

Whole school English progression: punctuation and grammar

	EYFS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
vocabulary	word, letter, finger space, sentence	capital letter. singular, plural, punctuation, full stop, question mark, exclamation mark	noun, noun phrase statement, question, exclamation, command compound, suffix adjective, adverb, verb tense (past, present) apostrophe, comma	preposition, conjunction, word family, prefix clause, subordinate clause direct speech consonant, consonant letter vowel, vowel letter inverted commas	determiner pronoun, possessive pronoun, fronted adverb	modal verb, relative pronoun relative clause parenthesis, bracket, dash cohesion, ambiguity	subject, object active, passive synonym, antonym ellipsis, hyphen, colon, semi-colon, bullet points
	PUNCTUATION						
Basic punctuation	Use some clearly identifiable letters to communicate meaning, representing some sounds correctly and in sequence	<p>Leave spaces between words</p> <p>Use capital letters and full stops to accurately punctuate sentences</p> <p>Begin to punctuate sentences using a question mark or exclamation mark</p> <p>Use a capital letter for the personal pronoun 'I' and begin to use capital letters for some proper nouns: names of people and places.</p>	<p>Use full stops, capital letters, exclamation marks, and question marks accurately in sentences.</p> <p>Consistently use a capital letter for the personal pronoun 'I' and usually use capital letters for other proper nouns eg. names of people, places, the days of the week.</p>	Use capital letters accurately for all proper nouns.	Use capital letters, full stops, question marks and exclamation marks accurately in sentences.	Demarcate all sentences appropriately.	

commas			Use commas to separate items in lists.	Begin to show an awareness of the use of commas to mark phrases and clauses, as well as for separating items in lists.	Use commas after fronted adverbials and to separate clauses within sentences	Use commas to clarify meaning or avoid ambiguity.	Use commas consistently and accurately to clarify meaning or avoid ambiguity.
Apostrophes and hyphens		Know what the terms singular and plural mean	Use apostrophes for simple contracted forms Use apostrophes to mark singular possession in nouns.	Use apostrophes accurately for all contracted forms	Use apostrophes to show both contraction and possession (singular and plural) with accuracy.	Understand the function of a hyphen	Use hyphens to avoid ambiguity
speech				Use inverted commas to punctate direct speech.	Use inverted commas and other appropriate punctuation to punctuate direct speech (e.g. a comma after the speech, new line for a new speaker)	Use appropriate punctuation accurately to demarcate direct speech	Recognise the difference between structures of informal speech and structures appropriate for formal speech and writing vocabulary and structures that are appropriate for formal speech and writing, including subjunctive forms.
Marking independent clauses		Use full stops accurately to punctuate sentences				Identify independent clauses in sentences	Use semi-colons, colons and dashes to mark the boundary between independent clauses with accuracy and appropriately to the level of formality of a text Use colons and semi-colons accurately in a detailed list

bullet points						Punctuate bullet points accurately	Punctuate bullet points consistently to list information
parenthesis						Use brackets, dashes or commas to indicate parenthesis	Use brackets, dashes or commas to indicate parenthesis appropriate to the text type
SENTENCE STRUCTURE/GRAMMAR							
sentences	Write simple sentences	How words can join to make coherent sentences Write simple sentences with coherence	Use a range of simple and compound sentences Identify the difference between: statement, question, exclamation, command	Use simple and compound sentences that are grammatically correct and punctuated accurately Begin to use more complex sentences using the subordinating conjunctions 'when', 'if', 'because', 'although'. Use 'a' and 'an' accurately depending on whether a consonant or vowel is used.	Use a range of grammatically accurate simple and compound sentences, as well as complex sentences that use a range of subordinating conjunctions.	Use a mixture of simple, compound and complex sentences that extend meaning and add variety and interest, taking into account audience and purpose for writing.	Use a range of sentence types in a controlled manner and an appropriate level of formality, taking into account the audience and purpose for writing. Manipulate clauses within complex sentences to give different effects.

Extending sentences with conjunctions and clauses	<p>Begin to use more complex sentences to link thoughts when speaking, eg. using 'and' and 'because'</p> <p>Show an understanding of prepositions, such as 'under', 'on top', 'behind' by carrying out an action or selecting the correct picture</p>	Write simple compound sentences using 'and'.	Use a growing variety of simple conjunctions in sentences, showing co-ordination ('or', 'and', or 'but') and subordination (when, if, that, or because)	Express time, place and cause using conjunctions (when, before, after, so, because); adverbs (then, next, soon, therefore); or prepositions (before, after, during, in)	Use a wide range of coordinating and subordinating conjunctions, adverbs and prepositions to express time, place and cause in sentences.	Use relative clauses beginning with who, which, where, when, whose and that, or an omitted relative pronoun	Use a wide range of relative pronouns in relative clauses or an implied (ie. omitted) relative pronoun to clarify and explain relationships between ideas
cohesion			Use a variety of sentence beginnings	<p>Use adverbs of manner(how), where and when to start sentences</p> <p>Understand the use of pronouns to avoid repetition of nouns in a paragraph</p>	<p>Use a wide and varied range of sentence openings.</p> <p>Use of a range of fronted adverbials to start sentences.</p>	Link ideas across paragraphs using adverbials of time (eg. later), place (eg. nearby) and number (eg. secondly)	Use a wide range of devices to build cohesion (eg. conjunctions, adverbials of time and place, pronouns, synonyms) within and across paragraphs
tenses	Use a range of tenses in speech, eg. play, playing, played, will play	Identify and know what a verb is.	<p>Distinguish between first, second and third person.</p> <p>Identify and use the simple present and past tenses correctly and consistently as</p>	<p>Identify subject and verb in a simple sentence</p> <p>First and third person and tense are used accurately.</p>	<p>Subject verb agreement is accurate</p> <p>Choice of verb tense is accurate and consistent</p>	Tense changes are appropriate and consistently accurate; they are used to link ideas across paragraphs	<p>Use a range of verb forms (including conditional and passive) accurately.</p> <p>Use passive verbs to affect the presentation of</p>

	Use past, present and future forms mostly accurately when talking about events that have happened or are to happen in the future.		appropriate to the task Use the present and past progressive form of verbs to show actions, eg. she is smiling, he was running	Use the present perfect form of verbs instead of the simple past tense	Use the perfect forms of verbs accurately Use Standard English verb inflections instead of local spoken forms. (Eg. accurate use of was/were)	Use the progressive and perfect form of verbs to mark relationships of time and cause	information in a sentence. Choice of tenses used supports whole text cohesion.
Degrees of possibility						Indicate degrees of possibility using adverbs (eg. perhaps, surely) or modal verbs (eg. might, should, will, must).	Modal verbs and adverbs are used to indicate degrees of possibility, probability and certainty
pronouns				Choose the correct pronoun to replace a noun	Choose pronouns or nouns appropriately within and across sentences to avoid repetition and improve cohesion Identify personal and possessive pronouns		
Expanded noun phrases			Use expanded noun phrases to describe and specify (eg. the beautiful blue butterfly)	Use prepositional phrases to extend descriptions of nouns.	Extend noun phrases by using modifying adjectives and prepositional phrases.	Use expanded noun phrases of increasing complexity	use expanded noun phrases to convey complicated information concisely