

## Writing reports about children

You may need to write reports about the children you work with. You need to write in clear sentences and use the correct tense.

### Punctuating sentences

- A sentence begins with a CAPITAL LETTER and ends with a full-stop (.) a question mark (?) or an exclamation mark (!).
- Punctuation shows the reader where the sentences begin and end.
- Proper names (of people and places) also start with a capital letter, wherever they come in a sentence.

**Example:** The children are looking forward to visiting the Fun Farm!

### Past, present or future?

- When you write reports or letters, make sure that you use the right tense.
- The **verb** tells us when something happened.

**Past tense** is for things that have already happened.

- Sam **missed** playgroup yesterday.
- We **were** late clearing up.

**Present tense** is for things that are happening now or are true all the time.

- Sam really **enjoys** messy play.
- All the children **are playing** happily.

**Future tense** is for things that are going to happen in the future.

- We **will take** all the children to the library on Monday.
- Next week we **are going** to the zoo.