

By the end of Year One...

I need to separate my words with spaces.

I need to know when to use capital letters and full stops.

My dog is black.

I need to use a capital letter for the personal pronoun I.

I like reading.

I need to make sure I use capital letters for names of people, places and days of the week.

Tim

England

Friday

I need to be able to spot and use question marks and exclamation marks.

I love my cat!

Who are you?



By the end of Year Two...

I need to be even better at using capital letters, full stops, question marks and exclamation marks.

I need to know how to use commas to separate a list.

Eggs, milk, cheese and flour.

I need to know how to use apostrophes for contracted words.

It is raining.

It's raining.

I need to know how to use apostrophes for singular possession in nouns.

The cat's bed.



By the end of Year Three...



I need to know how to separate clauses in complex sentences, when the subordinate clause appears at the beginning.

When I get home, I watch tv.

I need to know how to use inverted commas (speech marks) to punctuate direct speech.

“I’m not sure.”

By the end of Year Four...

I need to know how to mark clauses in complex sentences.

When I get home, I watch tv.

Tom, who is my best friend, came for dinner.

I need to use inverted commas (speech marks) and other punctuation to indicate direct speech.

“Go away!” Sam shouted.



I need to use commas after fronted adverbials.

All of a sudden, the door swung open.

I need to know how to use apostrophes for singular and plural possession in nouns.

**the cat’s bed (one cat)
the cats’ bed (more than one cat)**

By the end of Year Five...



I need to separate complex sentences using commas, in order to clarify meaning.

**We ate chocolate cupcakes and strawberries.
We ate chocolate, cupcakes and strawberries.**

I need to use commas to avoid ambiguity.

“Let’s eat Grandma”

“Let’s eat, Grandma”



I need to be able to identify and use brackets, dashes and commas to indicate parenthesis.

**My brother, who is eleven, likes skateboarding.
Simon - who is always late - arrived at 10 o’clock.
Matilda (who desperately wanted to go to school) read
everyday.**

By the end of Year Six...

I need to know how to punctuate bullet points consistently.

To make a sandwich you need:

- bread
- butter
- jam

I need to use ellipses to link ideas between paragraphs.

The door closed behind her...

I need to know how to identify colons and semi-colons and understand how they mark the boundary between independent clauses.

Sarah kicked off her shoes; the day had been a complete nightmare.

Sam walked into the house: he didn’t know it yet, but this was the beginning of the best year of his life.

I need to identify and use colons to introduce a list.

Shopping: eggs, flour, milk, cheese.

I need to identify and use semi-colons within a list.

I’ve lived in: London, England; Paris, France; and Rome, Italy.

I need to use hyphens to avoid ambiguity.

**man-eating shark
man eating shark**

