

Punctuation Entry Level 3

Name: _____

Date: _____

How to Guide

Skills Check

Rate how confident you feel about the skills tested in this section:

Skill	Not a clue!	I know a little	I feel okay with this	I feel quite confident	I feel very confident
Use full stops correctly					
Use question marks correctly					
Use exclamation marks correctly					
Use commas in lists					
Use apostrophes to connect words together					

When you have finished the booklet, use a different colour to mark your confidence levels again.

Punctuation

Introduction

You should always put either a full stop, an exclamation mark or a question mark at the end of every sentence.

You should be able to use commas between items in lists. You should not use commas to connect two ideas together. There are many other uses for commas that you will learn at level 1 and level 2.

There are two types of apostrophes. At entry three you only need to use the type that connects two words together.

If you forget your punctuation, you will lose marks in your exam.

Ending a Sentence

There are three ways to end a sentence:
full stop, exclamation mark or question mark

Question Mark

Questions can start with: *who, when, what, where, why, how, do, could, would*

Do you like chocolate?

Where did you put the files?

Exclamation Mark

Use this for something with a lot of emotion or if someone is shouting.

Be careful!

I've lost my keys!

Full Stop

Use a full stop to end any other statement. It must be a complete thought.

I finish work at ten.

Let's go and get a pizza.

Try it Out

Question 1

Draw an arrow to match the sentence to the right ending.

Which way is the station

?

I can't believe what he did

Why didn't you call yesterday

I had a jacket potato for lunch

!

I paid my car insurance yesterday

Someone stole my bike

.

Did you call Sue

Question 2

Add the right ending to these sentences.

 ? ! .

What time is the meeting

The service was awful

I am off work on Tuesday

I need to send an email to BT

How often do you go to the gym

Would you like some toast

I hate you

It's going to rain tomorrow

Tom's broken his arm

Did you ask Majid for the spare key

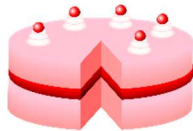
Question 3

Add three full stops and three capital letters to this text.

On Monday, the finance meeting will start at 3pm it will be held in meeting room four there will be five people at the meeting sam will be in charge of the meeting.

Question 4

Write your own sentences.



a) Use the images to help you to write five sentences that end with a question mark.

- 1.
- 2.
- 3.
- 4.
- 5.

b) Use the images to help you to write five sentences that end with an exclamation mark.

1.

2.

3.

4.

5.

c) Use the images to help you to write five sentences that end with a full stop.

1.

2.

3.

4.

5.

Commas for Lists

You use a comma between every item in a list. You don't usually need to use a comma before the final item when you write *and* instead.

Examples

I would like some milk, bread, cheese and butter.

He walked out, looked up, ran away and was never seen again.

Try it Out

Question 5

Add commas into these sentences.

- a) She baked the cake cut it up and served it.
- b) We will have orange juice toast scrambled eggs and coffee.
- c) Our office is very quiet clean and organised.
- d) My house is detached has three bedrooms is near the main street and has a large garden.
- e) In my job I spend most of my time filing updating computer records answering the phone emailing clients and doing general administration.
- f) At Long Eaton Sports Centre you can play badminton go swimming use the gym play squash and visit our café.

Joining Apostrophes

Joining apostrophes are also known as apostrophes of contraction.

You contract words by putting them together.

Examples

Have not → *haven't*

I will → *I'll*

Be careful where you put the apostrophe. It should show where the letter or letters are missing not where the two words meet.

haven't ✓

have'nt ✗

Try it Out

Question 6

Show how these words can be contracted using an apostrophe:

has not

should not

is not

will not

he will

it is

do not

Question 7

Dan has forgotten to put any punctuation into his email. Add any missing punctuation.

Hi Greg

Do you want to go to the cinema tomorrow night I want to see the new
Marvel film Theres a showing at 7.30pm and one at 9pm Let me know what
time you want to go Ill pick you up if you like Kirsty might come as well as she
doesnt have anything else to do tomorrow Do you want to get pizza before
the cinema Its half price tomorrow at Pizza Hut on medium large and extra
large pizzas

Let me know tonight if you want to go

See you soon

Dan