

Tran Sl	EYFS	KS1		KS2			
Writing: Transcription Spelling	Three and Four- Year-Olds Reception Early Learning Goals	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Phonics and Spelling Rules	Use some of their print and letter knowledge in their early writing. For example: writing a pretend shopping list that starts at the top of the page; write 'm' for mummy. Spell words by identifying the sounds and then writing the sound with the letter/s. Write short sentences with words with known letter-sound correspondences using a capital letter and a full stop.	 To know all letters of the alphabet and the sounds which they most commonly represent. To recognise consonant digraphs which have been taught and the sounds which they represent. To recognise vowel digraphs which have been taught and the sounds which they represent. To recognise words with adjacent consonants. To accurately spell most words containing the 40+ previously taught phonemes and GPCs. To spell some words in a phonically plausible way, even if sometimes incorrect. 	To segment spoken words into phonemes and to represent these with graphemes, spelling many of these words correctly and making phonically-plausible attempts at others. To recognise new ways of spelling phonemes for which one or more spellings are already known and to learn some words with each spelling, including some common homophones (e.g. bare/bear, blue/ blew, night/knight). To apply further Y2 spelling rules and guidance*, which includes: the /dʒ/ sound	To spell words with the / er/ sound spelt 'ei', 'eigh', or 'ey' (e.g. vein, weigh, eight, neighbour, they, obey). To spell words with the /r/ sound spelt 'y' in a position other than at the end of words (e.g. mystery, gym). To spell words with a /k/ sound spelt with 'ch' (e.g. scheme, chorus, chemist, echo, character). To spell words ending in the /g/ sound spelt 'gue' and the /k/ sound spelt 'que' (e.g. league, tongue, antique, unique). To spell words with a / sh/ sound spelt with 'ch' (e.g. chef, chalet, machine, brochure). To spell words with a short /u/ sound spelt with 'ou' (e.g. young, touch, double, trouble, country).	To spell words with / shuhn/ endings spelt with 'sion' (if the root word ends in 'se', 'de' or 'd', e.g. division, invasion, confusion, decision, collision, television). To spell words with a / shuhn/ sound spelt with 'ssion' (if the root word ends in 'ss' or 'mit', e.g. expression, discussion, confession, permission, admission). To spell words with a / shuhn/ sound spelt with 'tion' (if the root word ends in 'te' or 't' or has no definite root, e.g. invention, injection, action, hesitation, completion). To spell words with a / shuhn/ sound spelt with 'cian' (if the root word ends in 'c' or 'cs', e.g. musician, electrician, mathematician). To spell words with the /s/ sound spelt with 'sc' (e.g. sound spelt with 'sc'	To spell words with endings that sound like / shuhs/ spelt with - cious (e.g. vicious, precious, conscious, delicious, malicious, suspicious). To spell words with endings that sound like / shuhs/ spelt with – tious or -ious (e.g. ambitious, cautious, fictitious, infectious, nutritious). To spell words with 'silent' letters (e.g. doubt, island, lamb, solemn, thistle, knight). To spell words containing the letter string 'ough' (e.g. ought, bought, thought, nought, brought, fought, rough, tough, enough, cough, though, although, dough, through, thorough, borough, plough, bough).	To spell words ending in -able and -ably (e.g. adorable/ adorably, applicable/ applicably, considerable/ considerably, tolerable/ tolerably). To spell words ending in -ible and -ibly (e.g. possible/possibly, horrible/possibly, terrible/terribly, visible/visibly, incredible/incredibly, sensible/sensibly). To spell words with a long /e/ sound spelt 'ie' or 'ei' after 'c' (e.g. deceive, conceive, receive, perceive, ceiling) and exceptions (e.g. protein, caffeine, seize).



To apply Y1 spelling rules and guidance*, which includes: • the sounds /f/, /l/, - /s/, /z/ and /k/ spelt 'ff', 'll', 'ss', 'zz' and 'oy' and 'ay' (e.g. day, toy, enjoy, annoy); - a–e, e–e, i–e, o–e and u–e (e.g. made, theme, ride, woke, tune); - 'ar' (e.g. car, park); - 'ee' (e.g. green, week); - 'ea' (e.g. green, week); - 'ea' (e.g. sea, dream); - 'ea' (e.g. meant, bread); - 'er' stressed sound (e.g. her, person); - 'er' unstressed schwa sound (e.g. better, under); - 'ir' (e.g. girl, first, third); - 'ur' (e.g. turn, church); - 'oo' (e.g. food, soon);	 the /dʒ/ sound spelt as 'ge' and' dge' (e.g. fudge, huge) or spelt as 'g' or 'j' elsewhere in words (e.g. magic, adjust); the /n/ sound spelt 'kn' and 'gn' (e.g. knock, gnaw); exceptions); the /n/ sound (or) spelt 'a' before 'l' and 'll' (e.g. ball, always); the /n/ sound spelt 'o' (e.g. other, mother, brother); the /i:/ sound spelt 'o' (e.g. other, mother, brother); the /i:/ sound spelt 'o' (e.g. other, mother, brother); the /i:/ sound spelt 'o' (e.g. other, mother, brother); the /i:/ sound spelt 'o' (e.g. other, mother, brother); the /i:/ sound spelt 'o' (e.g. other, mother, brother); the /i:/ sound spelt 'o' (e.g. other, mother, brother); the /i:/ sound spelt 'o' (e.g. donkeys, monkeys); the /b/ sound spelt 'a' after 'w' and 'qu' (e.g. want, quantity, squash) 		To spell words with endings which sound like /shuhl/ after a vowel letter using 'cial' (e.g. official, special, artificial). To spell words with endings which sound like /shuhl/ after a vowel letter using 'tial' (e.g. partial, confidential, essential).
- 'oo' (e.g. book, good);	 the/3:/sound spelt 'or' after 'w' (e.g. word, 		
- 'oa' (e.g. road, coach);	work, worm);		



	 'oe' (e.g. toe, goes); 'ou' (e.g. loud, sound); 'ow' (e.g. brown, down); 'ow' (e.g. own, show); 	 the /ɔ:/ sound spelt 'ar' after 'w' (e.g. warm, towards); the /ʒ/ sound spelt 's' (e.g. television, usual). 				
	 'ue' (e.g. true, rescue, Tuesday); 'ew' (e.g. new, threw); To use -s and -es to form regular plurals correctly. To use the prefix 'un-' accurately. To successfully add the suffixes –ing, –ed, –er and –est to root words where no change is needed in the spelling of the root words (e.g. helped, quickest). 					
Common exception words	To spell all Y1 common exception words correctly.* To spell days of the week correctly.	To spell most Y1 and Y2 common exception words correctly.	To spell many of the Y3 and Y4 statutory spelling words correctly.	To spell all of the Y3 and Y4 statutory spelling words correctly.	To spell many of the Y5 and Y6 statutory spelling words correctly.	To spell all of the Y5 and Y6 statutory spelling words correctly.



	To use -s and -es to form	To add suffixes to spell	To spell most words with	To correctly spell most	To convert nouns or	To use their knowledge
	regular plurals correctly.	most words correctly in	the prefixes dis-, mis-, bi-,	words with the prefixes in-,	adjectives into verbs	of adjectives ending in -
	rogular platato corroctiy.	their writing, e.g. –ment,	re- and de- correctly (e.g.	il-, im-, ir-, sub-, super-,	using the suffix -ate (e.g.	ant to spell nouns
	To use the prefix 'un-'	–ness, –ful, –less, –ly.	disobey, mistreat, bicycle,	anti-, auto-, inter-, ex- and	activate, motivate	ending in -ance/-ancy
	accurately.			non- (e.g. incorrect, illegal,	communicate).	(e.g. observant,
Prefixes and suffixes	To successfully add the suffixes –ing, –ed, –er and –est to root words where no change is needed in the spelling of the root words (e.g. helped, quickest).		reapply, defuse). To spell most words with the suffix -ly with no change to the root word; root words that end in 'le', 'al' or 'ic' and the exceptions to the rules. To spell words with added suffixes beginning with a vowel (-er/-ed/-ing) to words with more than one syllable, e.g. limiting offering). To spell words with added suffixes beginning with a vowel (-er/-ed/-en/-ing) to words with more than one syllable (stressed last syllable, e.g. forgotten beginning).	non- (e.g. incorrect, illegal, impossible, irrelevant, substandard, superhero, autograph, antisocial, intercity, exchange, nonsense). To form nouns with the suffix -ation (e.g. information, adoration, sensation, preparation, admiration). To spell words with the suffix -ous with no change to root words, no definitive root word, words ending in 'y', 'our' or 'e' and the exceptions to the rule (e.g. joyous, fabulous, mysterious, rigorous, famous, advantageous).	communicate). To convert nouns or adjectives into verbs using the suffix -ise (e.g. criticise, advertise, capitalise). To convert nouns or adjectives into verbs using the suffix -ify (e.g. signify, falsify, glorify). To convert nouns or adjectives into verbs using the suffix -en (e.g. blacken, brighten, flatten).	 (e.g. observant, observance, expectant, hesitant, hesitancy, tolerant, tolerance, substance). To use their knowledge of adjectives ending in - ent to spell nouns ending in -ence/-ency (e.g. innocent, innocence, decent, decency, frequent, frequency, confident, confidence, obedient, obedience, independent). To spell words by adding suffixes beginning with vowel letters to words ending in -fer (e.g. referring, referred, referral, preferring, preferred, transferring, transferred, reference, efferee, preference, transference).

BOUNDARY





W Tran: Han	EYFS	KS	31	KS2				
Writing: Transcription Handwriting	Three and Four- Year-Olds Reception Early Learning Goals	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
Letter Formation, Placement and Positioning	Use large-muscle movements to wave flags and streamers, paint and make marks. Use one-handed tools and equipment, for example, making snips in paper with scissors. Use a comfortable grip with good control when holding pens and pencils. Shows a preference for a dominant hand. Write some letters accurately.	To write lower case and capital letters in the correct direction, starting and finishing in the right place with a good level of consistency. To sit correctly at a table, holding a pencil comfortably and correctly. To form digits 0-9. To understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these.	To write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters. To form lower case letters of the correct size, relative to one another. To use spacing between words that reflects the size of the letters.	To use a neat, joined handwriting style with increasing accuracy and speed.	To increase the legibility, consistency and quality of their handwriting [e.g by ensuring that the downstrokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch].	To increase the speed of their handwriting so that problems with forming letters do not get in the way of writing down what they want to say. To be clear about what standard of handwriting is appropriate for a particular task, e.g. quick notes or a final handwritten version.	To write legibly, fluently and with increasing speed by: -choosing which shape of a letter to use when given choices and deciding whether or not to join specific letters; - choosing the writing implement that is best suited for a task.	



Develop their small			
motor skills so that			
they can use a range			
of tools competently,			
safely and confidently.			
Suggested tools:			
pencils for drawing			
and writing,			
paintbrushes,			
scissors, knives, forks			
and spoons.			
Use their core muscle			
strength to achieve a			
good posture when			
sitting at a table or			
sitting on the floor.			
Develop the			
foundations of a			
handwriting style			
which is fast, accurate			
and efficient.			
Form lower case and			
capital letters			
correctly.			
Hold a pencil			
effectively in			
preparation for fluent			
writing – using the			
tripod grip in almost all			
cases.			
Write recognisable			
Write recognisable letters, most of which			
are correctly formed.			



	To begin to use the	To begin to use the	To continue to use the	To confidently use diagonal	To confidently use	To recognise when to
loi	diagonal and horizontal	diagonal and horizontal	diagonal and horizontal	and horizontal joining	diagonal and horizontal	use an unjoined style
<u> </u>	strokes needed to join	strokes needed to join	strokes that are needed to	strokes throughout their	joining strokes throughout	(e.g. for labelling a
ng	letters.	letters.	join letters and to	independent writing to	their independent writing	diagram or data, writing
			understand which letters,	increase fluency.	in a legible, fluent and	an email address or for
et			when adjacent to one		speedy way.	algebra) and capital
te			another, are best left			letters (e.g. for filling in a
S			unjoined.			form).



Com	EYFS	KS1		KS2			
Writing: Composition	Three and Four- Year-Olds Reception Early Learning Goals	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Planning, Writing and Editing	Know many rhymes, be able to talk about familiar books, and be able to tell a long story. Engage in extended conversations about stories, learning new vocabulary. Use some of their print and letter knowledge in their early writing. For example, writing a pretend shopping list that starts at the top of the page; write 'm' for mummy. Write some or all of their name. Write some letters accurately.	To say out loud what they are going to write about. To compose a sentence orally before writing it. To sequence sentences to form short narratives. To discuss what they have written with the teacher or other pupils. To reread their writing to check that it makes sense and to independently begin to make changes. To read their writing aloud clearly enough to be heard by their peers and the teacher. To use adjectives to describe.	To write narratives about personal experiences and those of others (real and fictional). To write about real events. To write simple poetry. To plan what they are going to write about, including writing down ideas and/or key words and new vocabulary To encapsulate what they want to say, sentence by sentence. To make simple additions, revisions and corrections to their own writing by evaluating their writing with the teacher and other pupils.	 To begin to use ideas from their own reading and modelled examples to plan their writing. To proofread their own and others' work to check for errors (with increasing accuracy) and to make improvements. To begin to organise their writing into paragraphs around a theme. To compose and rehearse sentences orally (including dialogue). 	To compose and rehearse sentences orally (including dialogue), progressively building a varied and rich vocabulary and an increasing range of sentence structures. To consistently organise their writing into paragraphs around a theme to add cohesion and to aid the reader. To proofread consistently and amend their own and others' writing, correcting errors in grammar, punctuation and spelling and adding nouns/pronouns for cohesion.	To plan their writing by identifying the audience for and purpose of the appropriate form and using other similar writing as models for their own. To consider, when planning narratives, how authors have developed characters and settings in what pupils have read, listened to or seen performed. To proofread work to précis longer passages by removing unnecessary repetition or irrelevant details. To consistently link ideas across paragraphs.	To note down and develop initial ideas, drawing on reading and research where necessary. To use further organisational and presentational devices to structure text and to guide the reader (e.g. headings, bullet points, underlining). To use a wide range of devices to build cohesion within and across paragraphs. To habitually proofread for spelling and punctuation errors. To propose changes to vocabulary, grammar and punctuation to enhance effects and clarify meaning.



Begin to develop	To reread to check that		To proofread their work to	To recognise how words
complex stories using	their writing makes		assess the effectiveness	are related by meaning
small world	sense and that the		of their own and others'	as synonyms and
equipment, like animal	correct tense is used		writing and to make	antonyms and to use
sets, dolls and dolls	throughout.		necessary corrections	this knowledge to make
houses, etc.			and improvements.	improvements to their
	To proofread to check			writing
Learn new vocabulary.	for errors in spelling,			
Articulate their ideas	grammar and			
and thoughts in well-	punctuation (e.g. to			
formed sentences.	check that the ends of			
	sentences are			
Describe events in	punctuated correctly).			
some detail				
Use talk to help work				
out problems and				
organise thinking and				
activities. Explain how				
things work and why				
they might happen.				
they might happen.				
Listen to and talk				
about stories to build				
familiarity and				
understanding				
Detail the steam and				
Retell the story, once				
they have developed a deep familiarity with				
the text; some as				
exact repetition and some in their own				
words.				
words.				
Use new vocabulary in				
different contexts.				



Write	te short sentences			
	words with known			
	letter-sound			
	orrespondences			
	ing a capital letter			
	and a full stop.			
	e-read what they			
	ve written to check			
it	t makes sense.			
Dev	velop storylines in			
	eir pretend play.			
	ite simple phrases			
	id sentences that			
can b	be read by others.			
Inv	ovent, adapt and			
	ount narratives and			
	ies with peers and			
	teachers.			



	Use a wider range of	To use a number of	To write for different	To demonstrate an	To write a range of	To consistently produce	To write effectively for a
	vocabulary.	simple features of	purposes with an	increasing understanding of	narratives and non-fiction	sustained and accurate	range of purposes and
		different text types and to	awareness of an	purpose and audience by	pieces using a consistent	writing from different	audiences, selecting the
	Be able to express a	make relevant choices	increased amount of	discussing writing similar to	and appropriate structure	narrative and non-fiction	appropriate form and
	point of view and to	about subject matter and	fiction and non-fiction	that which they are	(including genre-specific	genres with appropriate	drawing independently
	debate when they	appropriate vocabulary	structures.	planning to write in order to	layout devices).	structure, organisation	on what they have read
	disagree with an adult	choices.	T	understand and learn from	Taurita a sur of	and layout devices for a	as models for their own
	or a friend, using	To start to success	To use new vocabulary	its structure, vocabulary	To write a range of	range of audiences and	writing (including literary
	words as well as	To start to engage	from their reading, their	and grammar.	narratives that are well-	purposes.	language,
-	actions.	readers by using	discussions about it	To begin to use the	structured and well-paced.	To deperibe pattings	characterisation,
ž	Can start a	adjectives to describe.	(one-to-one and as a	To begin to use the	To create detailed settings,	To describe settings,	structure, etc.).
/ar	conversation with an		whole class) and from	structure of a wider range	characters and plot in	characters and	To distinguish hotuson
en.	adult or a friend and		their wider experiences.	of text types (including the	narratives to engage the	atmosphere with	To distinguish between
Awareness	continue it for many		To read aloud what they	use of simple layout	reader and to add	carefully-chosen	the language of speech
	turns.		have written with	devices in non-fiction).	atmosphere.	vocabulary to enhance mood, clarify meaning	and writing and to choose the appropriate
of			appropriate intonation	To make deliberate		and create pace.	level of formality.
Þ	Use talk to organise		to make the meaning	ambitious word choices to	To begin to read aloud their	and create pace.	lever of formality.
nc	themselves and their		clear.	add detail.	own writing, to a group or	To regularly use dialogue	To select vocabulary
Audience,	play: "Let's go on a				the whole class, using	to convey a character and	and grammatical
nc	bus you sit there			To begin to create settings,	appropriate intonation and	to advance the action.	structures that reflect
, Ģ	I'll be the driver."			characters and plot in	to control the tone and		what the writing requires
P	Learn new vocabulary.			narratives.	volume so that the meaning	To perform their own	(e.g. using contracted
ur	,				is clear.	compositions confidently	forms in dialogues in
8	Use new vocabulary					using appropriate	narrative; using passive
Purpose	throughout the day.					intonation, volume and	verbs to affect how
	Describe events in					movement so that	information is
and	some detail.					meaning is clear.	presented; using modal
	some detail.						verbs to suggest
Structure	Use talk to help work						degrees of possibility).
JC.	out problems and						
Ē	organise thinking and						
, O	activities. Explain how						
	things work and why						
	they might happen.						
	Develop social						
	phrases.						
	Use new vocabulary in						
	different contexts.						



Participate in small			
group, class and one-			
to-one discussion,			
offering their own			
ideas, using recently			
introduced vocabulary.			
Participate in small			
group, class and one-			
to-one discussion,			
offering their own			
ideas, using recently			
introduced vocabulary.			
Offer explanations for			
why things might			
happen, making use			
of recently introduced			
vocabulary from			
stories, non-fiction,			
rhymes and poems			
when appropriate.			
Express their ideas			
and feelings about			
their experiences			
using full sentences,			
including use of past,			
present and future			
tenses and making			
use of conjunctions,			
with modelling and			
support from their			
teacher.			



Writing: Vocabulary, Grammar and Punctuation	EYFS	KS1		KS2			
	Three and Four- Year-Olds Reception Early Learning Goals	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Sentence Construction and Tense	Understand 'why' questions, like: 'Why do you think the caterpillar got so fat?' Develop their communication, but may continue to have problems with irregular tenses and plurals, such as 'runned' for 'ran', 'swimmed' for 'swam'. Use longer sentences of four to six words Use new vocabulary throughout the day. Articulate their ideas and thoughts in well- formed sentences.	To use simple sentence structures.	To use the present tense and the past tense mostly correctly and consistently. To form sentences with different forms: statement, question, exclamation, command. To use some features of written Standard English.	To try to maintain the correct tense (including the present perfect tense) throughout a piece of writing with accurate subject/verb agreement. To use 'a' or 'an' correctly throughout a piece of writing.	To always maintain an accurate tense throughout a piece of writing. To always use Standard English verb inflections accurately, e.g. 'we were' rather than 'we was' and 'I did' rather than 'I done'.	To use a range of adverbs and modal verbs to indicate degrees of possibility, e.g. surely, perhaps, should, might, etc. To ensure the consistent and correct use of tense throughout all pieces of writing.	To ensure the consistent and correct use of tense throughout all pieces of writing, including the correct subject and verb agreement when using singular and plural.



Connect one idea or			
action to another			
using a range of			
connectives.			
Offen eurolen etiene fen			
Offer explanations for			
why things might			
happen, making use			
of recently introduced			
vocabulary from			
stories, non-fiction,			
rhymes and poems			
when appropriate.			
Express their ideas			
and feelings about			
their experiences			
using full sentences,			
including the use of			
past, present and			
future tenses and			
making use of			
conjunctions with			
modelling and support			
from the teacher.			





Use of Phrases and Clauses	Use longer sentences of four to six words. Articulate their ideas and thoughts in well- formed sentences. Connect one idea or action to another using a range of connectives. Express their ideas and feelings about their experiences using full sentences, including the use of past, present and future tenses and making use of conjunctions with modelling and support from the teacher.	To use the joining word (conjunction) 'and' to link ideas and sentences. To begin to form simple compound sentences.	To using co-ordination (or/and/but). To use some subordination (when/if/that/because). To use expanded noun phrases to describe and specify (e.g. the blue butterfly).	To use subordinate clauses, extending the range of sentences with more than one clause by using a wider range of conjunctions, including when, if, because, and although. To use a range of conjunctions, adverbs and prepositions to show time, place and cause.	To use subordinate clauses, extending the range of sentences with more than one clause by using a wider range of conjunctions, which are sometimes in varied positions within sentences. To expand noun phrases with the addition of ambitious modifying adjectives and prepositional phrases, e.g. the heroic soldier with an unbreakable spirit. To consistently choose nouns or pronouns appropriately to aid cohesion and avoid repetition, e.g. he, she, thev it	To use a wide range of linking words/phrases between sentences and paragraphs to build cohesion, including time adverbials (e.g. later), place adverbials (e.g. nearby) and number (e.g. secondly). To use relative clauses beginning with a relative pronoun with confidence (who, which, where, when, whose, that and omitted relative pronouns), e.g. Professor Scriffle, who was a famous inventor, had made a new discovery.	To use the subjunctive form in formal writing. To use the perfect form of verbs to mark relationships of time and cause. To use the passive voice. To use question tags in informal writing
	from the teacher.				they, it.		



Punctuation	To use capital letters for names, places, the days of the week and the personal pronoun 'l'. To use finger spaces. To use full stops to end sentences. To begin to use question marks and exclamation marks.	To use the full range of punctuation taught at key stage 1 mostly correctly including: - capital letters, full stops, question marks and exclamation marks; - commas to separate lists; - apostrophes to mark singular possession and contractions.	To use the full range of punctuation from previous year groups. To punctuate direct speech accurately, including the use of inverted commas.	To use all of the necessary punctuation in direct speech, including a comma after the reporting clause and all end punctuation within the inverted commas. To consistently use apostrophes for singular and plural possession.	To use commas consistently to clarify meaning or to avoid ambiguity. To use brackets, dashes or commas to indicate parenthesis.	To use the full range of punctuation taught at key stage 2 correctly, including consistent and accurate use of semi- colons, dashes, colons, hyphens, and, when necessary, to use such punctuation precisely to enhance meaning and avoid ambiguity.
Use of Terminology	To recognise and use the terms letter, capital letter, word, singular, plural, sentence, punctuation, full stop, question mark and exclamation mark.	To recognise and use the terms noun, noun phrase, statement, question, exclamation, command, compound, suffix, adjective, adverb, verb, present tense, past tense, apostrophe and comma.	To recognise and use the terms preposition, conjunction, word family, prefix, clause, subordinate clause, direct speech, consonant, consonant letter, vowel, vowel letter and inverted commas (or speech marks).	To recognise and use the terms determiner, pronoun, possessive pronoun and adverbial.	To recognise and use the terms modal verb, relative pronoun, relative clause, parenthesis, bracket, dash, cohesion and ambiguity.	To recognise and use the terms subject, object, active, passive, synonym, antonym, ellipsis, hyphen, colon, semi-colon and bullet points.