



## Punctuation Progression

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<p><b><u>Capital letters &amp; full stops:</u></b> Use a capital letter for the start of a sentence. End a sentence with a full stop, question mark, or exclamation mark. Use a capital letter for the pronoun I. Begin to use capital letters for names of people, places, and days of the week.</p> <p><b><u>Handwriting</u></b> Leave spaces between words consistently</p>	<p><b><u>Punctuation</u></b> Secure use of full stops, question marks, and exclamation marks to demarcate sentences. Use commas to separate items in a list. Use apostrophes to mark singular possession (e.g. the girl's book). Use apostrophes for contracted forms (e.g. can't, didn't). Begin to use capital letters for titles, headings, and proper nouns securely</p>	<p><b><u>Expanded Noun Phrases:</u></b> use a comma to separate adjectives in an expanded noun phrase</p> <p><b><u>Direct Speech:</u></b> use inverted commas to punctuate direct speech correctly use commas when writing direct speech</p>	<p><b><u>Adverbial Phrases:</u></b> use a comma following a fronted adverbial</p> <p><b><u>Direct Speech:</u></b> correctly use a comma following a reporting clause before direct speech</p> <p><b><u>Apostrophes</u></b> identify when to use an apostrophe for possession use an apostrophe to mark plural possession</p>	<p><b><u>Commas:</u></b> use a comma to separate a prepositional phrase before an expanded noun phrase</p> <p><b><u>Parenthesis:</u></b> explain what parenthesis is use commas to separate a parenthesis at the end of a sentence use commas to separate a parenthesis in the middle of a sentence use a dash to separate a parenthesis at the end of a sentence use dashes to separate a parenthesis in the middle of a sentence use brackets to separate a parenthesis explain the difference between using a comma, dash or brackets to separate a parenthesis</p>	<p><b><u>Semi-colons:</u></b> explain what an independent clause is identify two independent clauses that are closely linked separate two independent clauses using a semi-colon identify a descriptive list use a semi-colon to separate items in a descriptive list</p> <p><b><u>Colons:</u></b> identify when one independent clause explains the previous independent clause use a colon to separate two independent clauses use a colon to introduce a list</p> <p><b><u>Hyphens:</u></b> use a hyphen to avoid ambiguity</p>