

Full Stops

~ end of a sentence that is not a question or statement.

Question Mark

~ Indicate a question/express disbelief:
~ Who else will be there?

Exclamation Mark

~ Interjection/surprise/strong emotion
~ What a triumph!
~ I've just about had enough!
~ Wonderful!

Comma

~ separates lists/phrases/words
~ sentence adverbs ('however', 'moreover' etc.)
from the rest of the sentence.

Semi-Colon

~ Longer stop than a comma.
~ Show thoughts on either side of it are balanced and
connected.
~ separates words or items within the list.

Colon

~ Introduces a list/dialogue/definition.

The Dash

~ separates elements within a sentence – long,
dramatic pause.
~ abrupt break in sentence, or a change in thought
~ acts as brackets
~ shows an interruption or hesitancy in speech.

Brackets (Parenthesis)

~ Enclose separate information.

The Apostrophe

~ to show that letters have been left out.
~ to show possession.

Speech Marks

~ indicate quotes (evidence).
~ direct speech
~ indicate slang or foreign phrases.



Punctuation

Punctuate the following sentences:

| | |
|-----|--|
| 1. | leave the room immediately Leave the room immediately! |
| 2. | Roses are red, violets are blue. |
| 3. | we have a lot of trees in our garden they provide plenty of shade |
| 4. | they wanted to know when we would visit them again |
| 5. | the team member the one who was injured was taken to the hospital |
| 6. | If you don't stop that I'll |
| 7. | he started to draw his discussion to an end, and then gazed into space |
| 8. | rhythm refers to the beat or the pattern of stresses that occurs in poetry |
| 9. | we turned on the television but there was nothing to watch |
| 10. | i saw the humour in the play the teacher saw the tragedy |
| 11. | Come here no stay where you are |
| 12. | the main characters in the borrowers are called pod, arriety and homily |

Fill in the appropriate apostrophes. Can you spot any other mistakes?

The class didnt go on the schools trip to the zoo because the school hadn't ordered the company buses. However, the next days activities proceeded as planned. At the bus stop, before entering the zoos gates, the teacher said that students shouldn't get distracted, but that they must write down the animals habits. The students attitude were positive. At the end of the day, the teacher felt that the childrens behaviour and discipline had been excellent.