

## Literacy Intervention: Better Writing and Punctuation (Coleridge Press Programme)

### Introduction to Better Writing and Punctuation: Booklet A

Language Feature	Activity	Location
Simple Sentences	<i>Exercise 1</i>	Pages 1-3
	<i>Exercise 2</i>	Pages 4-6
	<i>Exercise 3</i>	Pages 7-9
	<i>Exercise 4</i>	Pages 10-12
	<i>Exercise 5</i>	Pages 13-15
	<i>Exercise 7</i>	Pages 16-18
	<i>Exercise 8</i>	Pages 19-21
	<i>Exercise 9</i>	Pages 22-24
	<i>Exercise 10</i>	Pages 25-28

### Introduction to Better Writing and Punctuation: Booklet B

Language Feature	Activity	Location
Tenses & Regular Verbs	<i>Introducing Tenses – Regular Verbs</i>	Page 1
Tenses	<i>Exercise 1 – Present Tense</i>	Pages 2-4
	<i>Exercise 2 – Past Tense</i>	Pages 5-7
	<i>Exercise 3 – Future Tense</i>	Pages 8-10
	<b>Test 1</b>	Pages 11-13
Verbs	<i>Exercise 4 – Shortened Forms</i>	Pages 14-15
	<b>Test 2</b>	Page 16
	<i>Exercise 5 – Irregular Verbs</i>	Pages 17-19
	<i>Exercise 6 – More Irregular Verbs</i>	Pages 20-22
	<i>Exercise 7 – And More Irregular Verbs</i>	Pages 23-25
	<i>Exercise 8 – And Even More Irregular Verbs</i>	Pages 26-28
	<i>Exercise 9 – And Yet More Irregular Verbs</i>	Pages 29-31
	<b>Test 3</b>	Pages 32-36

### Better Writing and Punctuation: Booklet 1

Language Feature	Activity	Location
Capital Letters	<i>Simple rules for sentences</i>	Pages 3-5
	<i>Capital letters for names of people</i>	Pages 6-8
	<i>Capital letters for a person's initials or title</i>	Pages 9-11
	<i>Capital letters for the word 'I' when talking about yourself</i>	Pages 12-14
	<i>Capital letters for the names of the days of the week, months of the year and special holidays</i>	Pages 15-17
	<i>Capital letters for the names of places and the people who live there</i>	Pages 18-20
	<i>Capital letters for the first word of speech</i>	Pages 21-23

	<i>Capital letters for the titles of books, plays, newspapers, poems, songs, etc.</i>	Pages 24-26
	<i>Capital letters for the first word and important words in a title</i>	Pages 27-29
	<i>Capital letters for shortened words (abbreviations)</i>	Pages 30-32
	<b>Capital Letters Revision</b>	Pages 33-34
	<b>Capital Letters: Test</b>	Pages 35-36

### Better Writing and Punctuation: Booklet 2

Language Feature	Activity	Location
<b>Commas</b>	<i>Commas for lists</i>	Pages 6-8
	<i>More commas for lists</i>	Pages 9-11
<b>Speech Marks</b>	<i>Speech marks – spoken words first</i>	Pages 12-15
	<i>Speech marks – spoken words last</i>	Pages 16-19
	<i>Speech marks – unspoken words in between the spoken words</i>	Pages 20-24
<b>Question Marks</b>	<i>Questions</i>	Pages 25-27
	<i>More questions</i>	Pages 28-30
<b>Exclamation Marks</b>	<i>Exclamations</i>	Pages 31-33
	<i>More Exclamations</i>	Pages 34-36
	<b>Revision: Commas, speech marks, questions and exclamations</b>	Pages 37-38
	<b>Test: Commas, speech marks, questions and exclamations</b>	Pages 39-40

### Better Writing and Punctuation: Booklet 3

Language Feature	Activity	Location
<b>Sentences</b>	<i>Simple Sentences</i>	Pages 6-9
<b>Nouns</b>	<i>Common nouns</i>	Pages 10-11
	<i>Proper nouns</i>	Pages 12-14
	<i>Abstract nouns</i>	Pages 15-16
	<i>Collective nouns</i>	Pages 17-19
	<i>Gender</i>	Pages 20-22
<b>Plural</b>	<i>Plurals</i>	Pages 23-31
<b>Pronouns</b>	<i>Pronouns</i>	Pages 32-35
<b>Adjectives</b>	<i>Adjective</i>	Pages 36-39
	<b>Revision: Simple Sentences, nouns, plurals, pronouns, adjectives</b>	Pages 40-41
	<b>Test: Simple Sentences, nouns, plurals, pronouns, adjectives</b>	Pages 42-43

### Better Writing and Punctuation: Booklet 4

Language Feature	Activity	Location
<b>Verbs</b>	<i>Recognising verbs</i>	Pages 3-5
	<i>'To be' and 'to have'</i>	Page 6
<b>Tenses</b>	<i>Tenses</i>	Pages 7-9
<b>Verbs</b>	<i>Auxiliaries</i>	Pages 10-11

	<i>Infinitives</i>	Pages 12-13
	<i>Participles</i>	Pages 14-18
	<b>Test: Verbs</b>	Pages 19-22
<b>Compound Sentences</b>	<i>Compound sentences</i>	Pages 23-25
<b>Complex Sentences</b>	<i>Complex sentences</i>	Pages 26-34
	<i>Adjectival clauses</i>	
	<i>Clauses of reason</i>	
	<i>Clauses of time</i>	
	<i>Clauses of place</i>	
	<i>Clauses of condition</i>	
	<i>Clauses of concession</i>	
	<i>Building sentences</i>	Pages 34-36
<b>Better Writing and Punctuation: Booklet 5</b>		
<b>Language Feature</b>	<b>Activity</b>	<b>Location</b>
<b>Commas</b>	<i>Further comma use</i>	Pages 3-12
<b>Apostrophes</b>	<i>Apostrophe of omission</i>	Pages 13-15
	<i>Apostrophe of possession</i>	Pages 16-22
<b>Colons</b>	<i>Colons</i>	Pages 23-24
<b>Semi-colons</b>	<i>Semi-colons</i>	Pages 24-25
<b>Hyphens and dashes</b>	<i>Hyphens and dashes</i>	Pages 26-27
	<b>Test: Commas, apostrophes, colons, semi-colons; hyphens and dashes</b>	Pages 28-31
<b>Better Writing and Punctuation: Booklet 6</b>		
<b>Language Feature</b>	<b>Activity</b>	<b>Location</b>
<b>Conjunctions</b>	<i>Conjunctions</i>	Pages 3-4
<b>Sentences</b>	<i>Extending sentences</i>	Pages 4-12
<b>Adverbs</b>	<i>Adverbs</i>	Pages 13-17
	<i>Adverbs – comparative and superlative</i>	Pages 18-20
<b>Adjectives</b>	<i>Adjectives</i>	Pages 21-23
	<b>Revision – Parts of Speech</b>	Pages 24-25
	<b>Revision – Punctuation</b>	Pages 25-28
	<b>Revision – Sentence Extension</b>	Pages 29-31