

Spelling, Grammar and Punctuation

As you know, this will be an important part of testing at Y2 and Y6. We want to give you the information that helps you support your child at home.

Focus: CAPITAL LETTERS

By the end of Year 1, children should be using capital letters, full stops, question marks and exclamation marks in sentences. By the end of Year 3 they should be using them correctly and consistently with few (if any) mistakes or omissions.

When do we use capital letters?

1. At the start of a sentence* - *so children also need to know about complete sentences and always use full stops.*
2. For proper nouns, including the names of:
 - days of the week – Monday, Tuesday, Wednesday Thursday, Friday, Saturday, Sunday
 - months of the year – January, February, March, April, May, June, July, August, September, October, November, December
 - seasons – Spring, Summer, Autumn, Winter
 - holidays – Christmas, Easter, New Year's Day
 - cities – Birmingham, London, Paris, Rome
 - towns and areas – Bartley Green, Sheldon, Northfield
 - countries – England, Wales, Scotland, Ireland, France, Italy
 - languages – English, Welsh, French, Italian, Spanish
 - rivers – Severn, Thames, Dee
 - mountains – The Andes, Snowdon, Ben Nevis
 - streets, buildings and parks – Lutley Grove, St Michael's Church, Woodgate Valley
 - first names – David, Ben, Sarah, Rose
 - surnames – Davies, Hughes, Wright
 - personal pronoun – I (When I think about capitals it is 'I' not 'i'.)
 - titles – Mr., Mrs., Miss, Reverend, Doctor
 - titles of works, books and films – The Very Hungry Caterpillar
 - important places – Birmingham Town Hall, Buckingham Palace
 - abbreviations – BBC (British Broadcasting Corporation)

As adults, we often have to use BLOCK CAPITALS for forms, postcodes, number plates and insurance numbers etc.

Some mistakes children make at our school as they learn about capitals:

Not using them at all:

- *my friend and I both go to woodgate primary school in bartley green.*

Using them in the middle of words:

- *My fRiend and I both go to WooDGate pRimaRY school in BaRTley GRen.*

Only using them for the first word in names (proper nouns):

- *My friend and I both go to Woodgate primary school in Bartley green.*
- *My name is David dAVies.*

Using capital letters mid-sentence for pronouns like he, she, they:

- *My friend is so smart He knows all about capital letters.*

Using them when writing common nouns**:

- *He was taking the registration numbers of all the Cars that parked illegally.*

**There are also some special rules about spoken words in inverted commas. (You may know them as speech marks.)*

***Common nouns are words used to name general items rather than specific ones.*

Never in
the middle
of words!



Aa Bb Cc
Dd Ee Ff
Gg Hh Ii
Jj Kk Ll
Mm Nn
Oo Pp Qq
Rr Ss Tt
Uu Vv
Ww Xx
Yy Zz

