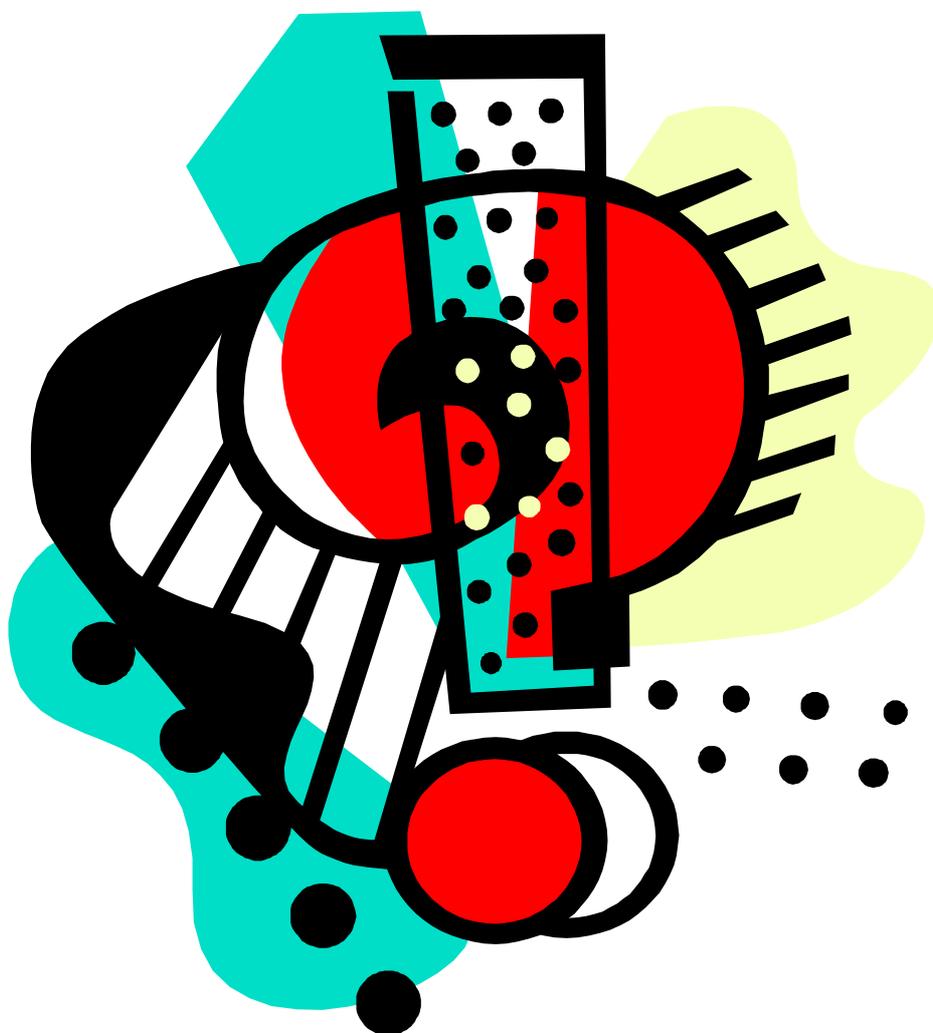


ST Paul's C.E. Primary School

Punctuation progress

By year group

Foundation Stage to Year 6



Reviewed June 2014

Foundation Stage

Children have an awareness of capital letters and full stops.

Children always use a capital letter at the beginning of their name, all other letters lower case.

- Children begin to use full stops in writing, not always correctly.

Year 1

To use full stops and capital letters accurately in simple sentences.

- To start a sentence with a capital letter and end with a full stop.

e.g. The dog chased the cat.

- To always use a capital for the personal pronoun I.

e.g. I went to the park.

- To leave finger spaces between words.

Year 2

To use capital letters, full stops, question marks, exclamation marks and commas in list, accurately and consistently

- To understand that a question is a type of sentence that requires a capital letter at the beginning and a question mark at the end. (?)

*e.g. **W**hat have you got in your packed lunch today**?***

- To understand that an exclamation is a word or type of sentence that requires a capital letter at the beginning and an exclamation mark at the end. (!)

S**top that now**!

- *Use an exclamation mark after an expression of strong emotion or a forceful command.
e.g. Stop!*

- *Do use after a word that imitates a sound, such as “Ow!”*
- *Don’t use more than one exclamation mark at a time!*

- To accurately use commas between items in a list.

e.g. My favourite ice-cream flavours are vanilla, rocky road, toffee and chocolate.

Don’t forget that you need an ‘and’ or an ‘or’ between the last two items in a list.

Year 3

To use the apostrophe of contraction/omission correctly.

- An apostrophe is like a comma that sits in the air between two letters.

e.g. I'll, couldn't, can't

- Contraction is when two words are joined together and shortened to make one word.
- Omission is when a letter is deliberately left out of the new word. An apostrophe is used to take the place of the missing letter.

e.g. would not wouldn't

could not couldn't

should not shouldn't

- *Lots of pronouns use apostrophes to shorten two words.*

e.g. I will I'll
he is he's
it is it's
we are we're
we have we've

To begin to punctuate direct speech

Direct speech is the actual words that are spoken. Speech marks or inverted commas go around the actual words spoken. The inverted commas go right at the beginning and right at the end of the quotation, including any punctuation.

Remember to use punctuation inside the speech marks. Use a comma after the introduction and before the quotation itself.

e.g. She said to him, "You're the nicest person in the world."

Year 4

- To punctuate direct speech correctly (See Year 3)
- To begin to use the apostrophe of possession.

Possession means to belong to. Using the apostrophe of possession shows that something belongs to someone.

Add 's.

e.g. Matthew's caterpillars are mostly orange and furry. (The caterpillars belong to Matthew.)

When the name already ends in an s,

e.g. James, Kareiss, Thomas

simply add an apostrophe

e.g. James', Kareiss', Thomas'

Plural words

When a plural word ends in **s**, simply add an **apostrophe**.

e.g .The witches' hats all need cleaning. (the hats belonging to the witches)

The foxes' cubs were small and furry. (the cubs of the foxes)

Year 5

To use the apostrophe of possession correctly (See Year 4)

Beginning to use commas to mark phrases or clauses

A phrase is a small group of words, which form part of a sentence. They add extra information or description.

e.g. *old gnarled tree*, (noun phrase)

under the stairs, (prepositional phrase)

as quickly as possible (adverbial phrase)

A clause is part of a sentence. It has a noun and verb. But it is not automatically a sentence because it doesn't automatically have a capital letter or full stop.

Two clauses joined by a connective form a compound sentence.

e.g. Lisa looked out of the window because she heard a noise.

A subordinate clause gives us extra information

The tree, which was old and gnarled, shaded the playground.

Parenthesis(brackets),ellipses and dashes used correctly

- **Parenthesis/brackets** should be used for non essential information (extra, more personal comments) that explain, add to or comment on the meaning of the main sentence.

e.g. Marco (a farmer) had lost all of his sheep except one.

- **Ellipsis**, row of three dots, show that something has been left out, or that you are keeping the reader guessing, adding suspense.

e.g. He didn't know what to do, but then suddenly...

- **Dashes** are the longer line used for a sudden break or an interruption in a sentence.

e.g. Joe looked over the bridge — there was a huge drop

Year 6

All of the above used correctly.

Use semi-colon, colon hyphen and dash correctly

Use hypens to make the intension clear

Colons

- Colons are used for separating the hour and minutes when writing time.

e.g. 4:35pm, 16:00

- To introduce a list after a main sentence.

*e.g. I need these ingredients to make a cake:
2 eggs, 100gsugar, 100g butter, 100g of flour and
a bar of chocolate.*

- To introduce a list of bullet points.

*e.g. Come to Spark Zoo! Here are some of our
attractions:*

- *A large collection of lions and tigers.*
- *Rare breeds of parrot, including “Sally the Singing Parrot”.*
- *The UK’s biggest playground.*

Semi-colon

- **Semi -colons** are used to separate items in a list of long phrases or clauses. However you do need to put a semicolon before the “and” or “or” that joins the last two things.

e.g. When we were in France, we played table tennis; we went to a cheese factory; I bought some posh chocolate; and my brother broke our tent.

- **Hyphens** are used to separate words to make the intention clearer.

e.g. re-sent instead of resent

The Comma

Commas in lists

My favourite ice-cream flavours are vanilla, rocky road, toffee and chocolate.

Clause Comma

Used in a sentence with a main and subordinate clause.

Do use a comma if a subordinate clause (starting with words such as 'when' or 'after') comes before the main clause.

After I'd eaten my supper, I fell asleep.

Don't use a comma if a sentence's less important (subordinate) part comes after the main part.

I fell asleep after I'd eaten my supper.

Comma Twins

These two commas are places either side of an interruption in a sentence. They separate out words that aren't vital to a sentence's meaning.

Jake, my best friend, won the race.

Introductory Comma

Used after introductory words at the start of some sentences.

For me, apples are the best fruit.

After a fronted adverbial

Suddenly, the heavens opened.

Chat-Room Comma

This comma introduces direct speech.

She said to him, "You're the nicest person in the world."

Numbers Comma

This comma makes it easier to read larger numbers.

1,000; 1,000,000; 1000,000,000.

Commas can separate dates and give clarity.

My little sister was born on Tuesday, 12 September, 2006.

Punctuation The Write Stuff

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