Year | Grammar and Punctuation Glossary



This glossary builds on the terminology used in previous years.

| Grammar/Punctuation term | What does it mean? |
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| Capital letter | A capital letter is used at the beginning of a sentence, for the word 'I' and the name of a person, place or thing. |
| Exclamation mark ! | An exclamation mark is used after a word or words that express strong feelings, e.g. <i>"Look</i> <i>up there!" she yelled.</i> |
| Full stop . | Full stops are used to end a sentence. |
| Letter | A symbol of the alphabet that represents a sound. |
| Plural | The form of a word that names or refers to more than one thing, e.g. the plural of 'boy' is 'boys'. |
| Punctuation | The marks used in writing to separate sentences to clarify meaning, e.g. full stops, question marks and exclamation marks. |
| Question mark ? | A question mark is used at the end of a sentence that asks a question, e.g. <i>What is your favourite colour?</i> |
| Sentence | A complete unit of words in either writing or speech with a clear beginning and a full stop. A sentence usually has a subject and a verb. Sentences can state things, ask questions, give commands or be exclamations. |
| Singular | The form of a word that names or refers to only one, e.g. <i>horse, table, or person</i> . |
| Word | A word is a unit of language. A sound, group of sounds or the symbols for such sounds that have some meaning. |
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