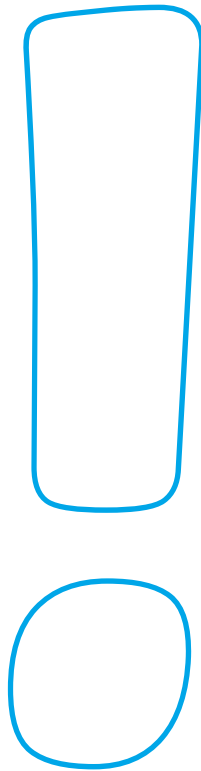


Exclamation Mark



**To show that someone is
exclaiming or shouting something.**

**For example:
I am so excited!**

Question Mark



**To show that someone is asking
a question.**

For example:

Do you have a pet dragon?

Apostrophe



don't

Allows us to join two words together,
or to demonstrate possession.

For example:

do not becomes don't.

**The dog that belongs to Ben becomes
Ben's dog.**

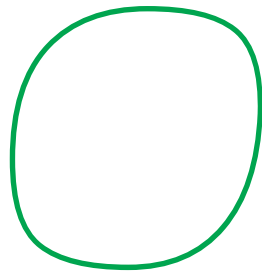
Inverted Commas



To show us when someone
is talking.

For example:
'Hello,' said Susan.

Full Stop



**To show us when a sentence
is finished.**

**For example:
I'm so sad that this is over.**

Capital Letters

Capital letters are used at the start of a sentence.

Once upon a time...

Capital letters are used for names of people and places.

I have a pen pal in Canada called Philip White.

Capital letters are used for days of the week & months.

The first of December is a Sunday.

Capital letters are used for the pronoun 'I'.

I played on my bike.

Capital letters are used for titles.

My favourite teacher was Mrs Kemp.

I love reading 'Holes'.

We watched 'Up' at the cinema.

Comma

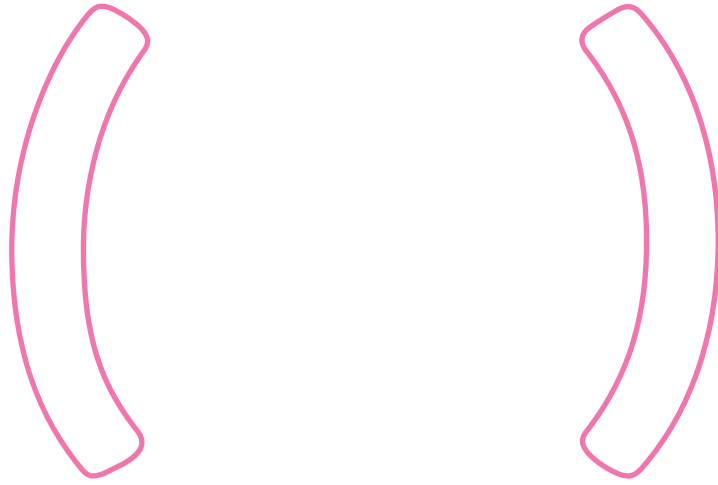
apples,

Help us to organise different parts of a sentence. They separate clauses, partition items in lists and define dialogue in direct speech.

For example:

**‘I have bought some more apples, bananas, oranges and mangos,’
replied Lucy.**

Parentheses/Brackets



Brackets are used to separate off information that isn't essential to the meaning of the rest of the sentence.

For example:

Robyn has the longest hair (which is red) in the class.

Mount Everest (8,828m) is the highest mountain in the world.