

When and how to use...

Full Stops and Capital Letters



What is a full stop?

A full stop is used as the most common way to end a sentence.

E.g. The whole school literacy focus is full stops.

What is a capital letter?

Capital letters are used for the first word at the beginning of every sentence.

They are used for names of people, places and days of the week.



Whole School Literacy Focus: Half Term 1

When and how to use...

Apostrophes

When do you use an apostrophe?

To show omission - when one or more letter is missed out.

E.g. Do not becomes Don't. The apostrophe shows that the letter 'o' is missing.

To show possession.

E.g. Moneeb's shoes were very smart. The apostrophe shows that the shoes belong to Moneeb.

If more than one person owns something, the apostrophe goes in a slightly different place.

E.g. The boy's shoes = one boy owns a pair of shoes.

The boys' shoes = lots of boys own shoes.

What is the exception to the rule?

Possessive its **NEVER** needs an apostrophe. E.g. The cat ate all its food.

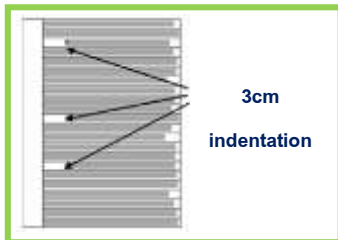
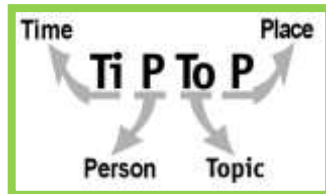


Whole School Literacy Focus: Half Term 2

When and how to use...Paragraphs

When do you use a new paragraph?

- When you start writing about a new idea or topic in extended writing.
- When you introduce a new character, time or place.
- When you use a single word or sentence paragraph for dramatic effect.



effect.

- The opening sentence should give the reader some idea of the content of the paragraph. This is known as a topic sentence.

// = New paragraph

Whole School Literacy Focus: Half Term 3

When and how to use...

Plurals

When should you use a plural?

- When you refer to more than one object, person or period of time.

Simple rules for using plurals:

- Most nouns simply add an 's' onto the end of the word, e.g. cat/ cats, book/ books
- But, for nouns ending in 'y', add 'ies', e.g. berry/ berries, city/ cities, country/ countries.
- For nouns ending with a -ch, -s, -sh, -x or -z add -es, e.g. church/ churches.



Whole School Literacy Focus: Half Term 4

When and how to use...

Question Marks and Exclamation Marks

When should you use an exclamation mark?

Use an exclamation mark (!) when you want to emphasise a strong feeling in your written work.



When should you use a question mark?

Use a question mark (?) when you want to identify the end of a question being posed.

Whole School Literacy Focus: Half Term 5

When and how to use...

Colons and Semi-Colons

What is a colon? A colon is a punctuation mark (:) used

after a statement that introduces a quotation, an example or an explanation.

What is a semi-colon? A semi-colon is a

punctuation mark (;) used to connect simple

sentences or in place of a connective. E.g. It was good to be back in school; it was hard to get up.

Whole School Literacy Focus: Half Term 6

