

## 1. Capital Letters

In writing, there are a number of rules we have to follow. One of these rules is using capital letters. Here is a list of the times we must use capital letters:

- **Start of a sentence after a full stop**  
*The students go to Northfield Academy.*
- **Somebody's name**  
*What time is lunch, Michael?*
- **Name of a place**  
*We live in Aberdeen, Scotland.*
- **Months**  
*My birthday is in June*
- **Days of the week**  
*I can't wait until Saturday.*
- **When using the word "I"**  
*I am going to the cinema this weekend.*
- **Titles**  
*My favourite movie to watch is Frozen.*

### Task 1

1. Copy out these sentences below, putting the capital letters in the right places.

a) the girl went to spain on holiday.

b) mr davis said that i am talented.

c) On monday i am going swimming.

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

**Your turn!** Now write two sentences of your own using capital letters in the correct places.

1. \_\_\_\_\_

2. \_\_\_\_\_

### **Task 2**

Now look at the passage below. I have forgotten to put capital letters in it. Make the corrections on the passage.

the children hurried home quickly. it was friday afternoon, and mr evans, the local shopkeeper, was waiting for them. it was very chilly on that december morning, and jack and emma had wrapped up warm. their mum was away working in london, so mr evans had offered to look after the children. in return, the children decided to help out in the shop.

“it’s not fair” jack groaned. “why do i have to do all the work, while you just sit there?” emma stood up and looked out over swansea bay with a smile. she turned to jack. “i spent all day on thursday tidying up the house jack, or have you forgotten about that?” “sorry” jack replied sheepishly.

the door opened suddenly. “oh hello mr evans, we were just tidying up.” jack declared proudly. there was a silence. the children looked up curiously, to see their mum standing in the doorway. “we thought you weren’t coming home until saturday” emma exclaimed. “i thought i would surprise you” mum answered cheerfully.

**Your turn!** Now write two sentences of your own.

1. \_\_\_\_\_

2. \_\_\_\_\_

**Extension:**

Write a paragraph below about how you spent your summer holidays.

\*Remember to use capital letters when needed.\*

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**Feedback:**

Tick one of the following boxes, depending on how well you think you can meet the learning intention.

	I can do this very well	I can do this well	I understand but need more practice	I don't understand
I can identify when a capital letter is needed and apply it to my own writing.				

## **2. Full stops**

Full stops are one of the most important parts of punctuation that we have to learn to make our writing clear. Full stops show the pauses between sentences. Without these, we will not be able to write correctly.

### **Examples**

Forgetting to use full stops gives us incorrect sentences like this:

*I walked to school this morning my friend was waiting for me.*

It should be:

*I walked to school this morning. My friend was waiting for me.*

**Explanation:** In the correct sentence, we can see that the full stop indicates that there is a pause to separate the two ideas. A capital letter was also added to the word “my” because it is the first word of the new sentence.

Idea 1- I walked to school

Idea 2- **M**y friend was waiting for me

### **Top tip**

Some sentences will be short and other sentences will be long. The best writing uses a variety of short and long to make it interesting for the reader to read.

### **Task 1**

Rewrite and insert a full stop to form correct sentences.

1. *The horse was hungry it had not eaten for days.*
2. *The cup was dirty it had fallen in the mud.*

1. \_\_\_\_\_

2. \_\_\_\_\_

**Your turn!** Now write two sentences of your own.

1. \_\_\_\_\_

2. \_\_\_\_\_

### **Task 2**

Rewrite and insert full stops to form correct short sentences.

1. I was serving drinks to the passengers the Captain called me over for a glass of wine a loud thud echoed round the room.
2. I was just finishing off my meal with a glass of wine the ship gave a small jolt. I sprinted out on to the deck it was nearly full.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

**Your turn!** Now write sentences of your own.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

**Extension:**

Correct this piece of writing for capital letter mistakes and full stops and then write it out again. You might need to think back to what you learned when you looked at capital letters.

*about a half hour before sunrise on August 3, 1492, christopher columbus set sail from Palos, Spain. He and his crew sailed on three ships they sailed in search of a shorter route to India. Instead, columbus discovered a "New World" experts believe he landed on an island in the Bahamas*

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**Feedback:**

Tick one of the following boxes, depending on how well you think you can meet the learning intention.

	I can do this very well	I can do this well	I understand but need more practice	I don't understand
I can identify when a full stop is needed and apply this to my own writing.				

## 4. Apostrophes

### 1. Possessive Apostrophes

**Apostrophes are used to show that someone or something belongs to another person or thing.**

**For Example:**        *Ben owns a bike. It is **Ben's** bike.*  
                              *The dog has a tail. It is the **dog's** tail.*

The owner always gets the apostrophe plus 's' after its name. However, if the owner is more than one person the 's' is dropped. For example: *The **boys'** cricket team.* The apostrophe goes after 'boys' to show that the team belongs to a group of boys not just one and the 's' is dropped.

### 2. Apostrophes showing that a letter has been missed out (Contractions)

Contractions: Since the word contract means to squeeze together, it seems only logical that a contraction is two words made shorter by placing an apostrophe where letters have been omitted

**Apostrophes are also used to show that a letter has been missed out.**

**For Example:**

- *'I am going home' becomes 'I'm going home'. The apostrophe replaces the letter 'a'.*
- *'I cannot see without my glasses' becomes 'I can't see without my glasses'.*

### Task 1

1. Copy out these sentences below, putting the apostrophe to show possession.

a) The girls balloon.

b) The cats whiskers.

c) Billy and Bobbys toy cars were stolen at the weekend.

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

**Your turn!** Now write one sentence of your own using apostrophes in the correct place.

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2. Shorten these words using an apostrophe to make a contraction.

- I did not= \_\_\_\_\_
- I could not= \_\_\_\_\_
- I would not= \_\_\_\_\_

### **Task 2**

1. Shorten these sentences by using possessive apostrophes.

Example: The pencil case belongs to Adele= Adele's pencil case.

**\*Refer back to the notes if you are stuck!\***

a. *The photograph taken by Billy.*

= \_\_\_\_\_

b. *The wings of the dove.* =

\_\_\_\_\_

c. *The house where the twins live.* =

\_\_\_\_\_

**Your turn!** Now write two sentences of your own using possessive apostrophes.

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2. Rewrite these sentences using an apostrophe to make a contraction when necessary.

a. I am not going to the shop. =

\_\_\_\_\_



b. I will not be able to come out. =

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c. I cannot read if you are talking. =

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### **Task 3**

1. Shorten these sentences by using possessive apostrophes.

Example: The pencil case belongs to Adele= Adele's pencil case.

a. *The behaviour of the pupils.* =

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b. *The party for dad.* =

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c. *The essay written by Curtis.* =

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d. *The diary of Sarah.* =

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**Your turn!** Now write two sentences of your own using possessive apostrophes.

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2. Rewrite these sentences using an apostrophe to make a contraction when necessary.

a. I am not going to the shop. =

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b. I will not be able to come out. =

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c. I cannot read if you are talking. =

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**Your turn!** Now write two sentences of your own using an apostrophe to make a contraction.

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**Extension:**

Write a paragraph below about your weekend using possessive apostrophes and apostrophes to make contractions.

Example: This weekend I went to my friend's house for a sleepover. I couldn't wait....

\*Remember to use apostrophes, capital letters, full stops and commas when needed.

Refer back to previous lessons in this booklet.\*

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**Feedback:**

Tick one of the following boxes, depending on how well you think you can meet the learning intention.

	I can do this very well	I can do this well	I understand but need more practice	I don't understand
I can identify when an apostrophe needed and apply it to my own writing.				

Make a comment below on what you found easy or difficult about this section.