

The Core Four

Use this guide to write it right in all of your subjects.

If you're writing, check it against these core four accuracy reminders!

1. CAPITAL LETTERS

- capital letters for your proper nouns (names and places)- **ALWAYS CHECK THIS FIRST**
- capital letters for the start of new sentences (AFTER A FULL STOP, QUESTION MARK OR EXCLAMATION MARK)
- I/ I'm/ I'll/ I've/I'd (always a capital I)

ABC

2. PARAGRAPHS

A change of paragraph is needed for every time you change:

TIME PERSON TOPIC PLACE

TIPTOP IS A HANDY WAY TO REMEMBER

3. PUNCTUATION

- full stops- for sentences that are complete
- commas - to separate different parts of information within sentences
- question marks- for when you've posed a question
- exclamation marks- to show shock or excitement



4. APOSTROPHES

- to show omission (missing letters)
e.g. don't/ can't/ isn't/ I'm
- to show possession (to show belonging)
The car's door
The boy's blazer (one boy)
The boys' blazers (more than one boy)

