**Capital Letters**

Use capital letters:

* at the beginning of all your sentences.
* For all proper nouns, such as names of people, places organisations, days of the week, months of the year, unique entities such as planets.

Example: Jenny, don’t forget that BBC broadcast on the planet Mars is on Wednesday night.

**Ending sentences**.

There are **three ways to mark the end of your sentence**: with a full stop (.), with an exclamation mark(!) and with a question mark(?)

Examples: Get the ball! Where is the ball? I have the ball.

**Paragraphs**

Paragraph change is shown by **taking a new line** when: a change in *time*, a change of *place*, a change of *speaker* or a change of idea occurs.

Remember **PITS** stop

**P**lace

**I**dea

**T**ime

**S**peaker

**Apostrophe**

An apostrophe can be used to show that a letter or letters have been missed out.

Example: I am, becomes **I’m.**He will becomes **he’ll.**\*She should have - becomes She **should’ve.**It is becomes it’s

**\*** Should *have* **never** should *of*

The apostrophe is often used ***to show ownership*.**

The *cat’s* basket means the basket belonging to the cat. (*Apostrophe before s = one cat)*

The position of the apostrophe changes when the noun is plural.

The cats’ basket means the basket belonging to the cats. (*Apostrophe after the s = more cats)*

**Commas**

Commas are used to **separate the items in a list** instead of using “and” or “or”.

Commas are also used to mark off extra information about the subject of your sentence.

The boy, wearing his brother’s football boots, fell and broke his ankle.

**Speech marks (“ \_\_”)**

Speech marks are used to mark **direct speech**, the words actually spoken by someone. “Get lost!” shouted the rude girl.

The first word begins with a capital

Speech marks are used at the beginning and then when they finish speaking.

Punctuation at the end goes inside the speech marks

**Semi-colon (;)**

Semi-colons are used **to separate two related statements within a sentence** (e.g. The day was warm; the classroom was heated.)

Semi-colons are also used to separate a list of phrases which already contain a comma.

**Colon (:)**

A colon is used to introduce lists, explanations or expansions of previous statements

(e.g. From this I learned three things: ice is cold, it melts, it makes you scream if it is dropped down your back. **OR**- The cause of this was simple: industrialisation had changed the way that people live)