

	Capital Letter		. full stop	? question mark	! exclamation mark	, comma	“” inverted commas	’ apostrophe	… ellipsis	: colon	; semi-colon	- dash/hyphen	() brackets
	Indicating a proper noun	Demarcating a sentence											
1	- For own name - For personal pronoun 'I' - Yr R												
2	For people's names (inc. title), places and days of week – Yr 1	For the first word in a sentence - Yr 1	For ending a sentence – Yr 1	For ending a direct question – Yr 1	For ending a sentence, expressing strong emotion – Yr 1								
3	For months of the year and special occasion days	For the first word in a line of poetry				To separate items in a list – Yr 2		To indicate the contracted form – Yr 2					
4	For addresses (inc. formatting of an address)					For greetings and closings in a letter							
5	For all proper nouns	For the first word in speech – Yr 3/4				After fronted adverbials – Yr 3/4	To indicate direct speech – Yr3/4		To indicate that a sentence has been left unfinished				
6			Within speech – Yr3/4	Within speech – Yr 3/4	Within speech – Yr 3/4	To separate a fronted subordinate clause from the main clause		To indicate the possessive form – Yr 3/4					

7	For major words in titles, brand names and acronyms					Before direct speech – Yr 3/4		Use of the apostrophe for its and it's – Yr 3/4		Within playscripts to introduce a speaker			Within playscripts for stage directions
8						To identify an embedded clause or phrase – Yr 5/6	Do not use to punctuate indirect speech						
9	Capital letters in speech	Within speech that is interrupted by a reporting clause – Yr 3/4				To conclude speech which is interrupted or followed by a reporting clause – Yr 3/4						To join a prefix to a root word, especially if the prefix ends in a vowel and the root word also begins in one.	
10			For complete sentences in bullet pointed lists and within brackets – Yr 5/6			In large numbers				To introduce items in a list, including a bullet-pointed list – Yr 5/6	To punctuate phrases within a bullet pointed list – Yr 5/6	To show parenthesis – a strong interruption from the flow of the sentence – Yr 5/6	To show parenthesis – where the interruption is an aside Yr 5/6
11			For abbreviations a.m., p.m., e.g. etc.	Do not use to punctuate the end of an indirect question		Gapping comma – to show where repeated information is omitted. Yr 5/6	Use “ “ for speech and ‘ ’ for quotation.		To show that some material has been omitted from the middle of a direct quotation	To sum up, explain or contrast with the preceding sentence – Yr 5/6	To connect two or more sentences that are closely related and are not joined by a coordinating conjunction Yr 5/6	To show that words have been omitted at the end of a sentence that has been broken off – Yr 5/6 As a hyphen to avoid ambiguity – Yr 5/6	To show parenthesis – where the interruption is additional information or a brief explanation – Yr 5/6

