

## Always Toolkit – Year 5

♥	<b>The basics: capital letters and full stops</b>	
♥	<b>Use this punctuation correctly:</b>	Inverted commas (“ ___ ”)
		Commas for a list (,) <i>apples, pears, bananas and grapes</i>
		Commas for <b>fronted adverbials</b> and <b>subordinate clauses</b> <i>Soon,... Majestically,... Because it was dark outside,... After he finished his homework,...</i>
		Apostrophes for contraction <i>it's, won't, can't, shan't, didn't...</i>
		Apostrophes for singular and plural possession <i>the dog's bone; the dogs' bone; the children's homework</i>
		Exclamation marks (!) <i>Stop! What a mess! How rude!</i>
		Question marks (?)
♥	<b>Punctuation for parenthesis</b> brackets ( ), dashes – or commas ,	
♥	<b>Paragraphs</b> for a new <u>theme</u> <i>The Storm Unicorn's diet ...</i> <b>However, ...</b> ; for a new speaker (person) <i>Eric bellowed, "Stop!"</i> ; for a change of setting (place) <i>In the dark forest, ...</i> ; and to move <u>time</u> on <i>After a while, ...</i>	
♥	<b>Devices to build cohesion</b> into sentences and paragraphs (e.g. <b>fronted adverbials</b> , pronouns, determiners, <b>conjunctive adverbs</b> )	
♥	<b>Co-ordinating conjunctions</b> for <b>compound sentences</b> <b>and, so, but, or</b> (for, yet, nor)	
♥	<b>Subordinating conjunctions</b> for <b>complex sentences</b> <b>although, before, after, whilst, if, because...</b>	
♥	Use of the <b>correct verb form</b> (e.g. <i>I <u>was</u>, they <u>were</u>...</i> ) and <b>tense</b> (past or present)	
♥	Use <b>relative or embedded clauses</b> to give extra information (punctuate the <u>whole clause</u> ), <b>who..., which..., that..., whose...,</b>	
♥	Indicate how possible something might be, using <b>adverbs</b> (perhaps... surely...) or <b>modal verbs</b> (might...should...will...must).	
♥	Use <b>word lists, dictionaries</b> and your <b>working wall</b> for key <b>Year 5-6 spellings</b> .	
♥	<b>Neatest, joined-up (cursive) handwriting</b>	

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