

 **KS1 WPWUD AIO.V1**  **Key Stage 1 Writing**  
**Punctuation When Using Dialogue (Speech) (KS1**  
**WPWUD) All-in-One (AIO) Version 1 (V1) - 2026 Jan 22nd**  
**By eB Publications**

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This version is designed for beginner or any learners who want to revise.

## **1 Introduction (KS1 Level)**

### **What is dialogue?**

Dialogue is when a character **speaks** in a story.

### **Why is it important?**

- It helps stories sound **real and interesting**
- It shows **what characters say and feel**
- It helps children learn correct punctuation

### **What children will learn**

- How to use **speech marks**
  - Where to put **capital letters**
  - How to use **full stops, question marks, and exclamation marks**
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## **2 Blueprint (Simple Teaching Structure)**

Teach dialogue in **small clear steps**:

### **Step 1: What speech looks like**

- Someone is talking
- Their words go **inside speech marks**

### **Step 2: Punctuation rules**

- Speech marks or quotation marks “ ”

- Capital letter at the start
- Punctuation at the end

### Step 3: Reporting clause (said who)

- He said / she said
- Can come **before or after** the speech

### Step 4: Practise

- Spot speech in sentences
  - Add missing punctuation
  - Write simple speech sentences
- 

## 3 Short Sheet (KS1 Friendly Rules)

### Speech Rules for KS1

 Use **speech marks** around what is said

“I like apples.”

 Start speech with a **capital letter**

“I like apples.”

 End speech with punctuation **inside** the speech marks

- Full stop → .
- Question mark → ?
- Exclamation mark → !

“I like apples.”

“Do you like apples?”

“I love apples!”

 Use **said** to show who is speaking

Tom said, “I like apples.”

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### Correct Examples

- “Hello,” said Mum.
  - Dad said, “Time for bed.”
  - “Can I play?” asked Sam.
- 

## Common KS1 Mistakes

-  i like apples.
  -  “I like apples.
  -  I like apples”
- 

## KS1 Reminder Sentence

Speech marks hug the talking words!

## Glossary (KS1-Friendly Words)

### **Dialogue**

When characters talk in a story.

### **Speech**

The words a character says.

### **Speech marks**

The punctuation marks “ ” that go around spoken words.

### **Capital letter**

A big letter used at the start of speech and names.

### **Full stop (.)**

Shows the sentence has ended.

### **Question mark (?)**

Used when someone asks a question.

### **Exclamation mark (!)**

Shows excitement, surprise, or shouting.

### **Reporting clause**

Tells us **who is speaking** (e.g. *he said, she said*).

## **5 Quick FAQs (Common KS1 Questions)**

**Q: What are speech marks?**

A: They show **someone is talking**.

**Q: Where do speech marks go?**

A: They go **around the words that are said**.

**Q: Do I need a capital letter?**

A: Yes! Speech always starts with a **capital letter**.

**Q: Does punctuation go inside speech marks?**

A: Yes 

“Stop!”

“Are you ready?”

**Q: Can I use words other than said?**

A: At KS1, **said** is best and most common 

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## **6 Step-by-Step Guide (How to Write Speech)**



**Step 1: Think of what the character says**

hello mum



**Step 2: Add a capital letter**

Hello mum



**Step 3: Put speech marks around it**

“Hello mum”



**Step 4: Add punctuation inside the speech marks**

“Hello mum.”



**Step 5: Add who said it**

“Hello mum,” said Ben.

## 7 Visual Map (Simple Structure for KS1)

**How a speech sentence is built:**

Speech marks → Capital letter → Spoken words → Punctuation → Speech marks

**Example:**

“Hello Mum!”  
↑               ↑  
Speech mark      Speech mark

**With who said it:**

“Hello Mum!” said Ben.

👉 Remember:  
The talking goes inside. The person goes outside.

## 8 Case Studies / Real-Life KS1 Examples

### ■ Example 1: Story Writing

“I’m scared,” said Lily.

**Why it’s correct:**

- Speech marks used
- Capital letter at the start
- Comma inside speech marks
- Full stop at the end

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### ■ Example 2: Question

“Can we go now?” asked Tom.

### **What to notice:**

- Question mark **inside** speech marks
  - Capital letter at the start
  - *asked* shows it's a question
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### **Example 3: Exclamation**

"Watch out!" shouted Dad.

### **What to notice:**

- Exclamation mark shows excitement
  - Punctuation stays inside speech marks
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## **KS1 Practice Idea**

Say a sentence out loud first, then write it with:

1. Speech marks
  2. Capital letter
  3. Ending punctuation
- 

## **9 Do's and Don'ts (KS1 Focus)**

### **Do**

- Use speech marks for talking
- Start speech with a capital letter
- Put punctuation **inside** speech marks
- Use *said* most of the time

### **Don't**

- Leave speech marks out
- Put punctuation outside speech marks
- Forget who is speaking
- Use long or tricky words

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## KS1 Memory Trick

S.C.P.S

- Speech marks
- Capital letters
- Punctuation
- Said who

## Learning Path / Roadmap (KS1 Progression)

### Step 1: Beginner

- Spot speech in a sentence
- Say sentences out loud
- Understand that speech = talking

### Step 2: Developing

- Use speech marks correctly
- Add capital letters at the start
- Use full stops, question marks, exclamation marks

### Step 3: Secure (End of KS1)

- Add **who is speaking**
- Use commas before *said*
- Write short dialogue in stories

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## Quiz / Self-Test (KS1 Friendly)

### Question 1

Which sentence is correct?

- 
- A. "hello mum."  
B. "Hello mum."   
C. hello "mum."
- 

### Question 2

Where does the punctuation go?

- A. Outside speech marks  
B. Inside speech marks 
- 

### Question 3

Add speech marks:

Hello Dad!

 Answer:

"Hello Dad!"

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### Question 4

Finish the sentence:

"Can I play \_\_\_ said Sam.

 Answer:

"Can I play?" said Sam.

## **12 Resource List (Teacher & Parent Friendly)**

### Classroom Resources

- KS1 English National Curriculum
- Phonics and SPaG books

- Sentence strips for modelling speech

## Practical Tools

- Speech bubble cut-outs
- Role-play puppets
- Whiteboards for quick practice

## Online (UK)

- BBC Bitesize KS1 English
- Oak National Academy lessons
- Twinkl (KS1 speech punctuation)

## 13 Template / Worksheet (KS1 Use)

### Fill in the Speech Marks

1. \_\_\_ Hello Mum \_\_\_ said Ben.
2. \_\_\_ Can I play \_\_\_ asked Sam.
3. Dad said \_\_\_ Time for bed \_\_\_

### Possible answers:

1. “Hello Mum,” said Ben.
2. “Can I play?” asked Sam.
3. Dad said, “Time for bed.”

### Build-a-Speech Sentence

Who is speaking? \_\_\_\_\_  
 What do they say? \_\_\_\_\_

Now write the full sentence:

“ \_\_\_\_\_, ” \_\_\_\_\_.

## 14 Common Misconceptions (KS1)

 **Speech marks go around the whole sentence**  
 Only the **talking words** go inside.

 **Punctuation goes outside speech marks**  
 Punctuation goes **inside** the speech marks.

 **Speech doesn't need a capital letter**  
 Speech always starts with a **capital letter**.

 **Every word must be inside speech marks**  
 Only the spoken words go inside.

## Expert Tips / Pro Insights (Teacher-Approved)

-  Teach **one rule at a time**
-  Use **talk before write**
-  Model sentences daily
-  Use **said** before adventurous verbs
-  Praise correct punctuation more than handwriting

## Mini Challenge (End-of-Unit Task)

Write **2 sentences** of dialogue for a story:

- One sentence with a **question**
- One sentence with an **exclamation**

Example:

“Where are you going?” asked Tom.

“Wait for me!” shouted Lily.

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## Conclusion

Children now know how to:

- Use speech marks correctly
- Start speech with capital letters

- Place punctuation inside speech marks
- Show who is speaking

This meets **UK KS1 expectations** clearly and confidently.

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