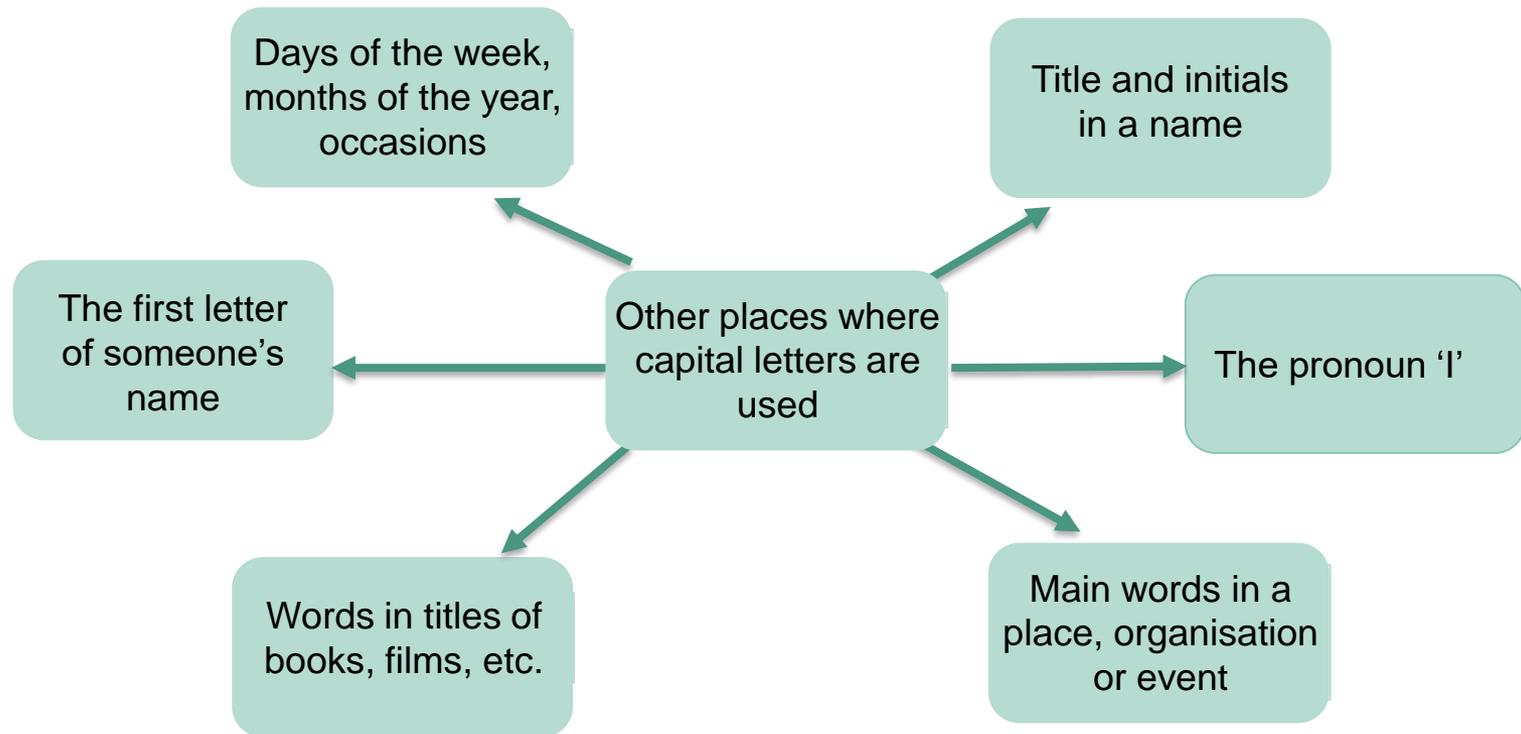


# Using capital letters, full stops, question marks, exclamation marks and commas



# Using capital letters

Sentences always begin with a capital letter. You also use capital letters for:



# How do we use capital letters in sentences?

Think about the information on the previous slide and spot the errors below. The answers are on the next slide.

it rained all day yesterday.

He goes to college on Mondays.

She gave the milk to Saima.

Sam was interviewed by Mr J. Bell.

Cristina and I went to the park.

My mother lives in York.

She enjoyed reading Lord of the Flies.

# How do we use capital letters in sentences?

There are often words within sentences that start with a capital letter as well as the first word in a sentence.

it rained all day yesterday.

He goes to college on **mondays**.

She gave the milk to **saima**.

Sam was interviewed by **mr j. bell**.

Cristina and **i** went to the park.

My mother lives in **york**.

She enjoyed reading **lord of the flies**.

**It** rained all day yesterday.

He goes to college on **Mondays**.

She gave the milk to **Saima**.

Sam was interviewed by **Mr J. Bell**.

Cristina and **I** went to the park.

My mother lives in **York**.

She enjoyed reading **Lord of the Flies**.

# Using full stops

A sentence is a group of words that makes sense on its own.  
Use a full stop at the end of a complete sentence.

A sentence always has a **subject** and a **verb**.

Amir goes to college on Monday.

subject

verb

Do not use a comma to separate two complete sentences.

Amir goes to college on Monday, he likes going to college. ❌

Amir goes to college on Monday. He likes going to college. ✅

# Question marks and exclamation marks

What is another way to end a sentence?  
When it's a question, use a question mark.

But, wait!

If it's a command or expresses surprise, use an  
exclamation mark!

What time is it

What time is it?

Let me out

Let me out!

# Question? Command! Surprise!

Finding the correct form of punctuation:

Can I use your phone

Can I use your phone?

Excellent

Excellent!

Why are you running

Why are you running?

Is it time for lunch

Is it time for lunch?

Take it away right now

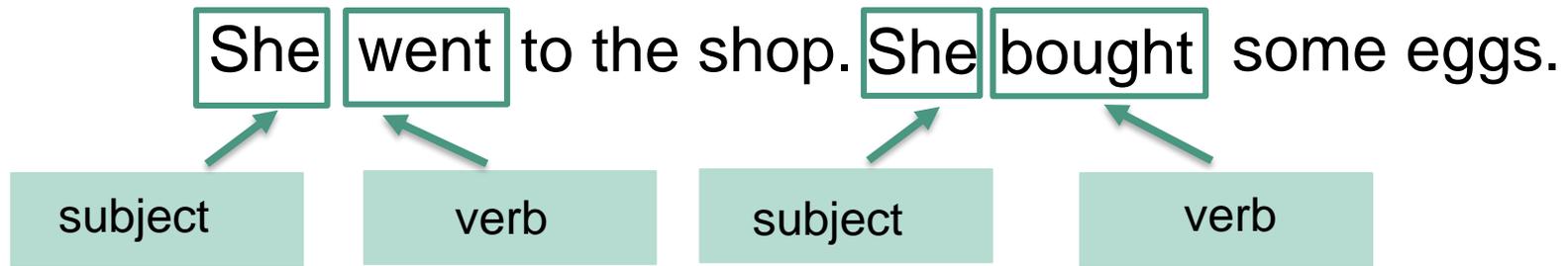
Take it away right now!

How much is it

How much is it?

# Using full stops and commas correctly

To separate two complete sentences always use a full stop.



To separate items in a list, use commas.

He bought pens, pencils and paper for college.

To mark additional information in a sentence, use a pair of commas.

The dog was in the garden.

The dog, which was big and black, was in the garden.

# Review and reflect

Correct the capital letter and punctuation mistakes below.  
The answers are on the next slide.

1. operate the nearest fire alarm
2. leave the building by the nearest exit
3. do not run
4. do not use the lifts
5. report to the assembly point at the front of the building
6. alert the fire marshall, mr j. taylor
7. there is a fire alarm test every friday



# Review and reflect

1. Operate the nearest fire alarm.
2. Leave the building by the nearest exit.
3. Do not run!
4. Do not use the lifts.
5. Report to the assembly point at the front of the building.
6. Alert the fire marshall, **Mr J. Taylor**.
7. There is a fire alarm test every **Friday**.