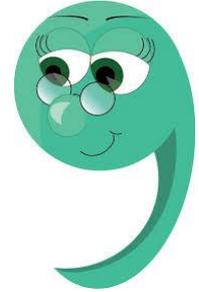


Punctuation Recap



COMMA

- ♥ Used to separate items on a list.

Example

Dad bought pens, books, erasers and glue. (there is no comma before *and*)

- ♥ Shows additional information.

Example

Ronaldo, the famous soccer player, scored the winning goal.

(brackets or dashes can also be used to show additional informational)

- ♥ Placed before and after certain conjunctions.

Example

He went to town, **but** forgot to buy his shoes.

Example: **Nevertheless**, she will make up for her mistake.

- ♥ Used after introductory words in direct speech.

Example

Bill said, "I will meet her."

Joanne asked, "Can I come with?"

- ♥ Used to separate repeated words in a sentence.

Example

Whatever you want to say, say it now.

Rewrite the sentences and fill in the commas. Use a different colour pen for your commas.

A: Add commas to separate items on a list:

1. The queen rewarded her with a gold ring necklace and diamonds.
2. I bought tacos Oreos crisps and coke from the market.
3. The teacher needed pencils pens an eraser and a ruler.
4. The male bird gathered leaves twigs and feathers to make the nest.
5. Sarah Jeremy Maddie and Joe went to Canal Walk.

B: Add commas to show additional information:

6. The teacher who was almost 65 years old went on retirement.
7. The whale the largest mammal in the world got caught in the nets.
8. The whole class even the naughty kids went on a school trip.
9. Michelle the girl with the green eyes won the art competition.
10. Tony the school bully got punished for his behaviour.



INVERTED COMMAS (QUOTATION MARKS/SPEECH MARKS)

- **Used to indicate Direct Speech, i.e. the actual spoken words.**

A comma must appear **before opening the inverted commas.**

The final punctuation mark must appear **before closing with inverted commas.**

Example

Mrs Vogét said, “There is no homework for today.”

- **To quote from a play, story, poem or speech.**

Example

William Shakespeare said, “All the world is a stage.”

- **To show titles.**

Example

Mark Twain’s novel is called, “The Adventures of Tom Sawyer”.

(Here, the full stop appears after the final inverted commas because this is not a quote or direct speech).

Activity: Rewrite the sentences and fill in the inverted commas and other punctuation

1. Come here said Grandma I want to see how much you have grown
2. Is that my bag asked Daniel I thought I’d lost it
3. Run shouted Sally The dog is after us
4. I know what I want for my birthday said Tina A brand new car

You have to add the speech marks in the correct places. It is quite tricky. You’ll probably need to read through the passage several time to work out what each character is saying.

Excuse me, said the man. Can you tell me what the time is? I think it’s about 8 o’clock, replied Graham. I haven’t got my watch on but I remember seeing the time on the town hall clock a few minutes ago. The town hall! said the man. That’s just what I’m looking for. Can you point me in the right direction? Certainly, said Graham. You just go down there past the bank, turn left, go straight on and the town hall will be on your right hand side. Brilliant, said the man, Thanks for your help. That’s okay, said Graham.

COLON

- ⇒ **Introduces a list of items.**

Example

The following are harmful to our planet: pollution, poaching and global warming.

- ⇒ **Introduces a quotation.**

Example

Nelson Mandela said: “It was a long walk to freedom.”

- ⇒ **Used in script writing (dialogue or plays). A colon follows the speaker.**

Example

Jason: Where did you go?

Ben: I went to look for the boat.

Activity: Rewrite the sentences and fill in the colons.

1. I went to the mall it was busy and filled with people.
2. The teacher gave out the directions no talking and listen quietly.

3. I brought my sports equipment to the gym a basketball shorts and water.
4. The food arrived at the table it was delicious and smelled good.

SEMI-COLON

- ♣ Indicates a long pause (shorter than a full stop and longer than a comma).

Example

Paul reached a decision; he will not run away from home.

- ♣ Used to show two opposite ideas.

Example

Paul was lonely; eventually he made friends.

- ♣ May be replaced by a full stop or a conjunction (and, but, so, for, although).

Example

She studied hard for her exam; she had nothing to fear.

Or

She studied hard for her exam **and** had nothing to fear.

BRACKETS (PARENTHESIS)

Used to show additional information in a sentence.

Example

The three men (who were brothers) went to the rugby match.

Commas or dashes can be used instead of brackets.

Example

The old man, who lived on the island, came to visit us.

The tennis match – which was played on Tuesday – was won by Sally Williams.

Activity: Rewrite each sentence placing parentheses in the correct places.

1. My mother likes although I don't know why old folk music.
2. All tiger species especially the South China tiger are endangered.
3. Danny told Shelly can you believe this? that he made an A on the test.
4. Brad Pitt real name: William Bradley Pitt is a famous actor.
5. I wanted to go on Monday my day off! but no one else did.
6. Nelson Mandela former S.A president passed away last year.

HYPHEN

Links two words to form compound words.

Example

ice-cream, well-deserved, etc.

Links prefixes to words.

Example

pre-school, bi-annual, non-toxic, semi-circle, etc.

Used if a prefix ends in a vowel and the word joined to the prefix, begins with the same vowel.

Example

re-examine, co-operate, etc.

**Words that cannot be completed on one line, are linked to the next line with the hyphen.
(NB: The hyphen must be used at a syllable break)**

Example

The kids were always full of **delight
ful** surprises.

Example

The party **contin
ued** until midnight and then **every
body** went home.

Activity:

Example: 37 thirty-seven
80 eighty

1. 73
2. 55
3. 22
4. 49
5. 81
6. 19

Write the correct hyphenation line break for each word below. Remember to include a hyphen.

1. planning
2. telephone
3. pre-Columbian

ELLIPSES

The three ellipses dots indicate that a sentence is incomplete or that something has been omitted.

Example

He walked to the edge of the cliff and...

Example

You'd better give back my money or else...

DASH

The dash and the hyphen look the same, but have different functions separates parts of a sentence and forces us to pause.

Example

There is more to school than just learning – friendships are also to be learned along the way.

- **In order to give additional information, the dash serves the same purpose as the comma or brackets.**

Example

Next week we are going to Cape Town – the friendly city.

- **Separates a comment or afterthought from the rest of the sentence.**

Example

We looked for the dark shadow and it was not to be seen – or so we thought!

Creates a dramatic pause, leading to a climax or anti-climax. Example

I ran to the window, looked out and saw – the cat!

Punctuate the sentences by adding in capital letters, full stops, exclamation marks, question marks and commas.

1. john gray was a policeman
2. he lived in Scotland
3. his dog bobby loved him very much
4. bobby was a little skye terrier
5. he used to accompany john on his patrols
6. john died and was buried in the yard of greyfriars church
7. for fourteen years bobby his faithful friend stayed by his master's grave
8. bobby died in 1872
9. a statue of john gray's faithful friend was made and it still stands today

Add commas to the sentences below. Rewrite the sentences

1. Please remember to buy milk bread and eggs for breakfast.
2. Yes I would like chips with my burger.
3. Marie Curie a Nobel Prize winner was a physical chemist.
4. Cyclones can happen at any time but they are most common between November and April.
5. An insect's body is divided into the head thorax and abdomen.