

The Grange Academy

Writing Toolkit Year 1 and 2



NAME:

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Commas

Commas go between words in a series.



- I went to the store and bought an apple, an orange, and a bag of chips.

These three things go together. They need a comma between each thing.



- I like to watch movies, swim, and paint pictures.



- My mom said I had to clean my room, do the dishes, finish my homework, and take out the trash after gymnastics.



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>	
Freddie's bike	the dog's bark	
Sarah's jumper	the rainbow's colours	
Ahmed's book	the car's engine	
Alice's football	the flower's smell	
Zainab's chair	the team's enthusiasm	



Clause structures




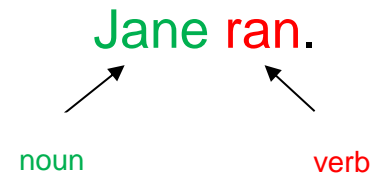
- A clause must have a verb and a noun.

Recipe for a  **Sentence**

Ingredients:

- A subject (noun)
- A doing part (verb)
- A capital letter
- An end mark (. ! ?)

1. Start with a capital letter.
2. Combine the subject and doing part.
3. Add an end mark.
4. Top it off with some creativity!

- 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.

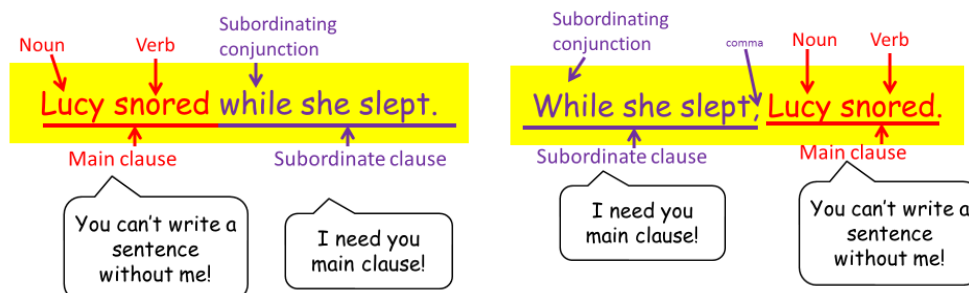
Although it was getting dark, we wanted to carry on playing.

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.



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

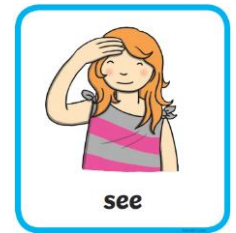
YET – Introduces an opposite idea (a bit like BUT)

SO – Gives an effect, result or consequence

Past and Present Tense Regular



Add-ed to the verb:			
asked	growled	opened	squealed
blinked	helped	offered	started
buzzed	jumped	phoned	stayed
chewed	kicked	played	talked
cooked	kissed	rolled	visited
crossed	laughed	scratched	walked
destroyed	listened	screamed	wanted
enjoyed	lived	showed	watched
failed	looked	slumped	whispered
finished	missed	smelled	worked
fixed	needed	spilled	yelled



Add-d to the verb if it ends in -e:	Double the end consonant and add -ed to the verb:		Take off the -y and add -ied to the verb:
agreed	banned	travelled	carried
closed	cancelled	grabbed	married
decided	levelled	hugged	studied
died	marvelled	skipped	tried
escaped	planned	swapped	cried
liked	stopped	tripped	fried
smiled			
dived			

Irregular

Present Tense	Past Tense
be	was
become	became
begin	began
bite	bit
break	broke
bring	brought
come	came
choose	chose
do	did
drive	drove
eat	ate
fly	flew

Suffixes

A suffix is a letter or group of letters that goes on the end of a word.

fear + less = fearless



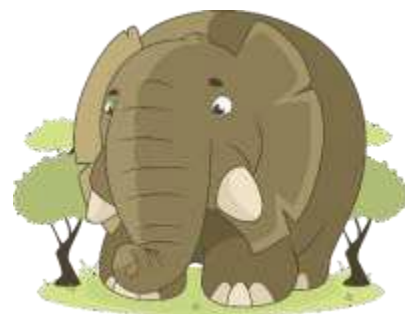
Adjectives with suffix <u>-ful</u>	Adjectives with suffix <u>-less</u>	Adverbs with suffix <u>-ly</u>	Nouns with suffix <u>-ment</u>	Nouns with suffix <u>-ness</u>	conjunctions
peaceful	endless	slowly	disappointment	kindness	and
fearful	fearless	fearfully	amazement	illness	but
painful	painless	happily	punishment	sadness	so (that)
spiteful	speechless	loudly	achievement	darkness	with
thankful	harmless	quickly	agreement	happiness	after
delightful	tasteless	strangely	treatment	lateness	before
helpful	helpless	quietly	statement	loneliness	because
useful	useless	softly	excitement	goodness	when
shameful	shameless	wisely	development	sickness	while
hopeful	hopeless	hopefully	environment	witness	as
careful	careless	carefully	equipment	forgiveness	although
thoughtful	thoughtless	thoughtfully	payment	bitterness	as soon as
colourful	worthless	thankfully	judgement	cleanliness	if
joyful	powerless	politely	replacement	greatness	or
wonderful	homeless	angrily	advertisement	highness	since
truthful	headless	sadly	retirement	shyness	until
beautiful	doubtless	unfortunately	pavement	braveness	unless
cheerful	heartless	suddenly	apartment	cleverness	which/that

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

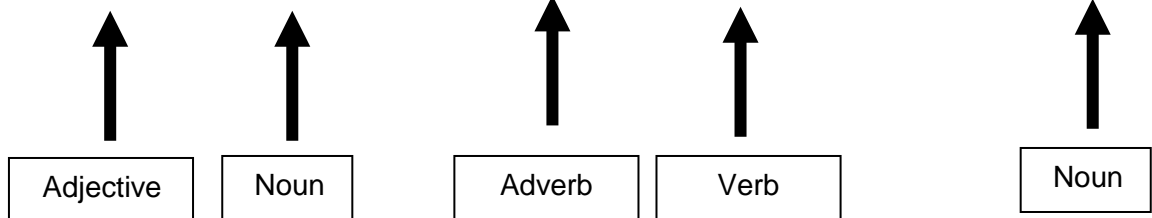
Adverbs

- 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

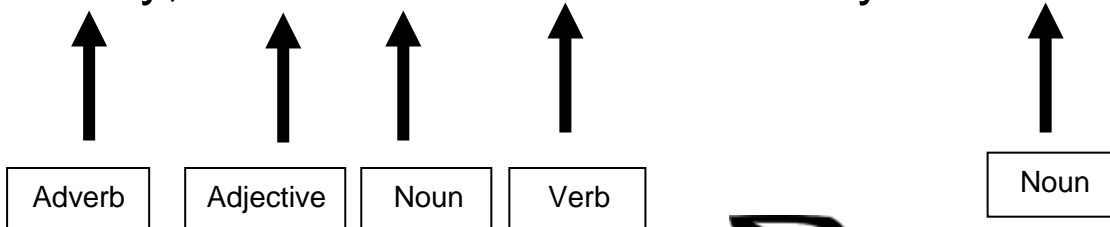
Verb	When	Where	How
jumped	yesterday	down	enthusiastically
climbed	last week	up	courageously
fired	again	outside	nervously
cried	early	downstairs	solemnly
swam	recently	around	wildly
threw	often	inside	safely
caught	after	there	quickly
flew	repeatedly	everywhere	frantically

Word Classes

The cheeky monkey was always hanging onto his branch



Slowly, a small snail slithered its way to the sandpit



Sentence Types

Statements

Statements are sentences which tell you something. They end with a full stop.

A rainbow has 7 colours.
They are beautiful to look at.



Questions

Questions are sentences that ask you something. They usually end with a question mark.

What did you have for dinner?



Commands

Commands are sentences that tell you to do something. They are often urgent or angry and can be very short.



Help me!
Stop It!



EXCLAMATION SENTENCES

What	Noun Phrase	Noun/Pronoun	Verb	!
What	large eyes	you	have	!
What	a huge nose	it	has	!
What	beautiful hair	Heidi	has	!

How	Adjective	Noun/Pronoun	Verb	!
How	beautiful	you	are	!
How	kind	she	is	!
How	boring	Maths	is	!

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

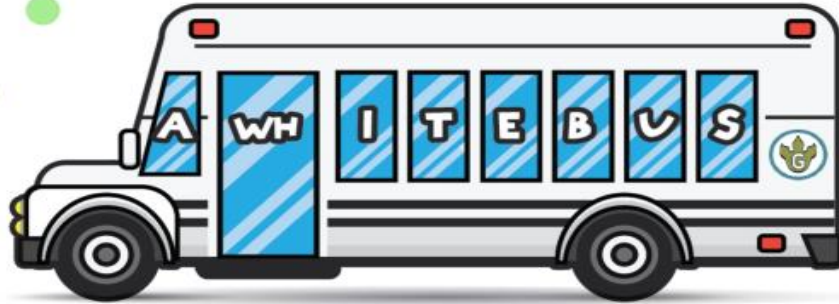
Proper Nouns

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	until
although	provided that	when
as	rather than	whenever
because	since	where
before	so that	whereas
even if	than	wherever
even though	that	whether

Plural Noun Rules Posters


Add -s to most nouns to make them plural.




crayon crayons

Add -es to nouns that end in ch and sh.

branch branches



brush brushes



Add -es to nouns that end in s and x.

dress dresses




ax axes




In nouns that end with -f or -fe, change the -f or -fe to -ves.


leaf leaves



loaf loaves



If the noun ends in -y, with a consonant before the -y, drop the -y and add -ies.



baby babies

Some plurals are irregular.

child children




man men




Some plurals are irregular.

tooth teeth




mouse mice



Some nouns don't change at all.

fish fish




deer deer




Just one person

1st Person - I or me
2nd Person - you
3rd Person - he/she or him/her

SINGULAR



1st Person - we or us
2nd Person - you
3rd Person - they or them

More than one person

PLURAL



My Spelling Mat



Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Aa a after all am and are at away	Bb back ball be big bike brother but by	Cc call called came can can't cat come	Dd Dad day did do dog doing don't down	Ee each eat end every	Ff fast find five for found four from fun	Gg get girl go going gone good got guess	Hh has have he her here hide him his	Ii I I'll I'm in into is it it's
Jj jump just	Kk kick know	Ll let like live look	Mm made make me Mum my	Nn never no not	Oo of off on one over	Pp park picnic play pull push	Qq queen quick quiet	Rr ran read ride run

Ss said see she sister slow small so stop	Tt take that the then there they this to	Uu under until up upon us use	Vv very	Ww was we went were when where who why	Xx x-ray xylophone	Yy year yes you young you're yours	Zz zebra zoo
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Numerals

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Ordinal Numbers

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th

Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Months January February March April May June July August September October November December	Numbers one two three four five six seven eight nine ten	Colours red yellow orange green blue purple pink brown white black grey
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100 High Frequency Words

the	we	mum	get
and	can	one	just
a	are	them	now
to	up	do	came
said	had	me	oh
in	my	down	about
he	her	dad	got
I	what	big	their
of	there	when	people
it	out	it's	your
was	this	see	put
you	have	looked	could
they	went	very	house
on	be	look	old
she	like	don't	too
is	some	come	by
for	not	will	day
at	then	into	made
his	were	back	time
but	go	from	I'm
that	little	children	if
with	as	him	help
all	no	Mr	Mrs
an	saw	off	called
so	make	asked	here

Spellings and Sounds

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
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

the	are	he me be she we ask	do to today	here there where	. ! ?
of	were		said says	house	you your
push pull full put	was is school friend		they	by my	no go so
					one once some come love



Monday Tuesday Wednesday Thursday Friday Saturday Sunday

-s	-es	-ed	-ing	-er	-er	-est	un-	compound
books	buses	looked	looking	teacher	smaller	smallest	unhappy	anywhere
days	wishes	played	playing	player	harder	hardest	untidy	rainbow
weeks	boxes	jumped	jumping	leader	younger	youngest	unable	football
games	churches	talked	talking	owner	greater	greatest	unusual	myself
swings	matches	needed	needing	singer	fewer	fewest	unfair	inside
things	sandwiches	watched	watching	presenter	faster	fastest	unlucky	outside
toys	glasses	helped	helping	helper	longer	longest	unkind	sunshine
friends	dresses	started	starting	farmer	cooler	coolest	unsure	weekend

qu	ch	sh	th	ng	nk	wh	ph

	ai		ee		igh		oa		oo		or
	ay		ea		i-e		o-e		ew		aw
	a-e		ey		ie		ow		u-e		au
	ow		y		y		oe		ue		ore
	ou		e-e		ir		oi		air		oor
	ar		ie		ur		oy		are		oo
	a		ire		er		ure		ear		u

Spelling Rules

**YEAR
2**

Spelling patterns

Endings
ge or dge

Huge
Badge
Charge
Cage
Large
Hedge
Sledge

C before
e, i and

Y
Rice
Face
Nice
Rice]
Race

Words beginning
with wr

Write
Wrong
Wrap
Written
Wreck
Wriggle
Wrist

Contractions

Can't
Don't
It's
Couldn't

Common exceptions

Hour
Move
Would
Who
Sugar
Plant
Class
Father
Hold
Mind
Pretty
Pass
Bath
Many

Homophones and
near-homophones

There/their/they're
Be/bee
Blue/blew
One/won
Sun/son
Knight/night

Words ending in
tion

Station
Action
Fraction
Addition
Section
Fiction

Sounds spelt kn or qn
at the beginning of
words

Knock
Know
gnaw

Words starting
wo

World
Worms
Words
Wool

Sound spelt o

Other
Mother
Monday
Nothing

Words containing al

Walk
Ball
talk

Words containing wa

Towards
Warm
War
Ward

Ys plurals

Donkeys
Monkeys
Valleys

Alternative
endings

Nicer
Shiny
Fatter
Runner
Dropping
Patting
hiking

Ending in y

Fly
July
Dry
Reply

Adding es to
nouns

Flies
Babies
Potatoes
Wishes
buses

Words ending in
le

Middle
Table
Bottle
Apple

Words ending in
il

Basil
Evil
Pencil
Gerbil
Stencil
April

Endings with al

Animal
Actual
Petal
Hospital
Pedals
Legal
Total

Words ending in
el

Travel
Bagel
Funnel]
Towel
Squirrel

