

Capital letters

Autumn 1 –
Capital
letters and
punctuation



Capital letters are used to begin a sentence or speech; to begin a proper noun and for the personal pronoun 'I'.

Punctuation

Period



Use a period at the end of a declarative sentence and in abbreviations.

Question Mark



Use a question mark after an interrogative sentence.

Quotation Marks



Use quotation marks for direct quotations.

Apostrophe

Use an apostrophe in contractions and to indicate possession.

Comma

Use a comma to separate items in a series, to set off an appositive, or before the conjunction in a compound sentence.



Hyphen



Use a hyphen to join words serving as a single adjective before a noun, in number words, and to divide words into syllables.

Exclamation Point

Use an exclamation point to show strong emotion or to give a command.



Colon

Use a colon to introduce a list and before a final clause that explains something in the sentence.



Parentheses

Use parentheses around extra non-essential information that is too important to omit.



Semicolon

Use a semicolon to join two independent clauses that are not connected with a coordinate conjunction.

