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| **Grammar Masters: Teacher’s Notes**  **Topic: Capital Letters and Full Stops** |
| Capital letters are used to indicate the beginning of a sentence. They are also used for the first letter of a proper noun and the pronoun ‘I’.  For example:   * ***T***he house was on a big hill. * ***Q***uietly, the girl read in the library. * I like playing with ***S***ophie. * ***M***y favourite place to go is ***N***orfolk. * ***M***y sister speaks ***F***rench.   A full stop marks the end of a sentence.  In a simple sentence, the full stop comes at the end of the main clause.  E.g. The athlete ran quickly.  In a compound sentence, there are two main clauses joined by a conjunction and the full stop comes after the second clause.  E.g. The athlete ran quickly and the crowd cheered.  In a complex sentence, there is a main clause and subordinate clause and the full stop comes after the second clause (this could be the main or subordinate clause).  E.g. The athlete ran quickly while the cameras flashed.  E.g. While the cameras flashed, the athlete ran quickly.  The children should be aware that there are other types of punctuation that could be used to end a sentence (question marks and exclamation marks) and they should all be used appropriately. |

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