



Key Concept	Definition
Spoken Language	Spoken language underpins the development of reading and writing. The qualities of language that pupils hear and speak are vital for developing their understanding of vocabulary and grammar. Spoken language should empower pupils to share their ideas in an articulate and confident manner.
Reading	Reading involves the speedy working out of the pronunciation of unfamiliar printed words (decoding) and the recognition of familiar printed words. The understanding that the letters on the page represent sounds underpins both.
Comprehension	Comprehension draws from pupils' linguistic knowledge (particularly vocabulary and grammar). It refers to the ability to read and process a text in order to gain an understanding of its meaning.
Writing	Writing involves using letters to communicate thoughts and ideas in a readable form. The way that symbols are recorded and structured impacts their meaning.
Transcription	Effective transcription refers to accurate spelling and handwriting. This is achieved if pupils understand the relationship between letters and sounds, word structure and spelling structure.
Vocabulary	Vocabulary refers to a set of words within a language. A vocabulary usually develops with age and experience and is essential for effective communication. Giving pupils opportunities to develop their vocabulary is essential in aiding their spoken and written language.
Punctuation	Punctuation is the system of symbols we use to separate written and parts of sentences to clarify their meaning. Each symbol is called a "punctuation mark".
Grammar	Grammar refers to the study of words, how they are used in sentences and how they change in different situations.