

S3 A capital letters	A capital letter must be used for ...		
	titles, headings, subheadings, headlines	<i>Silent Night, Toy Story, Chapter 2</i>	
	abbreviations and acronyms	<i>P.E., R.E., I.T., M.P., B.B.C., T.V.</i>	
	names of religions and nationalities	<i>Christianity, Buddhism, English, German</i>	

S3 , comma	A comma is used to separate a subordinate clause at the start of a sentence from a main clause. The main clause makes sense on its own. The subordinate clause does not.		
	<i>After she picks me up from school, Mum is taking me for new shoes.</i>		

S3 “ ” speech marks	Speech marks (or inverted commas) are used to show the actual words spoken by a character. They are used at the beginning and end of the direct speech.		
	<i>“Would you like some tea?” I asked.</i>	<i>Helen replied, “No thank you, I have to go”.</i>	
	Note: Use a new line for each speaker.	Note: Use a comma before the spoken words.	

S4 A capital letters	A capital letter must be used for beginning speech within speech or quotation marks.	
	<i>“Would you like some tea?” I asked.</i>	<i>Helen replied, “No thank you, I have to go”.</i>
	The only time a capital is not needed is when the direct speech is interrupted to add information about who is speaking and it is actually still part of the same sentence.	
	<i>“If you think you can talk to me like that,” she said, “you can think again!”</i>	

S4 , comma	A comma is used to introduce or interrupt direct speech .	
	<i>He said, "I don't care."</i>	<i>"That," I replied, "is your problem."</i>
	If direct speech comes first a comma separates the spoken words from the others.	
	<i>"I don't care," he said.</i>	<i>"That is your problem," I replied.</i>

S2 , apostrophe	An apostrophe is used to show who owns something or what it belongs to. It is added to the singular noun with an ‘s’ to show possession but should not be confused with making a plural.		
	<i>The cat has sharp claws.</i>	<i>The cat’s claws are sharp.</i>	
	<i>Sarah has a red bike.</i>	<i>Sarah’s bike is red.</i>	

S4 , apostrophe	With a plural noun that already ends in ‘s’ add an apostrophe after the ‘s’.			
	Singular possession	<i>The lady’s toilet</i>	<i>The girl’s hat</i>	<i>The horse’s stable</i>
	Plural possession	<i>The ladies’ toilets</i>	<i>The girls’ hats</i>	<i>The horses’ stables</i>

S4 , apostrophe	Many irregular nouns become plural by changing their spelling. In these words the apostrophe is placed after the plural noun and not the added ‘s’.			
	Singular possession	<i>The woman’s boots</i>	<i>The child’s bike</i>	<i>The mouse’s tail</i>
	Plural possession	<i>The women’s boots</i>	<i>The children’s bikes</i>	<i>The mice’s tails</i>