



Punctuation Progression

*Each year group includes what has come before plus new learning

Yr		Purpose	Example
R	.	Full stop to complete a sentence	The alien chased James.

1	A	Capital letter to start a sentence. Capital letter for some proper nouns (people, days of the week) Capital letter for personal pronoun I	The alien chased James. The alien chased James. I watched.
	.	Full stop to complete a sentence	The alien chased James.
	!	to indicate an exclamation	The alien ran faster !
	?	to complete a question	Where could James hide?

2	A	Capital letter for proper nouns (places)	The alien chased James along Acacia Avenue.
	!	to indicate an exclamation	The alien ran faster !
	?	to complete a question	Where could James hide?
	,	in a noun list in an adjective list	The alien chased James, John and Josh. The hungry, drooling alien chased James.
	'	for omission	James couldn't escape.
	'	to mark singular possession	The alien's jaws snapped dangerously.

3	A . ? !	Sentences are accurately demarcated with capital letters and full stops, question marks and exclamation marks	
	,	Commas are used accurately in a noun and adjective list	
	,	in a verb list	The alien chased James, caught him and scoffed the lot.
	""	Inverted commas are used to indicate dialogue (direct speech)	"I'll gobble you up," yelled the alien.
	,	in a verb list	The alien chased James, caught him and scoffed the lot.
	'	to mark omission and plural possession	The alien's jaws snapped dangerously.

4	A	Capital letter to begin dialogue	James muttered, "What is that thing?"
	,	to demarcate a fronted adverbial	Quickly, the alien chased James.

		to demarcate a complex sentence	All night, the alien chased James. Although it was raining, they decided to go for a walk
	,?!.	to conclude dialogue	“I’ll gobble you up!” yelled the alien. “What will I do?” James wailed. “I have an idea.” “I shall hide in that cave,” he thought to himself.
	‘	Apostrophes are used accurately to mark omission and plural possession	

5	,	to accurately demarcate clauses (complex)	Although James ran, he could not escape from the alien. Drooling hungrily, the alien chased James.
		for parenthesis	The alien, who liked eating children, chased James.
	...	to show omission / incompleteness	The alien caught James, opened its jaws and
	;	to create a compound sentence	The alien chased James; James ran into a cave.
	()	for parenthesis	The alien (who liked eating children) chased James.
	-	(dash) for parenthesis	The alien – who liked eating children – chased James.
	•	to demarcate a list	Aliens eat <ul style="list-style-type: none"> • Small boys • Small girls • Cupcakes

6	,	to demarcate interjectors	The alien, nevertheless, ate James. The alien ate Jane, moreover.
		to demarcate question tags	The alien wouldn’t eat Jo too, would it?
	-	(hyphen) to avoid ambiguity	The boy-eating alien roared.
	;	to create a compound sentence	The alien chased James; thus, James ran into a cave.
		to demarcate a complex list	The alien had huge, hairy nostrils; green, red and purple eyes; and hair like moss.

		to demarcate a bulleted list	<p>Aliens eat:</p> <ul style="list-style-type: none"> • small boys; • small girls; • cupcakes.
:	to introduced a list	to introduce a bulleted list	<p>Aliens like to: chase little boys, eat little boys and crochet.</p> <p>Aliens eat:</p> <ul style="list-style-type: none"> • small boys; • small girls; • cupcakes.
		to introduce a clause that expands or illustrates	<p>The alien was hungry: it salivated greedily.</p>