.E.
Dynamic Verb	A word that suggests an action rather than a state of being.	<ul style="list-style-type: none"> He marched across town angrily. Laura skipped to the playing fields.
Auxiliary Verb	An auxiliary verb helps the main verb convey when in time an event/condition happened.	<ul style="list-style-type: none"> 'Be' 'do' 'have' 'will' 'shall' 'would' 'should' 'can' 'could' 'may', etc. I do want to go there myself. I think I should study harder.
Adjective	A word or phrase that modifies a noun.	<ul style="list-style-type: none"> The small room.
Adverb	A word or phrase that modifies the meaning of an adjective, verb, or other adverb, expressing manner, place, time, or degree.	<ul style="list-style-type: none"> She walked slowly down the street. Two cars were parked outside. Sophie visited us yesterday. They always practiced for two hours.

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Sentence Forms (Structure and Purpose)

Terminology	Definition	Example
Structure: Minor	Also known as a fragment- not really a sentence as it does not contain a verb.	<ul style="list-style-type: none"> ▪ Nice weather. ▪ Winter.
Structure: Simple	Contains a main clause with a single subject.	<ul style="list-style-type: none"> ▪ The frog jumped and landed in the pond. ▪ The music is too loud for my ears.
Structure: Compound	Contains two main clauses, linked by a conjunction or connective. Both clauses make sense on their own.	<ul style="list-style-type: none"> ▪ The sky is clear and the stars are twinkling. ▪ I like chocolate ice cream but we don't have it very often.
Structure: Complex	Contains two or more clauses (at least one main and subordinate), but only one of them makes sense on their own.	<ul style="list-style-type: none"> ▪ Because my coffee was too cold, I heated it in the microwave. ▪ I waited excitedly at the foot of the stairs, listening to the footsteps above, thinking about the afternoon ahead, pacing the hall and counting down the minutes until we could set off.
Purpose: Declarative	Makes a statement, conveys information or makes a declaration.	<ul style="list-style-type: none"> ▪ My cat chases rabbits. ▪ The train leaves tomorrow promptly at noon.
Purpose: Imperative	Makes a command or request.	<ul style="list-style-type: none"> ▪ Shut the door please. ▪ Turn right at the park.
Purpose: Interrogative	Poses a question or requests information. Ends in a question mark.	<ul style="list-style-type: none"> ▪ Would you like some more tea? ▪ When does the train leave?
Purpose: Exclamatory	Exclaims something and shows emphasis. Usually ends in an exclamation mark.	<ul style="list-style-type: none"> ▪ You broke the lamp! ▪ The train left an hour ago!

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Linguistic Techniques

Terminology	Definition	Example
Repetition	Repeated words, phrase or ideas.	<ul style="list-style-type: none"> Oh, woeful, oh woeful, woeful, woeful day! And miles to go before I sleep, and miles to go before I sleep.
Personification	Giving inanimate objects or abstract concepts animate or living qualities.	<ul style="list-style-type: none"> The fog sits looking over the harbour and city. My alarm clock yells at me every morning.
Onomatopoeia	The use of words to imitate the sounds they describe.	<ul style="list-style-type: none"> “bang”, “crash” The clanging pots and pans awoke the baby. The snake slithered and hissed.
Imagery	Using language to create a vivid image for the reader. Include, similes, metaphors and personification.	<ul style="list-style-type: none"> Glittering white, the blanket of snow covered everything in sight. The golden yellow sunlight filtered down through the pale new leaves on the oak trees, coming to rest on Jessica's brown toes that were splayed in the red Georgia mud.
Simile	Comparing one thing to another using ‘like’ or ‘as’.	<ul style="list-style-type: none"> She cried like a baby. It came as regular as clockwork.
Alliteration	The close repetition of consonant sounds, especially at the beginning of words.	<ul style="list-style-type: none"> She had cold chills. Carrie's cat clawed her couch, creating chaos.
Metaphor	Comparing one thing to another by saying it is that thing.	<ul style="list-style-type: none"> Her velvet skin. Their home was a prison.
Juxtaposition	Ideas that are close to each other and are often contrasting.	<ul style="list-style-type: none"> Dark and Light Despair and Hope You will soon be asked to do great violence in the cause of good.
Pathetic Fallacy	Type of personification involving elements of nature. Using the elements of weather/nature to predict events or show emotion.	<ul style="list-style-type: none"> The rain beat down as they began to fight. A cruel, lonesome wind is howling through the trees.
Semantic Field	A group of words/phrases that are associated with the same topic/ideas. Usually used to suggest a mood.	<ul style="list-style-type: none"> Fire: Kindled, charred, ignite, glow, burn War: Strafes, bombarded, ranks, attacks
Euphemism	An indirect word or phrase used instead of something upsetting or offence, or to conceal meaning.	<ul style="list-style-type: none"> Passed away instead of died. Between jobs instead of unemployed.

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Poetic Techniques

Please note that these are an addition to the above 'Linguistic Techniques'. Both can be used in poetry.

Terminology	Definition	Example
Sibilance	Repetition of 's', 'sh' or 'ch' sounds.	<ul style="list-style-type: none"> A shark sliced through the water, charging toward the shore.
Oxymoron	A phrase which appears to contradict itself. Usually containing opposite ideas.	<ul style="list-style-type: none"> It was a beautiful disaster. He was found missing.
Enjambment	When a sentence or phrase runs over one line or stanza to the next.	<ul style="list-style-type: none"> "I think that I shall never see A poem as lovely as a tree."
Assonance	When words share the same vowel sound but their consonants are different.	<ul style="list-style-type: none"> Hear the mellow wedding bells. It's hot and it's monotonous.
Plosive	A short burst of sound made when you say a word containing the letters b, d, g, k, p or t.	<ul style="list-style-type: none"> The pink dogs trampled and played with the blue ball.
Symbolism	When an object/symbol represents an idea.	<ul style="list-style-type: none"> Cross- religion Red- love or danger.
Caesura	A strong pause within a line of verse.	<ul style="list-style-type: none"> Maps too. The sun shines through.
Volta	A turning point in the poem, when the argument or tone changes dramatically.	<ul style="list-style-type: none"> A poem starts off with a positive tone but end with a negative tone after a change in mood from the middle line of the poem.
Hyperbole	A figure of speech involving exaggeration and overstatement.	<ul style="list-style-type: none"> I'm so hungry, I could eat a horse.
Rhythm	A pattern of sounds created by the arrangement of stressed and unstressed syllables.	<ul style="list-style-type: none"> Iambic pentameter has the first syllable unstressed and the second stressed (repeated 5 times in a line) Dactyl dimeter has the first syllable stressed and the second and third unstressed. (repeated 2 times in a line)
Ambiguity	When a word or phrase has two or more possible interpretations.	<ul style="list-style-type: none"> I have never tasted a cake quite like that one before! Ambiguity: Was the cake good or bad?
Tone	The mood or feeling suggested by the way the narrator writes.	<ul style="list-style-type: none"> Confident, thoughtful, angry, etc.

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Persuasive Techniques

Terminology	Definition	Example
Anecdote	Little stories to illustrate a point.	<ul style="list-style-type: none"> ▪ Many years ago... ▪ In my experience...
Direct Address	Using words like 'we', 'us' and 'you' to make the reader think/feel that you are talking to them.	<ul style="list-style-type: none"> ▪ Do something for yourself, and eat a bar of chocolate every day.
Exaggeration	Being over-the-top to get a point across.	<ul style="list-style-type: none"> ▪ This weighs ten tonnes. ▪ I'll die if he finds out!
Facts	Pieces of information that are true, used to support your argument.	<ul style="list-style-type: none"> ▪ There is a town called Kidderminster.
Opinions	Including your point of view, thoughts and feelings on a topic.	<ul style="list-style-type: none"> ▪ I love reading. ▪ I feel that this is the right thing to do.
Rhetorical questions	Questions that don't require an answer and are used to make the reader think.	<ul style="list-style-type: none"> ▪ We all like to look good, don't we?
Emotive Language	Language that appeals to your emotions/ your heart.	<ul style="list-style-type: none"> ▪ The proposal is ridiculous and outrageous!
Statistics	Numbers/graphs, percentages which provide convincing information.	<ul style="list-style-type: none"> ▪ 95% of pupils feel that there shouldn't be a school uniform anymore.
Twos and Threes	Three or two phrases or describing words used to emphasise a point. These can sometime be repeated.	<ul style="list-style-type: none"> ▪ Never, never, never to be released. ▪ Housework is boring, dull and uninteresting.
Superlative	An adjective to imply the highest or lowest quality	<ul style="list-style-type: none"> ▪ This is the best school in the area. ▪ It is the worst book ever written.

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Punctuation

Terminology	Rules	Example
Capital Letter Aa	<ul style="list-style-type: none"> At the start of a sentence. For the pronoun 'I'. In titles – capitalise the important words, not minor words. For Proper Nouns Acronyms Some contractions – capitalise the initial letters of words. 	<ul style="list-style-type: none"> He ate an apple. How would I know? Dr Jekyll and Mr Hyde. Jane, John, Oxford. BBC, MTV, MUFC. SciFi = Science Fiction
Full Stop .	<ul style="list-style-type: none"> At the end of a sentence. For abbreviations. 	<ul style="list-style-type: none"> English is the best subject. Mr. Dr. Mrs. U.S.A.
Comma ,	<ul style="list-style-type: none"> Listing comma - to separate items in a list. Subordinating comma- to separate subordinate clauses from main clause. Subordinate clauses give extra information but are not necessary for the sentence to make sense. This can be at the start or end of a sentence. Parenthetic comma-to add additional information into the middle of a sentence. Direct Speech- to introduce and end direct speech. Using an adverb or a connective at the beginning of the sentence. 	<ul style="list-style-type: none"> I bought apples, pears and peaches. We went back to work, having just had lunch. Having had lunch, we went back to work. My sister, who is eleven, is quite annoying. Steve replied, "No problem." "Nobody move," ordered the policeman. However, it is up to the manager to make the decision. Cautiously, he crept across the room.
Question mark ?	<ul style="list-style-type: none"> To mark a sentence that is a question. To indicate a query in direct speech or in the thought of a character or narrator. 	<ul style="list-style-type: none"> How are you today? 'Detective Smith? Are you there?' Did the label say one spoonful or two? If only she could remember.
Exclamation mark !	<ul style="list-style-type: none"> To show the intonation of the sentence. To show a strong feeling To show a statement is very surprising To show a brief command 	<ul style="list-style-type: none"> How dare you! What a lovely view you have here! Watch out! Get out of here!

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<p>Semi-colon ;</p>	<ul style="list-style-type: none"> ▪ To connect two independent clauses that link together. ▪ Use a semi colon to connect sentences that contain internal punctuation. ▪ Use a semi colon if you want to make a list of items that are separated with a comma. Most often, this is when listing locations, names, dates, and descriptions. 	<ul style="list-style-type: none"> ▪ The soldier pulled out his gun; he couldn't wait to exterminate the enemy. ▪ When people agree on something, they'll sometimes high five one another; people are all about high fives. ▪ Whilst searching for a good place to get a perfect burger, I travelled to Seattle, Washington; Tokyo, Japan; and London, England.
<p>Colon :</p>	<ul style="list-style-type: none"> ▪ To introduce a list of items. ▪ Between independent clauses when the second explains or illustrates the first. ▪ To introduce a definition, explanation or quote. ▪ To emphasise a particular point. ▪ Time – to separate hours from minutes. ▪ To express a ratio of two numbers. ▪ In personal and business correspondence. 	<ul style="list-style-type: none"> ▪ The bookstore specialises in 3 subjects: art, English and history. ▪ A degree is worthwhile: a survey revealed that graduates earn 60% more than those without a degree. ▪ Elephant: a large grey mammal. ▪ There's only one word to describe you: fabulous. ▪ 11:35am ▪ 1:3 ▪ Cc: Tom Smith or PS: Don't forget...
<p>Dash –</p>	<ul style="list-style-type: none"> ▪ To indicate an explanation is coming. ▪ To create dramatic effect (as in a newspaper headline). ▪ To indicate an unfinished or interrupted comment. ▪ (pair of dashes) To indicate a group of words that provide an explanation or comment. 	<ul style="list-style-type: none"> ▪ The teacher has a strategy – a strategy which will provide results. ▪ They've made it – Finally! ▪ 'I have to say that I –' ▪ The entire school – students, staff and parents – were present at Action Review Day.
<p>Brackets ()</p>	<ul style="list-style-type: none"> ▪ To add information to a sentence that will give greater detail to the information presented ▪ To state the full name of an abbreviation 	<ul style="list-style-type: none"> ▪ Tom Smith (the president of the company) gave a speech on Monday. ▪ The RSPCA (The Royal Society for the Prevention of Cruelty to Animals) are desperate for people to re-home animals.
<p>Apostrophe '</p>	<ul style="list-style-type: none"> ▪ To show omission – where letters are missing. ▪ To show possession. 	<ul style="list-style-type: none"> ▪ You shouldn't have done that. (should not) ▪ The cat's tail. Lukas' hat. The men's toilet.
<p>Speech Marks “ ”</p>	<ul style="list-style-type: none"> ▪ To indicate that a person is speaking. 	<ul style="list-style-type: none"> ▪ "Stop!" the man yelled angrily.
<p>Hyphen - (shorter than the dash)</p>	<ul style="list-style-type: none"> ▪ To join words or syllables together to make the meaning clear. ▪ To create compound words ▪ N.B: Hyphens can change the meaning within a sentence. 	<ul style="list-style-type: none"> ▪ My mother-in-law looked after my children while I went to work. ▪ John has twenty-pound notes. ▪ a hot water-tap = describes a water-tap which is hot. ▪ a hot-water tap = describes a tap which is used for hot water

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Grammar

Terminology	Rules	Example
Comma Splicing	<p>A comma splice occurs when two independent clauses are connected with only a comma.</p> <p>Comma splices can be fixed three different ways:</p> <ul style="list-style-type: none"> ▪ Add a coordinating conjunction (for, and, nor, but, or, yet, so) after the comma or a conjunction to replace the comma. ▪ Change the comma to semicolon. ▪ Change the comma to a full stop. 	<p>Comma splice Jim usually gets on with everybody, he is an understanding person.</p> <p>Changes to:</p> <ul style="list-style-type: none"> ▪ Jim usually gets on with everybody. He is an understanding person. ▪ Jim usually gets on with everybody; he is an understanding person. ▪ Jim usually gets on with everybody because he is an understanding person. ▪ Jim usually gets on with everybody, as he is an understanding person.
Tense: Past	To show an event that has already happened.	<ul style="list-style-type: none"> ▪ I was holding a balloon tightly as it was very windy.
Tense: Present	To show the piece of writing is based on current events that are happening in the current moment.	<ul style="list-style-type: none"> ▪ I am holding a balloon tightly as it is very windy.
Tense: Future	To show that the sentence is referring to an event that is to come in the future.	<ul style="list-style-type: none"> ▪ I will hold my balloon tightly as it is supposed to be very windy.
Subject-Verb agreement	<p><i>Subjects</i> and <i>verbs</i> must AGREE with one another in <i>number</i> (singular or plural).</p> <p>Therefore, if a subject is singular, its verb must also be singular; if a subject is plural, its verb must also be plural.</p> <p>Singular subject= add +s to the verb Plural subject= don't add +s to the verb Pronoun= don't add +s to the verb</p>	<ul style="list-style-type: none"> ▪ The <u>dog</u> walks down the street ▪ The <u>dogs</u> walk down the street ▪ <u>I</u> walk the dog every day.