

Capital Letters

Put a capital letter at the **start** of **every** sentence.

You always start with a capital letter.

Which of these sentences start correctly?

1. Geography is my brother's favourite lesson.
2. in the park, there are swings and a slide.
3. After school, I have guitar lessons.
4. she is a nice person.

Capital Letters - People and Places

Names of **people** and **places** should start with a capital letter. So should the **days of the week**.

Circle the **four** words that are missing **capital letters**.

mike loves cars. he races them every saturday in hull.

<u>Mike</u>	loves cars.	<u>He</u>	races them every	<u>Saturday</u>	in	<u>Hull</u> .	A place name
A name		The start of a sentence		A day of the week			

The **word 'I'**, when used on its own as a personal pronoun, should **always** be a capital.

I went to the shops.

On Saturday, **I** played at the park.

Capital Letters - Towns and countries

We also use capital letters for the names of towns and countries. Underline all of the letters that should be capital letters in these sentences.

a) yesterday i went to london.

b) paris is the capital of france.

c) mrs siverland bishop and i went to brighton, which is by the sea.

d) we went to spain on holiday and i went on the beach.

Capital Letters - Towns and countries

- a) Yesterday I went to London.
- b) Paris is the capital of France.
- c) Mrs Siverland-Bishop and I went to Brighton, which is by the sea.
- d) We went to Spain on holiday and I went on the beach.

Ending sentences - full stops

There are different ways of ending sentences. A full stop shows the end of a sentence.

Thomas is short.  Harry is tall.

It is very important that the full stop is in the right place. Without full stops, writing would not make sense.

e.g:

Joe got up and went downstairs to eat his cat.
Was in the kitchen.

This doesn't make sense as the full stop is in the wrong place!
Where should the full stops go?

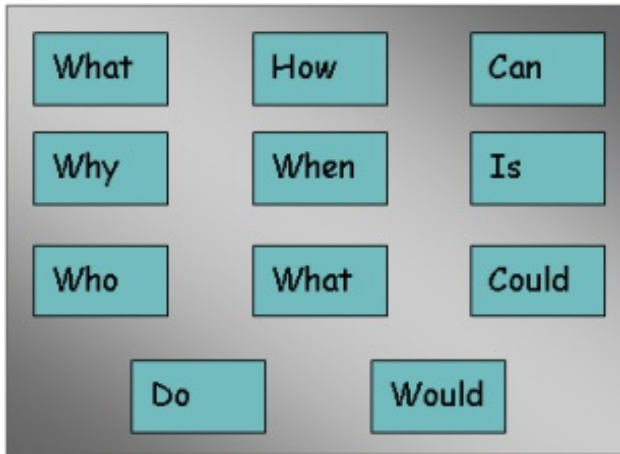
Joe got up and went downstairs to eat. His cat
was in the kitchen.

Ending sentences - Question marks

A question mark ends a sentence that is a question.

How old are you? Are you okay?

The sentence after a question mark always starts with a capital letter.



Common question words

**** Questions always end with a question mark and statements end with a full stop or an exclamation mark. ****

Ending sentences - Exclamation marks

Exclamation marks are used when someone **feels strongly** about something. **Exclamations** usually end in an exclamation mark.

How beautiful!

What a shame!

What a lovely surprise!

We can use exclamation marks to:

- show surprise
- add emphasis
- show strength
- show shouting

An exclamation sentence is used when someone is surprised. It always starts with 'How' or 'What' and contains a **verb** and a **noun**.

What a
great footballer you
are!

How kind you are!

You can have exclamations that aren't sentences. These still start with 'How' or 'What' but have no **verb**.

What fun!

How lovely!

Ending Sentences - Exclamation marks

Use it for a command.

Go away!

Eat your tea!

Be quiet!

Come here!

Sit Down!

It makes it sound like someone is shouting.

Use it for surprise or excitement.

Oops!

Wow!

I love it!

Summer holidays!

Brilliant!

Compare these sentences.

Without an !	With an !
I love your hair.	I love your hair!
How funny you are.	How funny you are!
What a lovely pie that is.	What a lovely pie that is!
Thank you very much for coming.	Thank you very much for coming!
We are going on holiday.	We are going on holiday!

Discuss: What's the difference?

So, which sentences need exclamation marks?

1. Do you like cake ?
2. Look out !
3. Dad is mowing the lawn .
4. Would you like to play with me ?
5. Well done Riley !
6. Sam went down the slide .
7. Are you listening ?
8. Put that down !
9. Be careful !
10. I'm so excited !

Commas - lists

Commas should go between all items in a **list** except the last two. You need to put '**and**' or '**or**' between the last two items.

e.g.

Mrs Grinsted either goes to the gym, the cinema **or** the shop every Saturday. Last time she went to the shop she bought brown bread, butter, pasta, blue cheese **and** a large pumpkin.

Which sentences have used commas correctly?

- 1) I like ham, spam or jam on my crumpets.
- 2) I invited Rebecca, Emma, and Claire to the party.
- 3) I need to buy some, green shoes, and red, gloves.
- 4) We planted roses, tulips, daffodils and pansies.

Can you add the missing commas?

London has many famous landmarks including Big Ben
Buckingham Palace the London Eye and Westminster Abbey.

I am going to the newsagent the post office the bakers
and the library.

Daniel's school is made up of Nursery Reception Key
Stage 1 and Key Stage 2.

My favourite colours are blue indigo purple and green.

The world is split into the continents of Asia Africa
Australia Antarctica Europe North America and
South America.

Can you add the missing commas?

London has many famous landmarks including Big Ben,
Buckingham Palace, the London Eye and Westminster Abbey.

I am going to the newsagent, the post office, the bakers
and the library.

Daniel's school is made up of Nursery, Reception, Key
Stage 1 and Key Stage 2.

My favourite colours are blue, indigo, purple and green.

The world is split into the continents of Asia, Africa,
Australia, Antarctica, Europe, North America and
South America.

Fronted adverbials

'Fronted' adverbials are 'fronted' because they have been moved to the front of the sentence, before the verb. In other words, fronted adverbials are words or phrases at the beginning of a sentence, used to describe the action that follows. Always use a comma after the fronted adverbial.

Before the sun came up, he ate his breakfast.

Five minutes later, he stood up and walked off.

Before long, she was bored of waiting.

Quickly, she ran to the shop .

Inverted commas

(Speech marks)

Nic said, "Catching butterflies
is sometimes tricky."

Inverted commas

(Speech marks)

"Catching butterflies is
sometimes tricky," said Nic.

Inverted commas

(Speech marks)

"Catching butterflies is sometimes tricky," said Nic,
"and we shouldn't try to anyway."

Colons

You use a colon to introduce a list.



I need these ingredients for the cake: 100g sugar, 100g butter, 2 eggs, 100g flour and a big bar of chocolate.

Colons

Colons are also useful if you want to explain something in more detail.

Colons introduce the detail

Description: detail

Description

Detail

The frog was feeling very full: he'd eaten twenty-three flies.

Let's see how we are doing...

Punctuate these:

I don't want to do my homework said Oscar

I don't know why I am here said Mrs Martin because
there's nothing that I don't know about SPaG

Maya had a problem she didn't know how to use the
computer

Semi-colons

Semi-colons are used to turn two related sentences into one.

Both sentences must be about the same thing and equally as important.

They must also make sense on their own.

Ricky had spinach for dinner; Leo had an entire cake.



Colon or Semi-colon?

Sarah felt sick she had eaten tuna, crackers, beans and peas for lunch.

Pat swam 50 lengths at the pool Deborah sat on the lounge with a cocktail.

Tracy was determined to beat the children at tiddlywinks she's just a bit competitive!

Ellie told William a funny joke William's laugh could be heard in Australia!

Semi-colons continued

Semi-colons can also break up lists of long phrases.

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.

Semi-colons continued

Semi-colons can also break up lists of long phrases.

I need these ingredients for the cake,
100g of granulated sugar; 100g of melted,
but cooled, butter; 2 freshly laid hens
eggs; 100g of freshly milled and sieved
wholemeal flour; and a big bar of 80%
cocoa chocolate.

Punctuation for Parenthesis

Placing a part of a sentence between a pair of such punctuation marks as **commas, brackets or dashes**, to show interruptions (extra information) in the normal flow of text.

The boy, who was always unkind, pinched his sister.

The boy (who was always unkind) pinched his sister.

The boy - who was always unkind - pinched his sister.

Punctuation for Parenthesis

Knowing he was late, Mike ran, like Usain Bolt, down his street to his house.

The alien (slimy and disgusting) emerged from the malodorous swamp.

Apostrophe for contraction

It's = It is

We're = We are

He's = He is

Haven't - Have not

It'll = It will

The possessive apostrophe

Sarah's book.

Somebody's umbrella.

Maria's family is coming for dinner.

The possessive apostrophe

The dog stole the boy's ball. (1 boy)

The dog stole the boys' ball. (Several boys)

The dog stole the children's ball.
(Several children, but the word children is already plural)

The possessive apostrophe

The dog stole the girls' ball.

The toddler grabbed the girl's doughnut.

Matt took the boys' football as he was fed up with it being kicked into his garden.

What's wrong with this?

The bull lowered it's head.

Let's eat grandma!

Can you punctuate this?

It got darker and darker behind her the girl could hear the rustling of leaves and the snapping of twigs she began to walk more quickly and could feel her heart beating rapidly in her chest was someone following her she dared not turn round and focussed on the light far ahead although it seemed that she could never reach it in time stumbling forwards she gasped in terror as something warm and furry brushed her leg oh Fluffy she cried out in relief it's only you

Can you punctuate this?

It got darker and darker. Behind her, the girl could hear the rustling of leaves and the snapping of twigs. She began to walk more quickly and could feel her heart beating rapidly in her chest. Was someone following her? She dared not turn round and focussed on the light far ahead, although it seemed that she could never reach it in time. Stumbling forwards, she gasped in terror, as something warm and furry brushed her leg. "Oh Fluffy," she cried out in relief. "It's only you!"