



PUNCTUATION, VOCABULARY & GRAMMAR YEAR 3 KNOWLEDGE ORGANISER



Year 3 Overview



- By the end of Year 3, you should be able to correctly show direct speech in your writing. This includes using inverted commas correctly alongside other punctuation.
- You should develop the use of a range of prefixes, understanding their meaning, and have a growing understanding of different word families.
- You should correctly use 'a' or 'an' depending upon the opening sound of the following word.
- To show time, place and effect, you should be able to use some conjunctions, adverbs and prepositions.
- You should be structuring your writing using paragraphs, headings, and sub-headings.

Punctuation

Direct Speech



-Inverted commas (also known as speech marks) show when there is direct speech (someone is speaking). The inverted commas should be placed at the beginning and end of the spoken passage, as in the examples below:

- "You'll never guess what I've just seen!" said Chris, excitedly.
- "No, they are for our school play," Erica responded.
- "Where is Mongolia?" asked David, looking at the map.

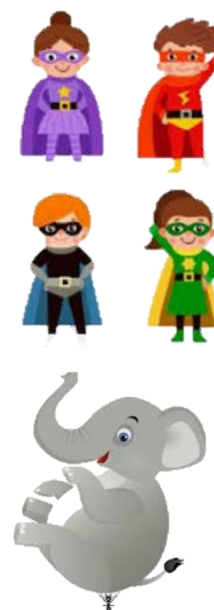
-Inverted commas are placed outside of other punctuation marks (commas, question marks and exclamation marks – full stops are not used within direct speech).

-Each new character's speech begins on a new line. Each line of speech should begin with a capital letter.

Reporting clauses (e.g. 'said Daisy', 'sighed Melanie', 'shouted Paul') are often used at the end of the speech. A full stop is used to finish the reporting clause.

Vocabulary and Grammar

Word Level



-Prefixes: Prefixes can change the meaning of words.
super- means to have more power over other things, e.g. 'superhuman', 'supernatural' and 'supermassive.'

anti- means to go against something, e.g. 'anticlockwise', 'antisocial' and 'antidote.'

auto- means 'self', e.g. 'automatic', 'automobile', 'autopilot.'

-The Articles 'A' and 'An': Use 'an' when the next word begins with a vowel sound, e.g. an elephant, an ant.

-Use 'a' in all other instances, e.g. 'a dog', 'a forest.'

-Word Families: Word families are grouped together by their meaning and grammar, e.g. help, helpless, helper, helpful

Sentence Level



- Time, Place and Effect: Conjunctions, adverbs and prepositions can be used to show us the time, place, and cause of events and information, e.g.

Conjunctions: 'I wake up before my alarm. I snore when I sleep.'

-School was cancelled because it was snowing.

Adverbs: 'I eat my breakfast, then eventually walk to school.'

Prepositions: 'I sleep in my covers, beside my teddy bear.'

-'The living room is below my bedroom.'

Text Level



Paragraphs: Paragraphs are a way to group similar ideas in your writing. Change paragraphs by leaving a line, to break up your writing. Change paragraphs when you change the time, place or subject in your writing.

Also use **headings** and **sub-headings** to clearly present ideas.

Present Perfect Verb Form: This tense shows something that started in the past and continues to the present, e. g. 'he has gone out to play' instead of 'he went out to play.'

Key Terminology

Preposition Conjunction Word Family Prefix Clause Subordinate Clause Direct Speech Consonant Vowel Comma Inverted Comma