

🌐 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**
-

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.”

✓ 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 

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
-

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
-

Example 3: Exclamation

"Watch out!" shouted Dad.

What to notice:

- Exclamation mark shows excitement
 - Punctuation stays inside speech marks
-

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

★ KS1 Memory Trick

S.C.P.S

- Speech marks
- Capital letter
- Punctuation
- Said who

10 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

11 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!"

Question 4

Finish the sentence:

"Can I play ____ said Sam.

✓ Answer:

"Can I play?" said Sam.

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)

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:

"_____, _____."

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.

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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