

Year 7 English Grammar & Punctuation Cheat Sheet

1. Capital Letters

When to Use Them:

✓ Start of a sentence: "The dog barked loudly."

✓ Proper nouns (names of people, places, brands):
Sarah, London, PlayStation

✓ Days, months, holidays:
Monday, December, Christmas

✓ Titles (books, movies, jobs):
Harry Potter, Doctor Smith

Common Mistakes:

✗ Writing "i" instead of "I".

✗ Forgetting capitals in titles (e.g., "lord of the rings" → "Lord of the Rings").

2. Commas

When to Use Them:

✓ Lists: "I bought apples, bananas, and oranges."

✓ Pauses in sentences: "After school, I went home."

✓ Separating clauses: "If it rains, we'll stay inside."

✓ Direct speech: "Wait," she said, "I'm not ready!"

Common Mistakes:

✗ Comma splices: Joining two sentences with just a comma (✗ "I ran, I fell." → ✓ "I ran, and I fell.")

✗ Missing commas in lists (✗ "I like pizza burgers and chips." → ✓ "I like pizza, burgers, and chips.")

3. Sentence Types

Type	Purpose	Example	Punctuation
Declarative	Make a statement.	'The sky is blue.'	Full stop
Interrogative	Asks a question	'Are you coming?'	Question Mark
Imperative	Gives a command	'Close the door.'	Full stop or exclamation mark
Exclamatory	Shows emotion	'What a surprise!'	Exclamation mark

4. Common Grammar Rules

Subject-Verb Agreement

Singular subject → singular verb ("She runs.")

Plural subject → plural verb ("They run.")

Apostrophes

Possession: "Tom's bike" (one owner), "the dogs' bowls" (multiple owners).

Contractions: "don't" (do not), "it's" (it is).

Their/There/They're

Their: Belonging to them ("Their house is big.")

There: A place ("Put it there.")

They're: Short for "they are" ("They're happy.")

5. Punctuation Summary

Symbol	Name	Use	Example
.	Full stop	Ends a sentence	'I like cats.'
,	Comma	Pauses, lists and separators	'First, wash your hands.'
?	Question mark	Ends a question	'How are you?'
!	Exclamation mark	Shows excitement/emotion	'Stop!'
" "	Speech marks	Shows dialogue	"Hello," said Amy.

6. Practice Questions (Answers Below)

Correct the sentence: "my birthday is in june and i want a party"

Add commas: "She bought shoes a dress and a hat."

Is this declarative, interrogative, or imperative? "Pass the salt."

Answers:

"My birthday is in June, and I want a party."

"She bought shoes, a dress, and a hat."

Imperative (command).

