



Bassaleg School
Strategies to support
pupils with spelling,
punctuation and
grammar.



Capital Letters




When must we use capital letters?

- ✓ For names of people (proper noun)
- ✓ For names of places (proper noun)
- ✓ To start a new sentence

Capital Spy

The capital letter spy, Bill Spanner is jotting down some notes from his day. Copy out his notes adding the capital letters that are needed.

i've arranged a meeting with two year 9 pupils from bassaleg. it will be in a place called newport. it's on forge lane, close to cardiff. they've promised to turn up on tuesday at seven, on condition that i bring chocolate. we must not let anyone else know about this meeting, i mean that!



Why did these words need to start with capital letters?



Check your work

I've arranged a meeting with two year 9 pupils from **B**assaleg.

It will be in a place called **N**ewport.

It's on **F**orge **L**ane, close to **C**ardiff.

They've promised to turn up on **T**uesday at seven, on condition that **I** bring chocolate.

We must not let anyone else know about this meeting, **I** mean that!



Apostrophes for Omission

Apostrophes for omission are when we shorten words, to show that there are letters missing.

For example:

I am = I'm

They are = They're

Cannot = Can't

because the a is missing

because the a is missing

because the n and o are missing

Can you shorten these words by using an apostrophe to show omission?

1. Is not
2. Would not
3. Could have
4. Should not
5. I have
6. We are
7. They have
8. It is
9. He will
10. Did not
11. Should Have
12. Will not

1. Isn't
2. Wouldn't
3. Could've
4. Shouldn't
5. I've
6. We're
7. They've
8. It's
9. He'll
10. Didn't
11. Should've
12. Won't



Apostrophes for Possession

The apostrophe is used to show that something belongs to someone or something:

- The bird (its) song
- The bird's song.



This is because the song belongs to the bird.

If something is owned by more than one person/thing, add the apostrophe *after* the s:

The **girl's** shoes.

Means that there is one girl.




The **girls'** shoes.


Means that there are more than one girl.



The circle method: circle who/what the next word belongs to. The apostrophe needs to go on the outside of the circle.



The boys foot
The boy's foot



The pupils faces
The pupils' faces

Rewrite these sentences using the correct apostrophes:



1. The girls shoes fell off while she was on the rollercoaster!
2. The boys faces were a picture as they plummeted down the biggest drop.
3. Her mums bag was left safely on a table.
4. His friends ice cream looked delicious.
5. The rollercoasters safety rules were all the same.

Did you use the apostrophe to show possession accurately?:



1. The **girl's** shoes fell off while she was on the rollercoaster!
2. The **boys'** faces were a picture as they plummeted down the biggest drop.
3. Her **mum's** bag was left safely on a table.
4. His **friend's** ice cream looked delicious.
5. The **rollercoasters'** safety rules were all the same.



Homophones

Homophones

- Homophones are words that sound the same but have different spellings and meanings.

they're, there, their



They're on their bikes over there.

Test yourself...



To/ Too/ Two

The _____ sisters were _____ excited _____ eat their breakfast.

It's/ Its

That cat of mine! _____ lucky to be alive. _____ head was stuck up a drainpipe.

No/ Know

We _____ what the problem is, but we don't _____ how to fix it. _____ answer has been found.

Hear/ Here

I _____ that the Queen stayed _____ last week.

Their/ There/ They're

They think it's happening over _____. _____ so scared _____ hearts are racing!



Dialogue

What are the Rules of Dialogue?



1. New speaker, new line
2. Put “speech marks” around only the spoken words.
3. Start each speech with a capital letter.
4. Place the final punctuation mark inside the speech marks.
5. Vary your verb of saying and use adverbs, e.g. muttered darkly, hissed urgently.



Rewrite this passage with the appropriate punctuation.



his fierce little eyes rested on Sally
who are you he barked sharply who let
you in the porter she mumbled angrily
stabbing a sharp finger in her direction
he demanded whats your name what
do you want?

His fierce little eyes rested on Sally.

“**W**ho are you?” **H**e barked sharply,

“**W**ho let you in?”

“The porter,” she mumbled angrily.

Stabbing a sharp finger in her direction he demanded, “**W**hat’s your name?”

What do you want?”



Controlling Tense

Past

Yesterday
Last weekend
Last week
Last month
Last year



Past Tense:

a tense expressing an action that has happened or a state that previously existed.



PRESENT TENSE

Present Tense:

a tense expressing an action that is currently going on, or a state that currently exists.



Future

The Future Tense

Future Tense:

a tense expressing an action that has not yet happened or a state that does not yet exist.

What tense are these sentences written in?



1. The sky was dark and foreboding.
2. Tears fall from her face, like raindrops.
3. She strolled down the road, hoping for sun.
4. He will go there tomorrow.
5. Thunder is tumbling through the sky.
6. The walls close in around her.
7. She pushed her way through the crowd of screaming people.
8. He will be so happy.
9. She was crying out for help; no one was listening!
10. John was frozen.

Change the tense of these sentences



Colons and Semi Colons

Colons are used to introduce

Please pick up the following items: milk, eggs, sugar and flour.

He finally revealed the big secret: he was moving to America.

There was only one thing on her mind: half term!

***To check if the colon has been used accurately, pupils can replace it with phrases such as 'and here it is' or 'by this I mean'.**

Semi colons can take the place of connectives

Chris was twenty minutes late; John was not impressed.

She likes chocolate ice cream; I prefer strawberry.

The battle finished at the end of the century; both teams experienced significant losses.

***To check if the semi colon has been used accurately, pupils can replace it with connectives.**

Semi colons can also be used to separate lists when using commas would become confusing

The school was closed for the following reasons: the water pipes had burst, causing flooding along the front corridor; crashes on the M4 and the A470 resulted in many teachers, as well as pupils, arriving late; the computers had crashed again.