

Glossary of Terms Used in Spelling, Punctuation and Grammar Teaching in Primary Schools

Year 1	
Capital letter	A letter used at the beginning of a sentence and for proper nouns . They may also be used at the beginning of the important words in a title or sign, for example, 'Keep Off the Grass'.
Digraph	A sound represented by two letters - for example 'ee' or 'th'.
Exclamation mark !	A punctuation mark used at the end of an exclamation - for example, 'What a fantastic day we have had!' It can also be used at the end of a statement or command to show something has been said with feeling or emotion, for example, 'That was a really scary film!' or 'Stop hitting your brother!'
Full stop	A punctuation mark used to demarcate the end of a statement or command .
GPC	Stands for grapheme-phoneme correspondence, and refers to the way that sounds heard in words are written down.
Grapheme	A letter or string of letters that represents a spoken sound.
Noun	A naming word for things, animals, people, places and feelings. Can be common, proper, concrete, abstract or collective .
Phoneme	A sound which makes up all or part of a word. For example, the word 'light' is made up of the phonemes: 'l', 'igh' and 't'.
Phonics	A way of teaching reading and writing which focusses on hearing and learning the sounds in words, and how these are written down. Children are taught to blend sounds together to read words and to segment sounds in words
Plural	More than one. Using plurals can affect the nouns and verbs in a sentence .
Prefix	Letters that go in front of a root word and change its meaning, for example, 'un-' (happy/unhappy), 'dis-' (appear/disappear), 're-' (act/ react)

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Punctuation mark	A symbol used to create and support meaning within a sentence or within a word, for example full stop, comma, question mark .
Question mark ?	A punctuation mark which indicates a question and comes at the end of the sentence in place of the full stop .
Sentence	One word or a group of words that makes sense by itself (a grammatical unit). Begins with a capital letter and ends with a full stop, question mark or exclamation mark . Usually contains a subject and always contains a verb .
Singular	Referring to only one. Use of the singular may affect the nouns, pronouns and verbs in a sentence .
Split Digraph	A digraph that is split by a consonant. Usually represent long vowel sounds 'a-e' (for example, 'cake'), 'i-e' (five), 'o-e' (code) and 'u-e' (rule).
Suffix	A string of letters that go at the end of a root word , changing or adding to its meaning. Suffixes can also show if a word is a noun, verb, adjective or adverb .
Trigraph	A string of three letters which make a single sound, for example 'igh'.
Verb	A word used to describe an action, occurrence or state. An essential part of a sentence.