

Punctuation Strand

Pupils should learn how to:

Reception

- Use a capital letter to begin a sentence
- Use a full stop to end a sentence
- Demarcate some sentences with capital letters and full stops (WTS KS1)

Year 1

- Use correct grammatical terminology when discussing their writing
- **Use full stops and capitals throughout a piece of writing (EXS KS1, WTS KS2)**
- Use capital letters for people, places, days of the week and 'I'
- **Use question marks (EXS KS1, WTS KS2)**
- Understand the uses of exclamation marks
- **Use exclamation marks (contributes to GD KS1)**

Year 2

- Use correct grammatical terminology when discussing their writing
- Understand that an apostrophe is used for omission and possession
- **Use apostrophes for simple contracted forms (contributes to GD KS1, WTS KS2)**
- **Use apostrophes for singular possession (contributes to GD KS1)**
- Avoid using conjunctions and full stops together
- **Use commas for lists (contributes to GD KS1, WTS KS2)**

Year 3

- Use correct grammatical terminology when discussing their writing
- Recognise direct speech and inverted commas
- **Use inverted commas (contributes to EXS KS2 and GD KS2)**
- Understand how to use bullet points
- **Use bullet points (contributes to WTS KS2 and EXS KS2)**

Year 4

- Use correct grammatical terminology when discussing their writing
- **Use inverted commas and other speech punctuation appropriately (contributes to EXS KS2 and GD KS2)**
- **Use commas to mark off fronted adverbials (contributes to EXS KS2 and GD KS2)**
- **Use apostrophes to show plural possession e.g. The boys' house (contributes to EXS KS2 and GD KS2)**
- Use commas for marking subordinate clauses (contributes to EXS KS2 and GD KS2)

Year 5

- Use correct grammatical terminology when discussing their writing
- Understand that punctuation can be used semantically and pragmatically
- Use punctuation both semantically and pragmatically
- **Use commas to clarify meaning or avoid ambiguity (contributes to EXS KS2 and GD KS2)**
- Understand what parenthesis is
- Recognise and identify brackets and dashes
- **Use brackets, dashes or commas for parenthesis (contributes to EXS KS2 and GD KS2)**

Year 6

- Use correct grammatical terminology when discussing their writing
- **Understand that punctuation can be used semantically to avoid ambiguity and pragmatically to enhance meaning (GD KS2)**
- Use punctuation both semantically and pragmatically
- Understand how colons are used
- **Use colons appropriately (contributes to EXS KS2 and GD KS2)**
- Understand how to use punctuation with bullet points
- **Use punctuation consistently with bullet points (contributes to EXS KS2 and GD KS2)**
- Understand how semi-colons are used
- **Use semi-colons appropriately (contributes to EXS KS2 and GD KS2)**
- Understand how dashes are used
- **Use dashes appropriately (contributes to EXS KS2 and GD KS2)**
- Understand how hyphens are used
- **Use hyphens appropriately (contributes to EXS KS2 and GD KS2)**
- Understand how ellipsis is used
- **Use ellipsis appropriately (contributes to EXS KS2 and GD KS2)**

Note:

For KS2 assessment, the range of KS2 punctuation should be used **mostly correctly** for expected (EXS) and **correctly** for greater depth (GD).

For an explanation of 'semantically' and 'pragmatically', see Appendix D – Understanding Grammar and Punctuation.