Contents

How to use this book	 . 5

Grammatical words

Noun phrases	
Prepositions	7
Verb tenses	
Adverbs	
Adverbials	
Fronted adverbials	
Conjunctions	
Determiners	
Clauses	
Pronouns	
Standard English	
Plural or possessive 's'	

Punctuation

Commas after fronted adverbials	
Apostrophes for possession	
Inverted commas	

Vocabulary

Prefixes	28
Adjectives with prefixes	29
Suffixes	30
Adding suffixes to words of more than one syllable	31

Contents

Spelling

'y' in the middle of the word	 32
'ou' words	 33
'ei', 'eigh', 'ey' words	 34
'gue' and 'que'	 35
'tion', 'sion', 'ssion', 'cian'	 36
Tricky endings	 37
Homophones	 38
Tricky sounds	 40
Syllables and longer words	 42
Using a dictionary	 44

Reading

Identifying and summarising main ideas	. 46
Retrieving and recording information	. 48
Identifying themes and conventions	. 50
Making inferences	. 52
Making predictions	. 54
Words in context	. 56
Language features	. 58
Presentational features: non-fiction	. 60
Presentational features: fiction	. 62
Asking questions when reading	. 64
Recognising different types of poetry	. 65

Writing

Paragraphs	66
Organisational devices in non-fiction writing	. 68
Creating characters	70
Creating a setting	72
Creating plot	74
Evaluating and editing text	76
Proofreading	78
Word list	80

Retrieving and recording information

Learn

What does retrieving and recording mean?



Retrieving information means finding the information you need from a text to answer questions.

Recording information means writing it down.

Look at the example questions below. You can look for key words in the passage that are in the question to help you, they have been highlighted below.

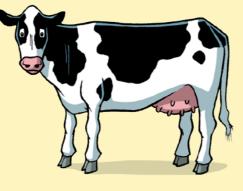


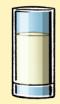
See if you can spot the answers in the text.

Milk

Milk can be produced by cows or goats. It is a highly nutritious white drink and is also used to **produce** lots of different foods, such as **cheese**, butter and yoqhurt. **These** foods are called dairy products.

Dairy farmers milk cows using a milking machine. The milk is then cooled in large tanks to keep it fresh. Often, the milk is collected in special vehicles called milk tankers, which take the milk to a large dairy. At the dairy, the milk is treated to kill any bad bacteria and to make sure it is safe to drink. This is called pasteurisation.





Milk contains **calcium**, which is important for **helping our bodies to** develop strong, healthy bones and teeth. It also contains other vitamins that help us to grow and stay healthy. Milk can be enjoyed as part of a healthy diet - on its own or in other foods.

a. Which food product is created from milk?

lettuce Cheese 🗸 crisps 🗌

- **b.** What name is given to the foods **produced** from **milk**? These foods are called dairy products.
- c. What is pasteurisation?

Pasteurisation is when milk is treated to kill any bad bacteria.

d. Why is calcium good for our bodies?

Calcium helps our bodies to develop strong, healthy bones and teeth.

🗸 Tip

- Read the text and questions carefully.
- Skim-read the text again to find the answers.
- Use the text to help you find and write the answer.
- Re-read your answer to check that it answers the question.

Activities



1. Read this text, retrieve the information you need and record your answers.

Rocks

There are three main types of rock. These are igneous, metamorphic and sedimentary rocks.

Igneous rocks are formed when magma is forced from the earth in a volcano. As the magma cools, it forms rocks. Examples include basalt and granite. Granite is very practical and has many uses, including paving stones, kitchen worktops and gravestones.

Sedimentary rocks are formed from sediments such as other tiny rocks and animal skeletons pressed together in layers. Examples include chalk, clay and sandstone. These are softer rocks. Chalk can be used to draw with.

Metamorphic rocks are rocks that have changed from another type of rock as a result of heat and pressure. Examples include slate and marble. Slate is often used for roof tiles.

- a. How many different types of rock are there?
- **b.** What can granite be used for? Give two examples from the text.
- c. Which rock can be used to draw with?
- **d.** How are metamorphic rocks created?

Think about what the question is asking you to do.



Now read the questions and have a go at finding the answers in the text.

