

How to use this booklet

Each exercise contains an explanation of how to use a type of punctuation and a task to check that you have understood what has been explained. You should neatly write all of your answers in the booklet.

If you do not understand one of the exercises, ask your English teacher for help.

Curriculum for Excellence Experiences and Outcomes

This booklet will help you with a number of skills. In particular, you will be looking at developing the skills found in the following Experiences and Outcomes:

Reading	Through developing my knowledge of context clues, punctuation, grammar and layout, I can read with increasing fluency, understanding and expression. Eng 3-12
Writing	As appropriate to my purpose and type of text, I can punctuate and structure different types of sentences with sufficient accuracy, and arrange these to make meaning clear, showing straightforward relationships between paragraphs. Lit 3-22a
	Throughout the writing process, I can review and edit my writing to ensure that it meets its purpose and communicates meaning at first reading. Lit 3-23a

Exclamation Marks

Exclamation marks are used to mark the end of a sentence which shows a strong emotion such as **joy**:

What a day it has been!

or excitement:

They made it to the finals!

Exclamation marks are often used for brief commands or instructions:

Turn out that light!

Be quiet!

Task 1

Add an exclamation mark to the sentences that need one.

1. I thought it was not at all believable.
2. Unbelievable.
3. That was stupendous.
4. It had been an okay day.
5. She won the race.
6. It was horrific.
7. Close that door.
8. I was wondering if you could keep the noise down a little bit.
9. Keep the noise down.
10. Be quiet.

Now write down 3 sentences that need an exclamation mark:

1. _____

2. _____

3. _____



Question Marks

A **direct question** is something like direct speech where the actual words spoken are written down:

What do you want for pudding?

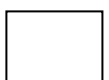
Indirect questions do not use the exact words of a question and so do not need a question mark. The words of the question are reported, as in indirect speech:

The policeman was asked whether he had any clues.

Task 2

Add question marks to the sentences that require them. Think about whether they are **indirect** or **direct** questions.

1. I asked whether she wanted to come
2. What is the matter with you
3. What time is the last train
4. I asked him what the matter was
5. How was your holiday
6. He asked about her health
7. Julie asked Chloe why she had been so late
8. When will you arrive



Colons

A **colon** is used before a list:

The following were nominated for the award: Higgins, Hopkins and Healy.

A **colon** can also be used to show that a **quotation** will follow:

She used the following quotation:
'This too shall pass.'

Task 3

Add colons to the following sentences:

1. He needed four ingredients flour, yeast, milk and eggs.
2. Aladdin remembered the magic words
'Open Sesame!'
3. Our last five games are against the following opposition
Melbourne, Sydney, Adelaide, Perth and Tasmania.

Now write down 3 sentences that need a colon:

1. _____
2. _____
3. _____



Semi-Colons

These definitions are very simplified!

A **semi-colon** is used to separate two closely connected statements which are of equal importance.

They are either in **contrast** or the second one **explains** the first.

e.g. *John is very tall; his sister is very short.* **(contrast)**

John is very tall; he takes after his parents. **(explanation)**

Semi-colons can also be used in lists to separate items of several words.

e.g. *For this recipe I need the following: four steaks; about a quarter-of-an-inch thick; several shallots; some sour cream and some cooking brandy.*

Task 4

Add in the **semi colons** to the following sentences:

1. Craig joined the Army Darren joined the Marines.
2. It was the best of times it was the worst of times.
3. Terry always slept with the light on he was afraid of the dark.
4. Greece is a beautiful country the people are friendly and the beaches are empty.
5. I hate rice pudding dairy products don't agree with me.



The Apostrophe

Possession

We often use an **apostrophe** to show **who something belongs to**. The position of the apostrophe depends on the number of owners. You should put the apostrophe before the 's' if it is singular and put it after the 's' if it is plural.

Examples:

The cat's basket = the basket belonging to the cat. (1 cat)

The cats' basket = the basket belonging to the cats. (more than 1 cat)

Exception to the rule:

Put the **apostrophe** before the 's' if the plural of the word is different from the singular.

Examples:

The child's toys were in a box.

The children's toys were in a box.

Task 5

Add an apostrophe to the following phrases:

1. The dogs bone. (1 dog)
2. The dogs ball. (2 dogs)
3. The girls dresses. (2 girls)
4. The elephants tusks. (1 elephant)
5. The ladys hat.

Contraction

Apostrophes can also be used to abbreviate words. The apostrophe is placed where the missing letters would be.

Examples

Cannot → can't

I am → I'm

Task 6

Use apostrophes to shorten the following words and phrases.

- | | | |
|----------------|---|-------|
| 1. Should have | → | _____ |
| 2. Could not | → | _____ |
| 3. Let us | → | _____ |
| 4. She is | → | _____ |



Inverted Commas

Inverted commas (" ") are used to mark speech. Only the words that have actually been said are placed inside the **inverted commas**.

E.g. *"My name is John," he said.*

He said, "My name is John."

When what is actually said comes before who said it, a comma, an exclamation mark or a question mark is placed before the inverted commas are closed. When what is said comes after who said it, a comma is placed before the inverted commas are opened.

Task 6

Complete the following sentences. Put inverted commas around the words actually said. Add in the necessary commas, question marks and exclamation marks.

1. I need to go to the hospital she moaned.
2. Where is the train station enquired Jason.
3. He shouted go to your room now.
4. Claire asked are you going out tonight.
5. Over here shouted Connor. Sarah replied no, this way.

Single inverted commas (' ') are used for the titles of books, films, songs etc.

Examples:

'Hollyoaks'

'Matilda'

'Jaws'

Task 7

Add **capitals** and **single inverted commas** to the titles below.

1. Did you see coronation street last night?
2. I read the tulip touch by Ann Fine.
3. My mum buys bella magazine every week.

