

Always Toolkit – Year 6

♥	The basics: capital letters and full stops	
♥ Use this punctuation correctly:	Inverted commas (“ ___ ”)	
	Commas for a list (,)	
	Commas for fronted adverbials and subordinate clauses	
	Apostrophes for contraction	
	Apostrophes for singular and plural possession	
	Exclamation marks (!)	
	Question marks (?)	
	Punctuation for parenthesis: brackets (), dashes - or commas ,	
♥	Semi-colons (;) to link main clauses and separate items in a detailed list	
♥	Colons (:) to introduce lists and link main clauses (What? Why?)	
♥	Hyphens (-) to clarify meaning and avoid ambiguity	
♥	Paragraphs for a new <u>topic</u> ; for a new speaker (<u>person</u>); for a change of setting (<u>place</u>); and to move <u>time</u> on	
♥	Use formal or informal layouts , speech structures and vocabulary , depending on the level of formality your writing requires.	
♥	Devices to build cohesion into sentences and paragraphs (e.g. fronted adverbials , pronouns, determiners, conjunctive adverbs)	
♥	Co-ordinating conjunctions for compound sentences and subordinating conjunctions for complex sentences	
♥	Use of the correct verb form and tense	
♥	Use relative or embedded clauses to give extra information (punctuate the <u>whole clause</u>).	
♥	Indicate how possible something might be, using adverbs or modal verbs .	
♥	Use of active and passive voice	
♥	Use classroom resources to help with spelling key words .	
♥	Neatest, joined-up (cursive) handwriting	

When you are copying from the board, flipchart or a worksheet, you must take care to spell every word correctly.