















Punctuation Progression – Parent Guide

Year group	Punctuation	Picture clue	Definition	Example
1	capital letter		Upper case version of a letter that is used at the start of sentences and for names, days of the week and months of the year.	A, B, C, D My friend Sarah went to school on Monday.
1	full stop		Full stops are used to show the end of a sentence.	After tea she washed her hands. Then she went to play outside.
1	question mark		A question always ends in a question mark.	What's that? What time is it?
1	exclamation mark		An exclamation ends in an exclamation mark.	Wow! Ow! That hurt!
2	apostrophe		An apostrophe will show where letters have been left out. An apostrophe can show possession.	I am – I'm She would – She'd Sarah's literacy book Mr Hanson's office
2	comma		You would use commas: - in a list - to separate clauses (parts of a sentence).	Mrs Twit was ugly, disgusting, dirty and mean. With a squeak, the squirrel pounced on the giraffe.
3	Ellipsis		Used to add suspense in a story	I went in the room and suddenly...there in front of me was...
4	inverted commas		Mark the beginning and end of direct speech. Can be used if quoting a word or phrase from somewhere.	"That," he said, "is nonsense." What does 'adverb' mean?

5	bracket		Brackets enclose or surround information to show that it is separate from everything around it.	The shoes (made of patent leather) were all scuffed and dirty.
5	dash		A dash can be used to mark off information or ideas that are not essential to the understanding of the rest of the sentence.	One thing's for sure – he doesn't want to face the truth. Thousands of children – like the girl in this photograph – have been left homeless.
5	hyphen		Hyphens are used to link words and part of words. There are three main cases where they are used: <ul style="list-style-type: none"> - in compound words. - to join prefixes to other words. - to show word breaks. 	sugar-free co-own
5	colon		There are three main uses of the colon: <ul style="list-style-type: none"> - between two main clauses when the second clause explains the first - to introduce a list - before a quotation and sometimes before direct speech 	That is the secret of my extraordinary life: always do the unexpected. The price includes the following: travel to London, hotel accommodation, and excursions. They shouted: "Our families are starving!"
5	semi-colon		A semi-colon can link two complete sentences and turn them into one.	The door swung open; a masked figure strode in. She was very tired; she had worked late the night before.
5	bullet points		Bullet points are used to draw attention to important information. They are there so the reader can see the key facts quickly.	Matilda was: <ul style="list-style-type: none"> - intelligent - caring - unloved - small