



BRITISH LEARNING CENTRE

YEAR 4

Grammar & Punctuation

Workbook

Thirteen units cover the Year 4 grammar and punctuation of the English National Curriculum, from apostrophes to fronted adverbials and direct speech.

Name:

English | Learn it · Practise · Challenge · Check

How to use this workbook

1

Learn it

Read the explanation, key words and worked example.

2

Practise

Answer the questions on Sheet A.

3

Challenge

Try the harder questions on Sheet B.

4

Check

Check with the answers at the back and tick the tracker.

My progress tracker

#	Unit · I can...	Tried	Nearly	Got it!
1	Plural or possessive -s I can tell the difference between plural -s and possessive -s.			
2	Apostrophes for plural possession I can use apostrophes to show that something belongs to more than one.			
3	Standard English verb forms I can use Standard English verb forms in my writing.			
4	Determiners I can use determiners to show which one or how many.			
5	Expanded noun phrases I can add adjectives to expand a noun phrase.			
6	Noun phrases with prepositional phrases I can expand noun phrases with prepositional phrases.			
7	Adverbials I can use adverbials to say when, where and how.			
8	Fronted adverbials I can use fronted adverbials followed by a comma.			
9	Pronouns I can use pronouns to avoid repeating nouns.			
10	Possessive pronouns I can use possessive pronouns to show who owns something.			
11	Nouns and pronouns for clarity I can choose nouns or pronouns to make my writing clear.			
12	Punctuating direct speech I can punctuate direct speech with inverted commas and commas.			
13	Writing a conversation I can set out a conversation with a new line for each speaker.			



CHECK

Start test

Start test

Name _____ Date _____ Score _____ / 20

Answer all the questions.

- 1 Which is correct? I have two ____ .
☐ brothers ☐ brother's
- 2 Which is correct? My ____ name is Leo.
☐ brothers ☐ brother's
- 3 Tick the correct phrase for *the coats of the girls*.
☐ the girl's coats ☐ the girls' coats ☐ the girls coats
- 4 Write the plural with an apostrophe: the _____ toys (children)
- 5 Which is Standard English?
☐ We was tired. ☐ We were tired.
- 6 Which is Standard English?
☐ I did it myself. ☐ I done it myself.
- 7 Tick the determiner: *Those apples are sweet*.
☐ Those ☐ apples ☐ sweet
- 8 Tick the adjectives in the noun phrase: *a small, sleepy puppy*
☐ a ☐ small ☐ sleepy ☐ puppy
- 9 Tick the prepositional phrase: *the house on the corner*
☐ the house ☐ on the corner
- 10 What does the underlined adverbial tell us? *We met at the station.*
☐ when ☐ where ☐ how
- 11 Which sentence is correct?
☐ After dinner we, watched a film. ☐ After dinner, we watched a film.
☐ After, dinner we watched a film.

12 Move the adverbial to the front. Add a comma: *We went swimming on Sunday.*

13 Tick the correct pronoun: *Mum gave ___ a hug.*

☐ I ☐ me

14 Use pronouns so the nouns are not repeated: *Jin found a coin. Jin kept the coin.*

15 Which is a possessive pronoun?

☐ our ☐ ours ☐ us

16 Which is correct?

☐ The pen is your's. ☐ The pen is yours.

17 Which is clearer?

☐ Ali and Tom ran. He won. ☐ Ali and Tom ran. Tom won.

18 Which sentence is punctuated correctly?

☐ "I am cold," said Hugo. ☐ "I am cold", said Hugo. ☐ "I am cold" said Hugo.

19 Add the missing punctuation: *can we go now asked Pim*

20 When you write a conversation, when do you start a new line?

☐ when a new person speaks ☐ after every word ☐ never

1

UNIT 1 · LEARN IT

Plural or possessive -s

I can... tell the difference between plural -s and possessive -s.

Adding **-s** to a noun usually makes it plural (more than one):
two dogs, three apples. A plural does not need an apostrophe.

An apostrophe and **s** (**'s**) shows that something belongs to someone: *the dog's bone* means the bone that belongs to the dog.

Top tip: Ask: does something belong to it? If yes, use an apostrophe. If it just means more than one, do not.

Key words

plural

possession

apostrophe

noun

Worked example

Which is correct? The ___ tail was fluffy.



cat's



cats

Tick the correct answer.

- 1 I have three ____ .
☐ sisters ☐ sister's

- 2 My ____ bike is red.
☐ sisters ☐ sister's

- 3 The ____ bark was very loud.
☐ dog's ☐ dogs

- 4 Five ____ ran across the field.
☐ dogs ☐ dog's

- 5 We ate two ____ each.
☐ apple's ☐ apples

- 6 The ____ roof is broken.
☐ house's ☐ houses

- 7 Mr Kim grows ____ in his garden.
☐ tomato's ☐ tomatoes

- 8 ____ hat blew away in the wind.
☐ Mia's ☐ Mias

- 9 The ____ wings are bright blue.
☐ bird's ☐ birds

- 10 Many ____ swim on the lake.
☐ duck's ☐ ducks

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Rewrite the sentence correctly.

- 1 Plural or possessive? *the cat's bowl*

☐ plural ☐ possessive

- 2 Plural or possessive? *lots of cats*

☐ plural ☐ possessive

- 3 Plural or possessive? *Amir's coat*

☐ plural ☐ possessive

- 4 Plural or possessive? *six pencils*

☐ plural ☐ possessive

- 5 The girl's went to the park.

- 6 Ben's cat's are black.

- 7 I ate three banana's.

- 8 The teachers bag is heavy.

- 9 Lucas phone is new.

- 10 The robots arm fell off.

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Apostrophes for plural possession

I can... use apostrophes to show that something belongs to more than one.

For one owner, add **'s**: *the girl's shoes* (one girl). For a plural noun that ends in **s**, just add an apostrophe after the **s**: *the girls' shoes* (more than one girl).

If the plural does not end in **s**, add **'s**: *the children's toys*, *the men's coats*, *the mice's tails*.

Top tip: Write the owner first. If it is plural and ends in **s**, add only an apostrophe.

Key words

apostrophe

singular

plural

possession

owner

Example

One owner

the girl's shoes

the horse's field

the child's toys

More than one owner

the girls' shoes

the horses' field

the children's toys

Tick the correct answer.

1 the toys belonging to two babies

☐ the baby's toys ☐ the babies' toys ☐ the babies toys

2 the tail of one dog

☐ the dog's tail ☐ the dogs' tail ☐ the dogs tail

3 the tails of three dogs

☐ the dog's tails ☐ the dogs tails ☐ the dogs' tails

4 the books of the children

☐ the children's books ☐ the childrens' books ☐ the childs' books

5 the room of all the teachers

☐ the teacher's room ☐ the teachers' room ☐ the teachers room

6 the coats of the women

☐ the womens' coats ☐ the women's coats ☐ the womans' coats

7 the bikes of my two brothers

☐ my brothers' bikes ☐ my brother's bikes ☐ my brothers bikes

8 the cheese of the mice

☐ the mices' cheese ☐ the mouses' cheese ☐ the mice's cheese

9 the bags of the girls

☐ the girls' bags ☐ the girl's bags ☐ the girls bags

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Write the plural word in brackets with an apostrophe.

- 1 The _____ nests were high in the tree. (birds)

- 2 The _____ playground is very big. (children)

- 3 All the _____ bikes were outside. (boys)

- 4 The _____ tails were long and pink. (mice)

- 5 The _____ room is on the left. (teachers)

- 6 Both of my _____ shoes are muddy. (brothers)

- 7 The _____ hats blew off in the wind. (men)

- 8 The two _____ kittens are cute. (cats)

- 9 Rewrite correctly (more than one girl): *The girls team won the cup.*

- 10 Rewrite correctly: *The peoples votes were counted.*

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Standard English verb forms

I can... use Standard English verb forms in my writing.

Standard English is the kind of English used in books and in school writing. In speech, some people say *we was* or *I done it*, but in writing we use Standard English.

Use **was** with I, he, she and it. Use **were** with you, we and they. Use **did** on its own (*I did it*). Use **done** after has or have (*I have done it*).

Key words

Standard English

verb

past tense

subject

Top tip: Say it aloud: we were, they were, I did, I have done.

Worked example

Which is Standard English? We ___ at the beach.

☐ was ☒ were

Tick the correct answer.**1** We ___ late for school.☐ was ☐ were**2** I ___ my homework last night.☐ did ☐ done**3** They ___ playing football.☐ was ☐ were**4** She ___ very kind to me.☐ was ☐ were**5** Lina has ___ a painting.☐ did ☐ done**6** You ___ brilliant in the play!☐ was ☐ were**7** Tom ___ the washing-up.☐ did ☐ done**8** I ___ tired after the race.☐ was ☐ were**9** We have ___ our best.☐ did ☐ done**10** Ali and Sam ___ happy.☐ was ☐ were**11** It ___ a sunny day.☐ was ☐ were**12** Have you ___ your jobs?☐ did ☐ doneHow did I do? ☐ Tried ☐ Nearly ☐ Got it!

Rewrite the sentence correctly.

1 We was going to the park.

2 I done my spellings.

3 They was very noisy.

4 She seen a fox in the garden.

5 He come to my house yesterday.

6 You was right!

7 We have went to the shop.

8 Me and Jin was hungry.

9 The children was in the hall.

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Determiners

I can... use determiners to show which one or how many.

A determiner comes before a noun (and before any adjectives). It tells us which one or how many.

Determiners include **a, an, the, this, that, these, those, some, every, no, my, your** and numbers such as **two**: *this book, some children, my red coat.*

Top tip: Use this and these for things near you. Use that and those for things far away.

Key words

determiner

noun

which one

how many

Worked example

Tick the determiner: *I found some shells.*

☐ found ☒ some ☐ shells

Tick the determiner.

1 The sun is hot today.

☐ The ☐ sun ☐ hot

2 I like this song.

☐ like ☐ this ☐ song

3 Those birds are noisy.

☐ Those ☐ birds ☐ noisy

4 Can I have some water?

☐ have ☐ some ☐ water

5 My brother is tall.

☐ My ☐ brother ☐ tall

6 We saw an owl.

☐ saw ☐ an ☐ owl

7 Every pupil got prizes.

☐ Every ☐ pupil ☐ prizes

8 Two cats sat outside.

☐ Two ☐ cats ☐ sat

9 These shoes are tight.

☐ These ☐ shoes ☐ tight

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Write the missing determiner.**Word bank:** this · that · these · those · an · some

- 1 Look at _____ stars far away in the sky!
- 2 _____ pencil in my hand is blunt.
- 3 Can you pass me _____ books here, next to me?
- 4 Who lives in _____ house over there?
- 5 I would like _____ apple, please.
- 6 We need _____ eggs to make the cake.
- 7 Tick all the determiners: *The girl found a shell.*
☐ The ☐ girl ☐ found ☐ a ☐ shell
- 8 Tick all the determiners: *My dad bought two tickets.*
☐ My ☐ dad ☐ bought ☐ two ☐ tickets
- 9 Write a sentence using the determiner **every**.

- 10 Write a sentence using the determiner **those**.

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Expanded noun phrases

I can... add adjectives to expand a noun phrase.

A noun phrase is a group of words built around a noun. We can expand it by adding adjectives to give the reader more detail.

the dog → *the scruffy brown dog*. A noun can also describe another noun: *a **football** shirt*, *the **stone** wall*. Choose words carefully: two good adjectives are better than five!

Top tip: Choose adjectives that help the reader picture the noun.

Key words

noun phrase

noun

adjective

expand

detail

Worked example

Expand the noun phrase: **a cat**

a sleepy ginger cat

Tick the correct answer.

- 1 Tick the main noun: *the tall green tree*
☐ tall ☐ green ☐ tree
- 2 Tick the main noun: *a shiny new bike*
☐ shiny ☐ new ☐ bike
- 3 Tick the main noun: *some delicious hot soup*
☐ delicious ☐ hot ☐ soup
- 4 Tick the main noun: *an old wooden box*
☐ old ☐ wooden ☐ box
- 5 Tick the main noun: *my fluffy white kitten*
☐ fluffy ☐ white ☐ kitten
- 6 Tick the main noun: *a huge, scary monster*
☐ huge ☐ scary ☐ monster
- 7 Which noun phrase gives the most detail?
☐ the bike ☐ the old bike ☐ the rusty old bike
- 8 Which noun phrase gives the most detail?
☐ a tiny spotted ladybird ☐ a ladybird ☐ a tiny ladybird
- 9 Which is an expanded noun phrase?
☐ ran quickly ☐ the cold, dark cave ☐ and then
- 10 Which is an expanded noun phrase?
☐ a delicious mango cake ☐ very quickly ☐ under the

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Expand the noun phrase. Add two adjectives.

1 the house

2 a car

3 the sea

4 a monster

5 the forest

6 a spider

7 Write a sentence with an expanded noun phrase about a dragon.

8 Write a sentence with an expanded noun phrase about a cake.

How did I do?

☐ Tried

☐ Nearly

☐ Got it!

Noun phrases with prepositional phrases

I can... expand noun phrases with prepositional phrases.

We can also expand a noun phrase by adding a prepositional phrase after the noun. A prepositional phrase starts with a preposition such as **with, in, on, under** or **near**.

the boy → *the boy with the red cap*, *the old house* → *the old house on the hill*.

Top tip: Ask: which one? A prepositional phrase often gives the answer.

Example

the old house on the hill

determiner adjective noun prepositional phrase

Key words

noun phrase

prepositional phrase

preposition

which one

Tick the prepositional phrase.

1 the cat on the wall

☐ the cat ☐ on the wall

2 a house by the sea

☐ a house ☐ by the sea

3 the boy in the blue coat

☐ the boy ☐ in the blue coat

4 a box of old toys

☐ a box ☐ of old toys

5 the shop near the station

☐ the shop ☐ near the station

6 a bird with bright feathers

☐ a bird ☐ with bright feathers

7 the man behind the counter

☐ the man ☐ behind the counter

8 a cup of hot chocolate

☐ a cup ☐ of hot chocolate

9 the book under my bed

☐ the book ☐ under my bed

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Add a prepositional phrase to the noun phrase.

1 the tall tree

2 a small boat

3 the old lady

4 a heavy bag

5 the sleepy tiger

6 my best friend

7 Write a sentence with a noun phrase that uses **with**.

8 Write a sentence with a noun phrase that uses **near**.

How did I do?

☐ Tried

☐ Nearly

☐ Got it!

Adverbials

I can... use adverbials to say when, where and how.

An adverbial is a word or phrase that tells us more about a verb. It can tell us when, where, how or how often something happens.

We played in the garden. (where) We played after lunch. (when)
We played as quietly as mice. (how)

Top tip: Ask when? where? or how? The answer is the adverbial.

Key words

adverbial

verb

when

where

how

Worked example

What does the adverbial tell us? We swam in the lake.

☐ when ☒ where ☐ how

What does the underlined adverbial tell us? Tick.

- 1 The bus left at eight o'clock.

☐ when ☐ where ☐ how

- 2 The children waited by the gate.

☐ when ☐ where ☐ how

- 3 Ruby walked very slowly.

☐ when ☐ where ☐ how

- 4 Last night, it snowed.

☐ when ☐ where ☐ how

- 5 The kitten slept under the blanket.

☐ when ☐ where ☐ how

- 6 Jay opened the present with a big smile.

☐ when ☐ where ☐ how

- 7 We go swimming every Monday.

☐ when ☐ where ☐ how

- 8 The fish swam around the rocks.

☐ when ☐ where ☐ how

- 9 Mai sang beautifully.

☐ when ☐ where ☐ how

- 10 In the morning, we have maths.

☐ when ☐ where ☐ how

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Add an adverbial to the sentence.

- 1 The dog barked _____. (when?)

- 2 We had a picnic _____. (where?)

- 3 The snail moved _____. (how?)

- 4 I brush my teeth _____. (when?)

- 5 The children played _____. (where?)

- 6 Grandpa laughed _____. (how?)

- 7 Tick the adverbial: *We ate lunch beside the pool.*

☐ We ate ☐ lunch ☐ beside the pool

- 8 Tick the adverbial: *Ella read her book in bed.*

☐ Ella read ☐ her book ☐ in bed

- 9 Tick the adverbial: *The team trained after school.*

☐ The team ☐ trained ☐ after school

- 10 Write a sentence with an adverbial that tells us **how**.

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Fronted adverbials

I can... use fronted adverbials followed by a comma.

A fronted adverbial is an adverbial moved to the front of a sentence, before the verb. *We went to the beach after school.* → *After school, we went to the beach.*

Put a comma after a fronted adverbial. Fronted adverbials help you to start sentences in different ways and to link ideas.

Top tip: Starting with a fronted adverbial? Remember the comma!

Key words

fronted adverbial

comma

sentence opener

adverbial

Worked example

Move the adverbial to the front: *We ate our lunch under the tree.*

Under the tree, we ate our lunch.

Underline the fronted adverbial.

- 1 After lunch, we played chess.
- 2 Under the bridge, a troll was sleeping.
- 3 As fast as he could, Omar ran home.
- 4 Every morning, I feed my fish.
- 5 In the jungle, the monkeys screeched.
- 6 Without a sound, the cat crept closer.
- 7 Later that day, the storm arrived.
- 8 Which sentence is correct?
☐ Later that day we, went home. ☐ Later that day, we went home.
☐ Later, that day we went home.
- 9 Which sentence is correct?
☐ On Saturday, we visited Grandma. ☐ On Saturday we, visited Grandma.
☐ On, Saturday we visited Grandma.
- 10 Which sentence is correct?
☐ Carefully Dan, carried the eggs. ☐ Carefully, Dan carried the eggs.
☐ Carefully Dan carried, the eggs.
- 11 Which sentence is correct?
☐ Behind the door, a mouse was hiding. ☐ Behind the door a mouse, was hiding.
☐ Behind, the door a mouse was hiding.

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Move the adverbial to the front. Add a comma.

1 We ate our picnic by the lake.

2 The bell rang at the end of the day.

3 Hana read her book quietly.

4 The owl hooted in the dark forest.

5 We visited the temple last weekend.

6 The children cheered as loudly as they could.

7 Write your own sentence that starts with a fronted adverbial of **time**.

8 Write your own sentence that starts with a fronted adverbial of **place**.

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Pronouns

I can... use pronouns to avoid repeating nouns.

A pronoun is a word that replaces a noun, so we do not repeat the noun too often: *Ella* → *she*, *the ball* → *it*.

Personal pronouns include **I, you, he, she, it, we, they** and **me, him, her, us, them**. Use I, he, she, we and they before the verb. Use me, him, her, us and them after it.

Key words

pronoun

noun

replace

personal pronoun

Top tip: Make sure the reader knows who the pronoun is about.

Worked example

Sam lost his hat. He looked everywhere for
it.

Tick the correct pronoun.

- 1 Mia likes cats. ___ has two.
☐ She ☐ Her ☐ They
- 2 The boys are hungry. ___ want pizza.
☐ Them ☐ They ☐ He
- 3 Please give the book to ____ .
☐ I ☐ me ☐ we
- 4 Dad and ___ went fishing.
☐ me ☐ I ☐ us
- 5 The kite is broken. ___ has a hole.
☐ It ☐ They ☐ He
- 6 I saw Ravi and waved to ____ .
☐ he ☐ him ☐ they
- 7 Grandma called ___ on Sunday.
☐ we ☐ us ☐ our
- 8 Sara and Lily? I played with ____ .
☐ they ☐ them ☐ their
- 9 ___ are going to the zoo tomorrow.
☐ Us ☐ We ☐ Our
- 10 Can you help ___ with this?
☐ she ☐ her ☐ hers
- 11 Mr Ito is our coach. ___ is very fair.
☐ He ☐ Him ☐ His

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Use pronouns so that nouns are not repeated.

- 1 Leo has a dog. Leo walks the dog every day.

- 2 The children made a cake. The children ate the cake.

- 3 Anna called Ben. Anna asked Ben to play.

- 4 My sister and I went out. My sister and I got wet.

- 5 The door was stuck, so Dad pushed the door.

- 6 Kim and Jo are twins. _____ are nine years old.

- 7 This is my grandma. I love _____ very much.

- 8 Tick all the pronouns: *She gave them a present.*

☐ She ☐ gave ☐ them ☐ a ☐ present

- 9 Tick all the pronouns: *We told him a joke.*

☐ We ☐ told ☐ him ☐ a ☐ joke

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Possessive pronouns

I can... use possessive pronouns to show who owns something.

A possessive pronoun shows who something belongs to. It stands on its own and replaces a noun phrase: *This is my bag.*
→ *This bag is mine.*

The possessive pronouns are **mine, yours, his, hers, ours** and **theirs**. They never have an apostrophe: *yours*, not *your's*.

Top tip: Possessive pronouns never have an apostrophe.

Worked example

That is my coat. The coat is mine.

Key words

possessive pronoun

pronoun

belong

owner

Tick the correct pronoun.

1 This pencil belongs to me. It is ____.

☐ my ☐ mine ☐ me

2 That house belongs to us. It is ____.

☐ ours ☐ our's ☐ us

3 Is this book ____, Sam?

☐ your ☐ your's ☐ yours

4 The red bike is Mia's. It is ____.

☐ hers ☐ her ☐ her's

5 The dog belongs to Tom. It is ____.

☐ him ☐ his ☐ he's

6 The toys belong to the twins. They are ____.

☐ their ☐ their's ☐ theirs

7 I found your hat, but where is ____?

☐ mine ☐ my ☐ me

8 Our team won. The cup is ____!

☐ our ☐ ours ☐ us

9 Those seats belong to them. They are ____.

☐ theirs ☐ them ☐ their

10 Which of these coats is ____, Nadia?

☐ you ☐ your ☐ yours

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Rewrite the sentence using a possessive pronoun.

1 This is my ball.

2 That is your seat.

3 These are our books.

4 That is her scarf.

5 This is his tablet.

6 Those are their shoes.

7 Rewrite the sentence correctly: *Is this pen your's?*

8 Rewrite the sentence correctly: *The prize is our's!*

9 Which word is a possessive pronoun?

☐ my ☐ mine ☐ me

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Nouns and pronouns for clarity

I can... choose nouns or pronouns to make my writing clear.

Cohesion means that the sentences in a text link together clearly. Pronouns help us to avoid repeating the same noun again and again.

But pronouns can confuse the reader: *Sam and Leo ran. He fell.* Who fell? When it is not clear, use the noun: *Leo fell.* You can also use a different noun, such as *the boy* or *the animal*.

Top tip: If it is not clear who 'he' or 'she' is, use the name.

Key words

cohesion

clarity

pronoun

noun

repeat

Example

Not clear: Nina and Grace went to the pool. She forgot her towel.

Clear: Nina and Grace went to the pool. Grace forgot her towel.

Too much repetition: The tiger woke up. The tiger was hungry.

Better: The tiger woke up. It was hungry. The big cat went hunting.

Tick the correct answer.

- 1 Who is **she**? *Mr Tan gave Ana a book. She thanked him.*
☐ Mr Tan ☐ Ana
- 2 What is **it**? *The monkey grabbed a banana. Then it climbed a tree.*
☐ the monkey ☐ the banana
- 3 Who is **he**? *Kofi lent Max a pen because he had forgotten his.*
☐ Kofi ☐ Max
- 4 Who are **they**? *The girls found a kitten. They took it home.*
☐ the girls ☐ the kitten
- 5 Who is **her**? *Mum asked Lily to help her with the shopping.*
☐ Mum ☐ Lily
- 6 Which is clearer?
☐ Tom and Raj played chess. He won. ☐ Tom and Raj played chess. Raj won.
- 7 Which is clearer?
☐ The cat chased the mouse. It was fast.
☐ The cat chased the mouse. The mouse was fast.
- 8 Which is better?
☐ Leila has a parrot. Leila feeds Leila's parrot every day.
☐ Leila has a parrot. She feeds it every day.
- 9 Which is clearer?
☐ Grandpa and Dad went out. He bought a newspaper.
☐ Grandpa and Dad went out. Grandpa bought a newspaper.

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Read the text. Then answer the questions.

The Lost Kite FICTION

Chen had a new kite. Chen took the kite to the park. The kite flew high. Then the kite got stuck in a tree. Chen asked Chen's sister for help. Chen's sister climbed the tree and got the kite down.

- 1 Chen took the kite to the park. → _____ took the kite to the park.
- 2 Then the kite got stuck in a tree. → Then _____ got stuck in a tree.
- 3 Chen asked Chen's sister for help. → Chen asked _____ sister for help.
- 4 Rewrite the whole text so that it is clear and does not repeat too much.

- 5 Why is it sometimes better to use the noun, not a pronoun?
☐ so the reader knows who or what we mean ☐ to make the text shorter
☐ because pronouns are always wrong

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Punctuating direct speech

I can... punctuate direct speech with inverted commas and commas.

In direct speech, the spoken words go inside inverted commas. The punctuation that belongs to the speech goes inside too.

If the speech comes first, end it with a comma, question mark or exclamation mark: *"I'm ready," said Zak*. If the reporting clause comes first, put a comma after it and start the speech with a capital letter: *Zak said, "I'm ready."*

Top tip: The punctuation at the end of the speech goes inside the closing inverted commas.

Key words

direct speech

inverted commas

reporting clause

comma

capital letter

Example

"I'm ready," said Zak.

speech first → comma inside the inverted commas

Zak said, "I'm ready."

reporting clause first → comma, then a capital letter

Tick the correctly punctuated sentence.

- 1 ☐ "We are late," said Mum. ☐ "We are late", said Mum. ☐ "We are late" said Mum.
- 2 ☐ Sofia asked "can I come?" ☐ Sofia asked, "Can I come?"
☐ Sofia asked, "Can I come"?
- 3 ☐ "Watch out"! yelled Dev. ☐ "Watch out," yelled Dev! ☐ "Watch out!" yelled Dev.
- 4 ☐ The pilot said, "Fasten your seatbelts." ☐ The pilot said "fasten your seatbelts."
☐ The pilot said, "Fasten your seatbelts".
- 5 ☐ "What time is it," asked Noor? ☐ "What time is it?" asked Noor.
☐ "What time is it"? asked Noor.
- 6 ☐ "I like your drawing." said Mr Park. ☐ "I like your drawing", said Mr Park.
☐ "I like your drawing," said Mr Park.
- 7 ☐ Yuki shouted, "We won!" ☐ Yuki shouted "we won!" ☐ Yuki shouted, "We won"!
- 8 ☐ "Let's go", whispered Kim. ☐ "Let's go," whispered Kim. ☐ "Let's go." whispered Kim.
- 9 ☐ Nurse Ada said, "Take a seat." ☐ Nurse Ada said "Take a seat."
☐ Nurse Ada said, "take a seat."
- 10 ☐ "Is this your pen"? asked Leo. ☐ "Is this your pen?" asked Leo.
☐ "Is this your pen," asked Leo?

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Add the missing punctuation.

1 where is my hat asked Rosa

2 this soup is delicious said Dad

3 Ahmed shouted look at the fireworks

4 I can swim now said Beth proudly

5 the teacher asked who wants to read

6 run to the boat cried the captain

7 Write a sentence of direct speech. Put the reporting clause **first**.

8 Write a sentence of direct speech. Put the spoken words **first**.

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Writing a conversation

I can... set out a conversation with a new line for each speaker.

When you write a conversation, start a new line each time a different person speaks. This helps the reader follow who is talking.

Choose interesting reporting verbs instead of always using *said*: **asked, replied, whispered, shouted, explained, giggled.**

Top tip: New speaker, new line.

Key words

conversation

speaker

new line

reporting verb

Example

"Is it raining?" asked Maria.

"Yes, it is pouring!" replied Dad.

"Then I will take my umbrella," said Maria.

Each new speaker starts on a new line.

Tick the best reporting verb.

1 "Where is the library?" ___ the visitor.
☐ asked ☐ shouted ☐ giggled

2 "Shh, the baby is asleep," ___ Mum.
☐ cheered ☐ whispered ☐ shouted

3 "Goal!" ___ the crowd.
☐ whispered ☐ asked ☐ cheered

4 "It is on the second floor," ___ the guard.
☐ replied ☐ asked ☐ cheered

5 "That tickles!" ___ Lily.
☐ asked ☐ giggled ☐ whispered

6 "Fire! Get out now!" ___ the firefighter.
☐ whispered ☐ giggled ☐ shouted

7 Does the bold speech need a new line? *"Do you want to play?" asked Ben.* **"Yes, please!"** said Ali.
☐ yes ☐ no

8 Does the bold speech need a new line? *"Come on," said Ben.* **"We will be late,"** he added.
☐ yes ☐ no

9 Does the bold speech need a new line? *"Hello," said the shopkeeper.* **"Hello,"** replied Nita.
☐ yes ☐ no

How did I do? ☐ Tried ☐ Nearly ☐ Got it!

Read the text. Then answer the questions.

At the Market FICTION

"How much are the mangoes?" asked Aroon. "They are twenty baht each," replied the seller. "Can I have three, please?" said Aroon. "Of course. That is sixty baht," the seller answered.

- 1 How many different people speak? _____
- 2 How many lines should the conversation be set out on? _____
- 3 Which reporting verb could replace **said** in the third sentence?
☐ asked ☐ cheered ☐ shouted
- 4 Rewrite the conversation. Start a new line for each new speaker.

- 5 Continue the conversation. Write two more lines of direct speech.

How did I do? ☐ Tried ☐ Nearly ☐ Got it!



CHECK

End test

End test

Name _____ Date _____ Score _____ / 20

Answer all the questions.

1 Which is correct? The ___ tail is long.

☐ monkeys ☐ monkey's

2 Which is correct? We saw six ___ at the zoo.

☐ monkeys ☐ monkey's3 Tick the correct phrase for *the bags of the teachers*.☐ the teacher's bags ☐ the teachers bags ☐ the teachers' bags

4 Write the plural with an apostrophe: the _____ changing room (women)

5 Which is Standard English?

☐ They were at home. ☐ They was at home.

6 Which is Standard English?

☐ She has done her work. ☐ She has did her work.7 Tick the determiner: *Every child sang*.☐ Every ☐ child ☐ sang8 Expand the noun phrase with two adjectives: *the castle*

9 Add a prepositional phrase: *a girl*

10 What does the underlined adverbial tell us? *The lion roared fiercely.*☐ when ☐ where ☐ how

11 Which sentence is correct?

- ☐ In the garden, we found a frog. ☐ In the garden we, found a frog.
☐ In, the garden we found a frog.

12 Move the adverbial to the front. Add a comma: *The rain stopped after an hour.*

13 Tick the correct pronoun: ___ and I are best friends.

- ☐ Her ☐ She

14 Use pronouns so the nouns are not repeated: *The girls made a poster. The girls put the poster on the wall.*

15 Which is a possessive pronoun?

- ☐ their ☐ them ☐ theirs

16 Rewrite using a possessive pronoun: *This is his cap.*

17 Which is clearer?

- ☐ Mum and Gran baked. She made bread. ☐ Mum and Gran baked. Gran made bread.

18 Which sentence is punctuated correctly?

- ☐ Dad said "it is late." ☐ Dad said, "It is late." ☐ Dad said, "It is late".

19 Add the missing punctuation: *help me cried the girl*

20 Which is the best reporting verb? *"Is it your birthday?"* ___ Lara.

- ☐ asked ☐ shouted ☐ cheered

**Start test**

1 brothers 2 brother's 3 the girls' coats 4 children's 5 We were tired. 6 I did it myself. 7 Those 8 small; sleepy 9 on the corner 10 where 11 After dinner, we watched a film. 12 On Sunday, we went swimming. 13 me 14 Jin found a coin. He kept it. 15 ours 16 The pen is yours. 17 Ali and Tom ran. Tom won. 18 "I am cold," said Hugo. 19 "Can we go now?" asked Pim. 20 when a new person speaks

Unit 1 · Sheet A — Plural or possessive -s

1 sisters 2 sister's 3 dog's 4 dogs 5 apples 6 house's 7 tomatoes 8 Mia's 9 bird's 10 ducks

Unit 1 · Sheet B — Plural or possessive -s

1 possessive 2 plural 3 possessive 4 plural 5 The girls went to the park. 6 Ben's cats are black. 7 I ate three bananas. 8 The teacher's bag is heavy. 9 Lucas's phone is new. 10 The robot's arm fell off.

Unit 2 · Sheet A — Apostrophes for plural possession

1 the babies' toys 2 the dog's tail 3 the dogs' tails 4 the children's books 5 the teachers' room 6 the women's coats 7 my brothers' bikes 8 the mice's cheese 9 the girls' bags

Unit 2 · Sheet B — Apostrophes for plural possession

1 birds' 2 children's 3 boys' 4 mice's 5 teachers' 6 brothers' 7 men's 8 cats' 9 The girls' team won the cup. 10 The people's votes were counted.

Unit 3 · Sheet A — Standard English verb forms

1 were 2 did 3 were 4 was 5 done 6 were 7 did 8 was 9 done 10 were 11 was 12 done

Unit 3 · Sheet B — Standard English verb forms

1 We were going to the park. 2 I did my spellings. (or I have done my spellings.) 3 They were very noisy. 4 She saw a fox in the garden. 5 He came to my house yesterday. 6 You were right! 7 We have gone to the shop. 8 Jin and I were hungry. 9 The children were in the hall.

Unit 4 · Sheet A — Determiners

1 The 2 this 3 Those 4 some 5 My 6 an 7 Every 8 Two 9 These

Unit 4 · Sheet B — Determiners

1 those 2 This 3 these 4 that 5 an 6 some 7 The; a 8 My; two 9 Answers will vary, e.g. Every child in the class has a reading book. 10 Answers will vary, e.g. Those mangoes look delicious.

Unit 5 · Sheet A — Expanded noun phrases

1 tree 2 bike 3 soup 4 box 5 kitten 6 monster 7 the rusty old bike 8 a tiny spotted ladybird 9 the cold, dark cave 10 a delicious mango cake

Unit 5 · Sheet B — Expanded noun phrases

1 Answers will vary, e.g. the tall, empty house 2 Answers will vary, e.g. a shiny red car 3 Answers will vary, e.g. the calm blue sea 4 Answers will vary, e.g. a hairy green monster 5 Answers will vary, e.g. the dark, silent forest 6 Answers will vary, e.g. a tiny black spider 7 Answers will vary, e.g. A fierce purple dragon flew over the town. 8 Answers will vary, e.g. We ate a sticky chocolate cake.

Unit 6 · Sheet A — Noun phrases with prepositional phrases

1 on the wall 2 by the sea 3 in the blue coat 4 of old toys 5 near the station 6 with bright feathers 7 behind the counter 8 of hot chocolate 9 under my bed

Unit 6 · Sheet B — Noun phrases with prepositional phrases

1 Answers will vary, e.g. the tall tree beside the river 2 Answers will vary, e.g. a small boat with a red sail 3 Answers will vary, e.g. the old lady at the bus stop 4 Answers will vary, e.g. a heavy bag full of books 5 Answers will vary, e.g. the sleepy tiger under the tree 6 Answers will vary, e.g. my best friend from Korea 7 Answers will vary, e.g. The girl with the yellow umbrella waved at me. 8 Answers will vary, e.g. The café near the beach sells ice cream.

Unit 7 · Sheet A — Adverbials

1 when 2 where 3 how 4 when 5 where 6 how 7 when 8 where 9 how 10 when

Unit 7 · Sheet B — Adverbials

1 Answers will vary, e.g. all night 2 Answers will vary, e.g. beside the river 3 Answers will vary, e.g. very slowly 4 Answers will vary, e.g. twice a day 5 Answers will vary, e.g. in the playground 6 Answers will vary, e.g. loudly 7 beside the pool 8 in bed 9 after school 10 Answers will vary, e.g. The baby clapped happily.

Unit 8 · Sheet A — Fronted adverbials

1 After lunch, we played chess. 2 Under the bridge, a troll was sleeping. 3 As fast as he could, Omar ran home. 4 Every morning, I feed my fish. 5 In the jungle, the monkeys screeched. 6 Without a sound, the cat crept closer. 7 Later that day, the storm arrived. 8 Later that day, we went home. 9 On Saturday, we visited Grandma. 10 Carefully, Dan carried the eggs. 11 Behind the door, a mouse was hiding.

Unit 8 · Sheet B — Fronted adverbials

1 By the lake, we ate our picnic. 2 At the end of the day, the bell rang. 3 Quietly, Hana read her book. 4 In the dark forest, the owl hooted. 5 Last weekend, we visited the temple. 6 As loudly as they could, the children cheered. 7 Answers will vary, e.g. Before breakfast, I went for a run. 8 Answers will vary, e.g. Deep in the ocean, a whale was singing.

Unit 9 · Sheet A — Pronouns

1 She 2 They 3 me 4 I 5 It 6 him 7 us 8 them 9 We 10 her 11 He

Unit 9 · Sheet B — Pronouns

1 Leo has a dog. He walks it every day. 2 The children made a cake. They ate it. 3 Anna called Ben. She asked him to play. 4 My sister and I went out. We got wet. 5 The door was stuck, so Dad pushed it. 6 They 7 her 8 She; them 9 We; him

Unit 10 · Sheet A — Possessive pronouns

1 mine 2 ours 3 yours 4 hers 5 his 6 theirs 7 mine 8 ours 9 theirs 10 yours

Unit 10 · Sheet B — Possessive pronouns

1 This ball is mine. 2 That seat is yours. 3 These books are ours. 4 That scarf is hers. 5 This tablet is his. 6 Those shoes are theirs. 7 Is this pen yours? 8 The prize is ours! 9 mine

Unit 11 · Sheet A — Nouns and pronouns for clarity

1 Ana 2 the monkey 3 Max 4 the girls 5 Mum 6 Tom and Raj played chess. Raj won. 7 The cat chased the mouse. The mouse was fast. 8 Leila has a parrot. She feeds it every day. 9 Grandpa and Dad went out. Grandpa bought a newspaper.

Unit 11 · Sheet B — Nouns and pronouns for clarity

1 He 2 it 3 his 4 Answers will vary, e.g. Chen had a new kite. He took it to the park. The kite flew high. Then it got stuck in a tree. Chen asked his sister for help. She climbed the tree and got the kite down. 5 so the reader knows who or what we mean

Unit 12 · Sheet A — Punctuating direct speech

1 "We are late," said Mum. 2 Sofia asked, "Can I come?" 3 "Watch out!" yelled Dev. 4 The pilot said, "Fasten your seatbelts." 5 "What time is it?" asked Noor. 6 "I like your drawing," said Mr Park. 7 Yuki shouted, "We won!" 8 "Let's go," whispered Kim. 9 Nurse Ada said, "Take a seat." 10 "Is this your pen?" asked Leo.

Unit 12 · Sheet B — Punctuating direct speech

1 "Where is my hat?" asked Rosa. 2 "This soup is delicious," said Dad. 3 Ahmed shouted, "Look at the fireworks!" 4 "I can swim now," said Beth proudly. 5 The teacher asked, "Who wants to read?" 6 "Run to the boat!" cried the captain. 7 Answers will vary, e.g. Lena said, "I have finished my picture." 8 Answers will vary, e.g. "Can we go to the pool?" asked Tomas.

Unit 13 · Sheet A — Writing a conversation

1 asked 2 whispered 3 cheered 4 replied 5 giggled 6 shouted 7 yes 8 no 9 yes

Unit 13 · Sheet B — Writing a conversation

1 2 4 3 asked 4 "How much are the mangoes?" asked Aroon.
"They are twenty baht each," replied the seller.
"Can I have three, please?" said Aroon.
"Of course. That is sixty baht," the seller answered. 5 Answers will vary, e.g. "Here you are," said Aroon.
"Thank you. Enjoy your mangoes!" replied the seller.

End test

1 monkey's 2 monkeys 3 the teachers' bags 4 women's 5 They were at home. 6 She has done her work. 7 Every 8 Answers will vary, e.g. the old grey castle 9 Answers will vary, e.g. a girl with a green backpack 10 how 11 In the garden, we found a frog. 12 After an hour, the rain stopped. 13 She 14 The girls made a poster. They put it on the wall. 15 theirs 16 This cap is his. 17 Mum and Gran baked. Gran made bread. 18 Dad said, "It is late." 19 "Help me!" cried the girl. 20 asked