



# Grammar, Punctuation and Spelling Guidance with Small Steps

# Year 1

## Autumn Block 4

# Yearly Overview for Year 1

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Autumn	1. Ready to Write			2. Punctuating Sentences				3. Word Classes		4. Capital Letters 1		Assessments
Spring	1. Conjunctions				2. Exclamations		3. Capital Letters 2					Assessments
Summer	1. Questions		2. Singular and Plural			3. Prefixes		4. Suffixes		5. Sequencing Sentences		Assessments

## Teaching Information

This scheme of work has been designed to be used in conjunction with your English writing curriculum. We recommend spreading the small steps out over the number of weeks suggested on the yearly overview. It is important to develop and build pupils' grammar, punctuation and spelling knowledge alongside reading and writing as this is the foundation of the English language. Understanding these elements of the English language enables pupils to not only enjoy English as a subject in its own right, but also to access the rest of the subjects within the whole curriculum.

Each block will develop English language fluency as well as application and reasoning to allow children to use these skills across all subject areas. We have provided some notes and guidance for each small step which breaks down the expectations for each pupil, as well as focused questions to help support your teaching.

Every step within each block has corresponding resources available on our website. These resources include a Teaching PowerPoint, Varied Fluency questions, and Application and Reasoning questions. The resources for each first step in every block are available to download for free.

# Autumn Block 4 – Capital Letters 1

## National Curriculum Objectives:

- (1G5.1) [Using a capital letter for names of people, places, the days of the week, and the personal pronoun 'I'](#)
- (1G5.1) [Capital letters for names and for the personal pronoun I](#)
- (1G5.1) [Introduction to capital letters to demarcate sentences](#)
- Handwriting: Form capital letters
- Handwriting: Form digits 0-9
- Mathematics: (1M4c) [Recognise and use language relating to dates, including days of the week, weeks, months and years](#)

## Small Steps

1. [Recognising and Forming Capital Letters](#)
2. [Capital Letters for Days of the Week](#)
3. [Capital Letters for Months](#)
4. [Writing the Date](#)
5. [Capital Letters for Names of People](#)

# Step 1 – Recognising and Forming Capital Letters

## Notes and Guidance

- At this point in the year, children should have some understanding of capital letters (covered in Autumn Block 2). They should be able to recognise which letters are capital and which are lower case (they may not be able to recognise this for every letter of the alphabet yet).
- This step allows children to practice recognising and forming capital letters in preparation for the rest of this block. They will also need to practice writing the first letter of a word as a capital, with the rest of the letters in lower case (this has also been covered in Autumn Block 2).
- This step is optional and if your children are confident in recognising and forming capital letters on their own and as part of a word, you can choose to skip it.

## Focused Questions

- Write *a* as a capital letter.
- Which letters are capitals? Which letters are lower case?
- Write this word with a capital letter at the beginning.

You can find a [free range of resources](#) for this step on our website, which include a Teaching Powerpoint, Varied Fluency questions, Application and Reasoning questions, and a Homework Extension.

## Step 2 – Capital Letters for Days of the Week

### Notes and Guidance

- In this step, children will look at the days of the week and how they should be written (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday).
- Children can be taught that these are the names of each day of the week, so they are proper *nouns*.
- Children should understand that the first letter of each day must be capitalised.
- This step should also help children to learn the correct spelling for each day. Children could be given a word bank of the days of the week to help support them during this step.
- We recommend that after this step has been taught, children are given regular opportunities to write the days of the week (the next two steps build up to writing the date).

### Focused Questions

- What are the days of the week?
- What day is it today? Can you use these letters to help you spell it?
- Which letter needs to be capitalised in *monday*?
- Which days are school days? Which days are the weekend?

You can find a [range of resources](#) for this step on our website, which include a Teaching Powerpoint, Varied Fluency questions, Application and Reasoning questions, and a Homework Extension.

## Step 3 – Capital Letters for Months

### Notes and Guidance

- In this step, children will be introduced to the months of the year (January, February, March, April, May, June, July, August, September, October, November, December).
- Children can be taught that these are the names of each month, so they are proper *nouns*.
- Children should understand that the first letter of each month must be capitalised.
- This step should also help children to learn the correct spelling for each month. Children could be given a word bank of the months to help support them during this step.
- We recommend that after this step has been taught, children are given regular opportunities to write the months (the previous and next step builds up to writing the date).

### Focused Questions

- What are the months of the year?
- What month is it right now? Can you use these letters to help you spell it?
- Which letter needs to be capitalised in *june*?
- Which months are you in school?
- Can you sort the months into seasons?

You can find a [range of resources](#) for this step on our website, which include a Teaching Powerpoint, Varied Fluency questions, Application and Reasoning questions, and a Homework Extension.

## Step 4 – Writing the Date

### Notes and Guidance

- Now that children know the days of the week and the months of the year, they can begin to use this information to write the date in the format: *Monday 12<sup>th</sup> November 2018*.
- Remind children that the days of the week and months of the year are classed as nouns because they are the names of them.
- Writing the date regularly allows children opportunities to practise spelling the days of the week and months of the year, along with capitalising the first letter of the days and months.

### Focused Questions

- What is the date today? Can you write it out?
- Which words need capital letters at the start in this date?
- Which days and months will you never write in your books?

You can find a [range of resources](#) for this step on our website, which include a Teaching Powerpoint, Varied Fluency questions, Application and Reasoning questions, and a Homework Extension.



## Step 5 – Capital Letters for Names of People

### Notes and Guidance

- Following on from the last three steps, children should be aware that a noun is the name of something (as well as an object or animal from Autumn Block 3).
- In this step, children will learn that the name of a person is also a type of noun and that these names also need to have a capital letter at the start. Children may already know this from when they learn to write their own name. We recommend starting with their own names and making sure that the first letter is capitalised and the rest of the letters are all lower case.
- Children need to understand that all names start with a capital letter and that when reading or writing sentences, the names of people will be capitalised even if it comes in the middle of a sentence.

### Focused Questions

- What do people's names start with?
- Would you ever write someone's name without a capital letter?
- Where does the capital letter go in this name?

You can find a [range of resources](#) for this step on our website, which include a Teaching Powerpoint, Varied Fluency questions, Application and Reasoning questions, and a Homework Extension.