

# Progression in Punctuation: Capital Letters

	Year 1	Year 2	Year 3/4	Year 5/6
Key Learning	<ul style="list-style-type: none"> <li>Use punctuation to demarcate simple sentences (capital letters and full stops).</li> <li>Use capital letter for the personal pronoun <i>I</i>.</li> <li>Use capital letters for names of people, places and days of the week.</li> <li>Form capital letters correctly.</li> </ul>	<ul style="list-style-type: none"> <li>Secure the use of full stops, capital letters, exclamation marks and question marks.</li> <li>Orientate capital letters correctly.</li> <li>Use capital letters appropriately e.g. <i>not always writing A as a capital, not using capitals within words</i>.</li> <li>Write capital letters and digits of the correct size relative to one another and to lower case letters.</li> </ul>	<ul style="list-style-type: none"> <li>Use inverted commas to punctuate direct speech (speech marks).</li> <li>Use a capital letter to start direct speech.</li> <li>Use inverted commas and other punctuation to indicate direct speech e.g. <i>The tour guide announced, "Be back here at four o' clock."</i></li> </ul>	<ul style="list-style-type: none"> <li>Suggest changes to grammar, vocabulary and punctuation to enhance effects and clarify meaning.</li> <li>Find examples of where authors have broken conventions to achieve specific effects and use similar techniques in own writing – e.g. <i>repeated use of 'and' to convey tedium, one word sentence</i>.</li> <li>Choose when it is appropriate to print (lower case or upper case) rather than to join writing e.g. <i>printing for labelling a scientific diagram or data, filling in a form, writing an e mail address</i>.</li> </ul>
Statutory Terminology	capital letter punctuation			

Please note: The statement in red is not taken directly from the Key Learning in Writing.