



# Grammar Toolkit

# Classes of Words



- **Nouns** – a ‘naming’ word, a thing: *(a book, love, Dad, a holiday)*
- **Pronouns** – replace a noun to avoid repetition: *(she, he, it, they)*
- **Adjectives** – describe a noun: *(beautiful, intelligent, red, sunny)*
- **Verbs** – a ‘doing’ word, an action: *(to go, to see, to be, to wonder)*
- **Adverbs** – describe a verb: *(quickly, worse, well,*

What is the word class of the underlined words in the sentence below?

The suitcase contained a pair of socks, an overcoat and jeans.

Tick  
one.

adjectives ☐

adverbs ☐

determiners ☐

nouns ☐



## Your Task

Write the word class of the underline words. Now **find examples** of nouns and verbs in the sentence.

What is the word class of the underlined words in the sentence below?

The suitcase contained a pair of socks, an overcoat and jeans.

Tick one.

adjectives ☐

adverbs ☒

determiners ☐

nouns ☐

## Answer

'The', 'a' and 'an' are **determiners**.

They precede the **nouns**.

Examples of nouns in this

sentence:

Suitcase, pair, overcoat, jeans.

Examples of verbs: contained.



# Dashes



- A dash adds **extra information** to an independent clause.
- It is **less formal** than a colon or semi-colon.
- You can use two dashes in the place of brackets in informal writing.

*Example:*

*I like bread – so long as it is not wholemeal.*

*I like butter –even though it is not meant to be good for you – as it is tastier than spread*



### Which sentence is punctuated correctly?

Tick  
one.

The woman grabbed her umbrella – it looked as if it might rain.

☐

The woman grabbed - her umbrella it looked as if it might rain.

☐

The woman grabbed her umbrella it looked as if it might - rain.

☐

The woman - grabbed her umbrella it looked as if it might rain.

☐

## Your Task

Write the correct sentence.

*If you had to replace the dash with a conjunction, what conjunction could you use?*

**Which sentence is punctuated correctly?**

Tick  
one.

The woman grabbed her  
umbrella – it looked as if it  
might rain.



The woman grabbed - her  
umbrella it looked as if it  
might rain.

☐

The woman grabbed her  
umbrella it looked as if it  
might - rain.

☐

The woman - grabbed her  
umbrella it looked as if it  
might rain.

☐

**Answer**

The woman  
grabbed her  
umbrella - it  
looked as if it  
might rain.

Conjunctions could  
include:

- **As**
- **Because**
- **Since**



# Word Classes



- Sometimes, the **same word** can occur in **different word classes**; its meaning may change or stay the same, depending on the context of the sentence:

*Example:*

*Watch.*

*As a verb- I like to **watch** sports played live.*

*As a noun—My **watch** is too tight for my wrist.*



Which sentence uses the word present as an adjective?

Tick one

The birthday present was expensive.

☐

May I present my wife to you.

☐

The present situation is very dangerous.

☐

Forget the past, think about the present.

☐

## Your Task

Write the correct sentence.

*What are the word classes of present in the other sentences?*

Which sentence uses the word present as an adjective?

Tick one

.

The birthday present was expensive.

☐

May I present my wife to you.

☒

The present situation is very dangerous.

☐

Forget the past, think about the present.

☐

## Answer

The present situation is very dangerous – present is describing the situation, a noun.

*Birthday present –  
**noun***

*May I prese  
**verb***

*The prese*



# Brackets for Parenthesis



- We can put **extra information** in our sentence in brackets.
- The extra information is **not essential** to the main point.

Brackets work well for conversions or when express two types of measures at once:

*Example:*

*The ruler is 12 inches (30 cm) long*

## Which sentence is punctuated correctly?

Tick  
one

.

The sandwich is 12 inches  
(one foot) long.

☐

The sandwich is 12 inches  
(one foot long.)

☐

The sandwich is 12 inches  
(one) foot long.

☐

The sandwich is 12 inches  
(one foot long).

☐

1  
mark



## Your Task

Write the correct sentence.

*Now try  
rewriting it using  
dashes, or  
commas to  
indicate  
parenthesis*

**Which sentence is  
punctuated correctly?**

Tick  
one



The sandwich is 12 inches  
(one foot) long.

☐

The sandwich is 12 inches  
(one foot long.)

☐

The sandwich is 12 inches  
(one) foot long.

☐

The sandwich is 12 inches  
(one foot long).

☐

1  
mark

**Answer**

The sandwich is  
12 inches (one  
foot) long.

**With other parentheses:**

The sandwich is 12  
inches - one foot -  
long.

The sandwich is 12  
inches, one foot, lo



# Using capitals for proper nouns or



- Nouns can be classed as either **common** or **proper**.
- Proper nouns must always start with a capital letter, but **common nouns do not**.
- *Common nouns are general every day words*
- *They do not specify a particular person's name, or place:*
- *A door, the table, a cat, a bird, a worker, a teacher, a ppupil.*

**Which sentence uses capital letters correctly?**

Tick one.

There was a Lion at the zoo. ☐

The Nurse said he was recovering well. ☐

There is a Birthday Party tonight. ☐

The class was visiting Buckingham Palace. ☐

1  
mark



## **Your Task**

**Write the correct sentence.**

Which sentence uses capital letters correctly?

Tick one.

There was a Lion at the zoo. ☐

The Nurse said he was recovering well. ☐

There is a Birthday Party tonight. ☐

The class was visiting Buckingham Palace. ☒

1  
mark

**Answer**

The class was  
visiting  
Buckingham  
Palace

