Christ Church Primary School - Punctuation skills Progression

Yr group denotes main year group in which the skill is taught and subsequent year groups will revisit.

Yr grp	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											
R	- For own name - For personal pronoun I		For ending a sentence										
1	For people's names(inc. title),places and days of the week Months of the year and special days	For the first word in a sentence		For ending a direct question	For ending a sentence, expressing strong emotion			- To indicate the contracted form					
2	For addresses Proper nouns	For the first line in Poetry				- To separate items in a list - For greetings and closing in a letter.	- To indicate direct speech	- To indicate the contracted form	- To indicate that a sentence has been left unfinished				
3	- For major words in titles, brand names and acronyms	For the first word in speech	Within speech	Within speech	Within speech	-Before direct speech To separate a fronted subordinate clause from the main clause		- To indicate the possessive form - Use apostrophe for its and it's					
4	- Capital letters in speech	- within speech that is interrupted by a reporting clause				-- To conclude speech which is interrupted or followed by a reporting clause - In large numbers	- Do not use in direct speech	- To indicate the possessive form - Use apostrophe for its and it's		- To indicate the start of a list.		- To join a prefix to a root word, especially if the pre-fix ends in a vowel and the root word begins with one.	
5			- to complete sentences in bullet pointed lists and within brackets			- to identify an embedded clause or phrase -After fronted adverbials	-Use " " for speech and ' ' for quotation.		- To show that some material has been omitted from the middle of a direct quotation.	- Within play scripts to introduce a speaker	- to link two ideas together as an alternative to full stops	- to show parenthesis- a strong interruption from the flow of the sentence	- Within play scripts for stage directions
6						- Gapping comma- to show where repeated information is omitted			- to indicate the passing of time - to indicate that the subject is thinking...	- To introduce items in a list, including a bullet-pointed list - To sum up, explain or contrast with the proceeding sentence	- To punctuate phrases within a bullet pointed list - to connect two or more sentences that are closely related and are not joined by a coordinating conjunction	- to show parenthesis- a strong interruption from the flow of the sentence - To show that words have been omitted at the end of a sentence that has broken off - As a hyphen to avoid ambiguity	- To show parenthesis- where the interruption is an aside -To show parenthesis where the interruption is additional information or a brief explanation