




ST CYRES SCHOOL'S LITERACY FOCUS



FOR YOUR WRITING TO LOOK ACADEMIC AND PROFESSIONAL, ALWAYS REMEMBER TO USE:

- Capital letters at the start of a sentence, on proper nouns (names) and when using the pronoun 'I'.
- A full stop, an exclamation mark or a question mark at the end of a sentence. 
- Speech marks or quotation marks when writing the actual words someone said or to indicate that what you are writing was originally written or spoken by someone else.

WRITING CLEARLY AND ACCURATELY IS A VERY IMPORTANT SKILL THAT WILL HELP YOU IN MANY WAYS THROUGHOUT YOUR LIFE.

**WRITING AND TEXTING ARE TWO VERY DIFFERENT THINGS!
KEEP TEXTING SHORTCUTS TO TEXTING!**