

# Punctuation and Grammar - LONG TERM PLAN 222-23

Year 3 Term 1	Year 3 Term 2	Year 3 Term 3	Year 3 Term 4	Year 3 Term 5	Year 3 Term 6
Review nouns, common and proper; learn to recognise a vowel and a consonant; select the determiner 'a' or 'an' appropriately; revise CL for proper nouns of people and places	Introduce term 'pronoun'; create noun phrases using nouns and adjectives; identify effective verbs and explain why they work well / collect in journal; consolidate meaning of vowel and consonant	Identify and distinguish between different noun types (common, proper, pronoun); model choosing pronouns to avoid repetition; introduce prepositions and model in sentences	Find adverbials in texts; discuss their relationship with the verb; sometimes change position of the adverbial in a sentence; identify prepositions in context; pair up noun / adjective cards	Confidently select words of a given word class in cloze procedure activity; identify word class of words in sentences; identify word class in 'human sentences' with word cards, including prepositions	Also identify word classes in contexts which are challenging; in guided writing, discuss whether particular words are needed e.g. <i>Do they make the sentence stronger? How?</i>
Model and revise the function of statement, question, command and exclamation; play games to reinforce understanding e.g. Sentence bag		Write a range of sentence types, punctuating appropriately; comment on sentence types when evaluating; compose a question for a given statement		Make suitable choices of sentence type according to chosen genre; know when an exclamation requires a !; write sentences with increasing grammatical accuracy	
During shared writing, model a range of sentence structures, some which include subordination; play 'Is it a sentence or not?' regularly	Collect a bank of coordinating and subordinating conjunctions; identify the main clause	Express time, place and cause using a range of conjunctions e.g. <i>when, before, after, while, so, because</i> ; become more confident to identify the main clause and subordinate clause during shared reading, shared writing and independent activities; play games to select conjunctions in given contexts e.g. using cards		Practise using adverbials to open some sentences; know how to use the comma accordingly; discuss and evaluate chosen conjunctions	Use a growing range of conjunctions to confidently join ideas within sentences; identify conjunctions in texts and own writing
Revise words in the past tense with regular <i>ed</i> suffix; revise words ending in <i>ing</i> – progressive form	Collect a bank of irregular past tense verb forms; change these from present to past e.g. <i>catch/caught</i> ; match word cards	Identify the tense of a given extract; convert sentences from one tense to another; continue to build irregular verb bank	Sometime use the present /past perfect e.g. <i>He has/had gone out to play</i> , with a focus on spoken accuracy first	Maintain consistency of tense in narrative / report writing; practise further contexts for present and past perfect verb forms	Increasingly control a variety of verb forms in spoken and written contexts; spot quickly during reading
Identify and highlight direct speech in written texts; model use of inverted commas to indicate direct speech; play with punctuation fans	Revise use of comma to separate items in a list; revise ? and ! and use reliably; revise use of apostrophe for singular nouns	Learn to use the apostrophe for regular plural nouns; edit deliberate punctuation errors; add punctuation to simple dictated sentences	Know how to use the comma before closing inverted commas, in direct speech; continue to use apostrophes in a range of contexts	Demarcate sentences with increasing security, including CL, ? ! and commas in lists; use an apostrophe for omission and possession	Begin to use a comma to separate main clause from subordinate clause; match words in contracted form to their equivalent e.g. <i>could've = could have</i>
Revise and expand repertoire of plural nouns, adding suffix correctly <i>s/es/ies</i> ; collect a bank of nouns using the suffixes <i>ness, er</i> and <i>tion</i> ; discuss effective vocabulary in class text and poems; display cross-curricular vocabulary		Learn to read and spell some words with a prefix, discussing what that prefix means e.g. <i>super-, anti-, dis-, mis-, in-</i> ; collect banks of effective noun phrases and strong verbs in a writing journal; apply to own writing		Refine understanding of the meaning of less familiar words, being more adventurous to use these in own writing; sometimes use a dictionary and thesaurus to build these skills; define relevant topic vocabulary	
Revise correct use of adverbs, to conform to Standard English e.g. <i>She ran quickly; they did well</i> ; role-play the voice of a king / mayor / duchess, using formal language		Identify the subject of a sentence; make sure verb matches the subject e.g. <i>We were going; Where were you? They did their homework.</i>		In spoken and written contexts, apply known rules of Standard English; respond to errors by modelling correct verb forms orally	

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Year 4 Term 1	Year 4 Term 2	Year 4 Term 3	Year 4 Term 4	Year 4 Term 5	Year 4 Term 6
Review common and proper nouns; revise vowels and consonants, selecting the determiner 'a' or 'an' appropriately; check use of CL for more obscure contexts e.g. shops, hotels, companies, landmarks, museums	Introduce full set of well-known collective nouns; create new ones; identify and use pronouns to avoid repetition; discuss noun phrases in texts; compose expanded noun phrases and apply to writing	Ensure correct use of determiners 'these' and 'those'; find determiners which are quantifiers e.g. <i>some, every</i> ; identify prepositions in sentences; vary sentence openers, changing the pronoun e.g. <i>They / The villagers</i>	Vary position of the adverbial in a sentence, ensuring correct use of comma; discuss the effect of making changes; explore sets of words which can be either of two or three word classes, depending on the context	Identify word class of words in 'human sentences' using word cards, including prepositions and determiners; identify possessive determiners e.g. <i>my, your, her, their</i>	Also identify word classes in contexts which are challenging; in guided writing, discuss whether particular words are effective - <i>Do they make the sentence stronger?</i> ; play games to consolidate four key word classes
Compose a range of sentence types, punctuating appropriately; comment on sentence types during shared and guided reading; compose a question for a given statement or a response to a given exclamation		Play games to secure understanding of different sentence functions; vary sentence types to interest the reader; experiment with short statements or exclamations, rhetorical questions, and dialogue including commands		Independently make suitable choices of sentence type according to chosen genre; write sentences with increasing grammatical control, in both dialogue and narrative, and in non-fiction writing	
During shared writing, model and identify a range of sentence structures, including some which include subordination; revise role of conjunctions	Readily identify the main clause and subordinate clause; sometimes swap their position within the sentence; collect a bank of further 'time connectives'	During shared reading and shared writing, discuss and evaluate how the author uses a range of cohesive devices, and then experiment in own writing e.g. <i>however, secondly, when, before, after, while, because of, due to, as a result of</i> , or the use of fronted adverbials; play games to select conjunctions in given contexts		Discuss and evaluate chosen conjunctions in own and others' work - are they effective? Could other words fulfil the same purpose?	Make successful choices when composing sentences, according to the genre; read own writing aloud to an audience, as part of evaluation process
Revise the present perfect / past perfect e.g. <i>He has/had gone to find his puppy</i> , with a focus on spoken accuracy; sort sentence cards between simple / perfect tense	Revise spelling of regular and irregular past tense verb forms; change these from present to past; edit sentences which mix tenses; dictate sentences to reinforce tenses learned	Identify the tense of a challenging extract; convert from one tense to another; identify 1 <sup>st</sup> or 3 <sup>rd</sup> person in shared or guided reading	Write a diary extract or journal / log in 1 <sup>st</sup> person, consistently using past tense verb forms as appropriate; secure spelling of verbs in progressive form	Maintain consistency of tense in narrative / report writing, explanation / instructions; practise further contexts for present and past perfect verb forms	Increasingly control a variety of verb forms in spoken and written contexts; identify confidently during reading; practise changing extract from one tense to another
Revise use of inverted commas (and commas) to indicate direct speech; clarify the difference when writing a playscript; identify direct and indirect speech when reading texts	Revise use of comma to separate items in a list; revise use of apostrophe for singular and regular plural nouns; introduce apostrophe for irregular plural nouns e.g. <i>children's</i>	Revise use of apostrophe for omission, and ensure pupils know term 'contracted form'; edit deliberate punctuation errors; add punctuation to dictated sentences	Model, discuss and use commas to separate clauses effectively; vary use of other punctuation e.g. ! ?; use punctuation fans during class game, to make best choice	Demarcate sentences with increasing security, including apostrophe for omission and possession; provide dictated sentences which require decisions about punctuation	During shared and guided writing activities, model regular use of a comma to separate main clause from subordinate clause; read sentence aloud to hear its sense
Collect nouns made from verbs using the suffixes -ation and -ion e.g. <i>admiration, decision</i> ; discuss effective vocabulary in class text and poems, including alliteration and simile; define words associated with current topics		Define meaning of a range of homophones; revise and expand understanding of further words with a prefix e.g. <i>improper, illegal</i> ; discuss adverbials in own and others' writing; collect conjunctions in a journal		Refine understanding of the meaning of less familiar words, being more adventurous to use these in own writing; use a dictionary and thesaurus to build these skills; match homophone word cards to their meanings	

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Year 5 Term 1	Year 5 Term 2	Year 5 Term 3	Year 5 Term 4	Year 5 Term 5	Year 5 Term 6
Review common, proper and collective nouns; discuss abstract nouns e.g. <i>sadness, love</i> ; revise use of CL for more obscure contexts e.g. shops, hotels, companies, landmarks; play games to reinforce four key word classes	Identify and use pronouns to avoid repetition; discuss whether or not noun phrases in texts are effective; compose expanded noun phrases and apply to writing; evaluate own and others' noun phrases	Find all the determiners in a given sentence; discuss different types of determiners; identify preposition phrases in sentences, including prepositions of place and time e.g. He was <i>in bed</i> / I met them <i>after the party</i> .	Model use of fronted adverbial, ensuring correct use of comma; discuss the effect of moving position of adverbial e.g. make human sentences with word cards; apply fronted adverbials to own writing; dictate sentences	Use cloze procedure activity to insert words of a given word class, including pronoun, preposition and determiner; edit teacher's weak sentence which requires improvement; dictate sentences which model word classes taught	Also identify word classes in contexts which are challenging; in guided writing, discuss whether particular words are effective - <i>Do they make the sentence stronger?; How?;</i> play games to consolidate word classes
Play games to secure understanding of four sentence functions; evaluate own and each other's writing in order to check for variation of sentence types to interest the reader; identify rhetorical questions in texts		Identify statements when reading cross curricular texts e.g. in Science or History; raise questions about a topic or for an interview, and punctuate appropriately; choose whether or not a command needs an exclamation mark		Identify commands and questions from more abstract possibilities (which may be indirect); write a variety of sentence types when writing dialogue, in order to show character or advance the action e.g. exclamation	
During shared writing, model relative clauses in which the relative pronoun refers back to the noun e.g. <i>That's the boy <u>who</u> lives next door.</i>	Collect a bank of relative pronouns (/ conjunctions) in writing journal e.g. <i>which, who, that</i> ; dictate sentences which include relative clauses	Identify adverbials both within and at the front of sentences; discuss how these add cohesion to texts; discuss the effect of moving the position of a fronted adverbial; collect sets of time connectives from texts e.g. <i>the day after, eventually, all of a sudden</i> ; highlight cohesive devices in non-fiction and fiction texts		Provide sentences which require most appropriate choice of conjunction; include and revise relative clauses; set out non-fiction texts appropriately	Write formal and informal sentences, selecting conjunctions and cohesive devices to suit level of formality; dictate formal and informal sentences
Identify modal verbs in sentences e.g. <i>could, may</i> , (also adverbs e.g. <i>perhaps, surely</i> ); discuss their degree of possibility or certainty; revise spellings of regular and irregular past tense verbs	Edit sentences or short paragraphs which mix tenses erroneously; sort sentence cards in the present perfect / past perfect e.g. <i>He has taken the dog for a walk / She had enjoyed gardening.</i>	Identify the verb forms of a challenging extract which may mix forms, to include progressive / perfect tenses; ; identify 1 <sup>st</sup> or 3 <sup>rd</sup> person in shared or guided reading, and discuss tenses used	Experiment with writing from 1 <sup>st</sup> person point of view in the present tense e.g. in the middle of a tense situation; convert short extract from present to past tense; revise verbs in progressive tense	Maintain consistency of tense when writing fiction and non-fiction texts; identify and revise present perfect and past perfect verb forms; dictate sentences which include modal verbs	Increasingly control a variety of verb forms in spoken and written contexts; identify confidently during reading; spell correctly a wide range of verb forms useful and relevant to own writing
Model, discuss and use commas to separate clauses effectively; insert comma accurately when writing a relative clause; discuss idea of 'ambiguity', when meaning is not clear	Revise use of comma to separate items in a list; revise use of possessive apostrophe for singular, regular and irregular plural nouns e.g. <i>the woman's hat, the women's hats</i>	Edit deliberate punctuation errors; add punctuation to dictated sentences; model and practise punctuating parenthesis using pairs of commas, dashes or brackets; use punc' fans	Use comma for all its purposes e.g. in punctuating direct speech, in lists, for parenthesis and to separate clauses for clarity; begin to use a single dash; use punc' fans	Use bullet points where appropriate; revise use of apostrophe for omission and possession; provide dictated sentences which require decisions about punctuation	Read sentence aloud to hear its sense; discuss, highlight and analyse range of punctuation in texts, sometimes improving punctuation choices; revise meaning of ambiguity
Discuss and collect set of nouns made from adjectives, with the suffixes <i>ance / ence</i> e.g. <i>tolerance (tolerant)</i> ;		Define and spell adjectives with the suffix 'ious' e.g. <i>vicious, cautious</i> ; define meaning of a range of further homophones; discuss adverbials in own and others' writing; collect new vocabulary in a journal		Refine understanding of the meaning of less familiar words, being more adventurous to use these in own writing; use a dictionary and thesaurus to build these skills; match homophone word cards to their meanings	
Revise correct use of subject/verb agreement to conform to Standard English e.g. <i>I done/did it carefully.</i>					

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Year 6 Term 1	Year 6 Term 2	Year 6 Term 3	Year 6 Term 4	Year 6 Term 5	Year 6 Term 6
Sort banks of nouns to identify common, proper, collective and abstract e.g. <i>strength, horror</i> ; play games to reinforce four key word classes, to include challenging words which can be used in different ways e.g. <i>hollow</i>	Identify synonyms and antonyms; identify the possessive pronoun e.g. <i>her, our, my</i> ; compose expanded noun phrases and apply to writing; evaluate own and others' noun phrases to consider their effect	Find all the determiners in a given sentence; collect a bank of further synonyms using thesaurus, referring to this when writing; identify preposition phrases in sentences, including prepositions of place and time	Practise use of fronted adverbial, ensuring correct placement of comma; discuss the effect of moving position of adverbial e.g. make human sentences with word cards; identify other adverbials in shared reading and writing	Use cloze procedure activity to insert words of a given word class, including pronoun, preposition and determiner; edit teacher's weak sentence which requires improvement; dictate sentences which model word classes taught; play games to consolidate word classes; also identify word classes in contexts which are challenging; independently find the antonyms to a set of given words; revise possessive pronoun; strengthen and improve verbs in writing	
Play games to secure understanding of four sentence types; evaluate own and each other's writing in order to check for variation of sentence types to interest the reader; identify rhetorical questions in texts		Identify statements when reading cross curricular texts e.g. in Geography; raise questions and punctuate appropriately; choose whether a question is reported or whether it needs a ? e.g. <i>He asked her to sit down.</i>		Identify commands, questions and exclamations from more abstract possibilities (which may be indirect); write a variety of sentence types when writing dialogue, in order to show character or advance the action	
During shared writing, identify relative clauses in which the relative pronoun refers back to the noun e.g. <i>I'm eating pasta, which is my favourite food.</i>	Identify parenthesis in texts; discuss the extra information provided; model variety of punc' to indicate parenthesis; dictate sentences	Identify adverbials in texts during shared and guided reading, and discuss how these add cohesion; discuss the effect of moving the position of a fronted adverbial; highlight cohesive devices in non-fiction and fiction texts; collect and display connectives which provide cohesion across texts, particularly when introducing a paragraph		Write formal and informal sentences, selecting conjunctions and cohesive devices to suit level of formality; dictate formal and informal sentences	Read and enjoy poetry, comparing its use of sentence structure and punctuation with that of prose; write different types of poems
Identify modal verbs in sentences e.g. <i>should, may</i> , (also adverbs e.g. <i>possibly</i> ); discuss their degree of certainty; revise spellings of a wide set of regular and irregular past tense verbs e.g. <i>bought, brought</i>	Edit sentences or short paragraphs which mix tenses erroneously; sort sentence cards in the present perfect / past perfect tenses e.g. <i>He's left the room / She had loved having a pet.</i>	Identify the verb forms of a challenging extract which may mix forms; identify 1 <sup>st</sup> or 3 <sup>rd</sup> person in shared or guided reading; discuss the effect of the tense used; dictate sentences which model different verb forms	Convert short extract from present to past tense, and vice versa; revise modal verbs and verbs in progressive tense, both present and past e.g. <i>she was considering</i> ; edit and improve given examples	Compare sentences in simple past with perfect past verb form; dictate sentences which include a variety of tense forms; maintain consistency of tense when writing fiction and non-fiction texts	Employ and control a variety of verb forms in spoken and written contexts; spell correctly a wide range of verb forms useful and relevant to own writing; identify 1 <sup>st</sup> or 3 <sup>rd</sup> person when reading
Use a colon to introduce a list; discuss and use commas, semi-colons and colons to separate clauses effectively; discuss idea of ambiguity, when meaning is not clear	Model and practise punctuating parenthesis, using pairs of commas, dashes or brackets; identify ellipsis in texts; edit deliberate punctuation errors; dictate sentences	Identify and model use of hyphen e.g. <i>man-eating shark</i> ; revise use of possessive apostrophe for singular plural nouns e.g. <i>Tom's pen, factories' chimneys, children's pet</i>	Use comma for all its purposes e.g. in punctuating direct speech, in lists, for parenthesis and to separate clauses for clarity; use a single dash; use punctuation fans	Use bullet points where appropriate; revise use of apostrophe; provide dictated sentences which require decisions about punctuation, sometimes including dash, semi-colon and colon; read sentence aloud to hear its sense; discuss, highlight and analyse range of punctuation in texts, sometimes improving punctuation choices; revise meaning of ambiguity	
Discuss and collect further nouns made from adjectives, with the suffixes <i>ance / ence</i> e.g. <i>innocence (innocent)</i> ;		Define and spell adjectives made from verbs e.g. <i>noticeable (notice), reliable (rely)</i> ; define and spell further homophones; in shared or guided reading,		Refine definitions of challenging words, being more adventurous to use these in own writing; use a dictionary and thesaurus to build these skills; edit and improve words; match homophone word cards to their meanings	

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define and discuss effective vocabulary in class text /poetry, including figurative language; use a thesaurus	discuss precise meaning of vocabulary, sometimes using a dictionary	apply Standard English to practise formal language, including the subjunctive form e.g. <i>Were they to get lost...</i>
Confidently identify the subject and object/s of a sentence; revise correct use of subject/verb agreement	Identify, discuss and correct sentences which contain a double negative e.g. <i>You can't have no sweets.</i>	

## Spelling

Spelling will follow the 'Purple Mash' progression as set out in the English Policy.