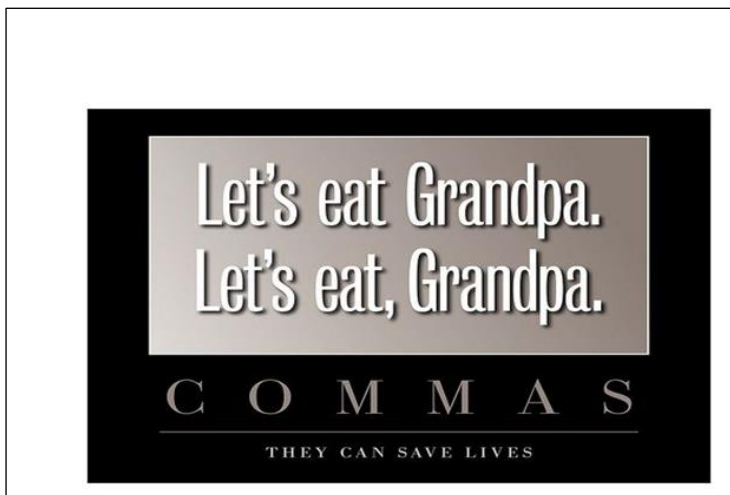




Task: Punctuation . , ‘ ! ? () “ ”

Punctuation is one of the most important parts of written English. It gives meaning to the written word. A mistake in punctuation can express a completely different meaning to the one that is intended.



Complete the following tasks.

Apostrophes

Apostrophes are used to show ownership or omission.

They are NEVER used to indicate a plural.

Task 1: Can you think of as many words as you can that use apostrophes to show omission (when a letter is left out). I have given you your first example

Can't	
Isn't	



Task 2: Put apostrophes in the following 7 statements to indicate ownership.

1. Look! There are Mr. Bakers Ferraris.
2. These are Miss Jukes Jimmy Choos.
3. That cricket players bat has broken...
4. These are Mrs. Jones cakes.
5. Mr. Scarboroughs lessons are always brilliant.
6. I was at James house last night.

There is one exception to this rule.

We do not use an apostrophe with **its** to show ownership; only omission.

Example: The dog chewed its food noisily.

It's = It is

Using Commas and Full Stops ■ ↓

Task 3: Commas. Work out how the meaning of the sentence would change if the comma was deleted.

1. *From the Oxford Dictionary definition of a Panda...*
"Eats, shoots and leaves."
2. *From Harry Potter and the Philosopher's Stone...*
"Harry, is Lord Voldemort..." began Hermione.
"Yes." Answered Harry. "Lord Voldemort is alive."

B. Full Stops.

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1. Take a deep breath and see if you can read to the end of the sentence! **Do you think full stops are an important feature of writing?**

*KS3 Extract from **Skellig** by David Almond:*

I found him in the garage on a Sunday afternoon It was the day after we moved into Falconer Road The winter was ending Mum had said we'd be moving just in time for the spring Nobody else was there Just me The others were inside the house with Doctor Death worrying about the baby He was lying there in the darkness behind the tea chests in the dust and dirt It was as if he'd been there forever He was filthy and pale and dried out and I thought he was dead I couldn't have been more wrong I'd soon begin to see the truth about him that there'd never been another creature like him in the world

Task 4: There are **12** missing full stops. There are **3** missing commas. See if you can find out where they should be and put them in.

*Extract from **A Christmas Carol** by Charles Dickens:*

Once upon a time - of all the good days in the year on Christmas Eve - old Scrooge sat busy in his counting-house It was cold bleak biting weather; foggy withal and he could hear the people in the court outside go wheezing up and down beating their hands upon their breasts and stamping their feet upon the pavement stones to warm them The city clocks had only just gone three but it was quite dark already: it had not been light all day and candles were flaring in the windows of the neighbouring offices like ruddy smears upon the palpable brown air The fog came pouring in at every chink and keyhole and was so dense without that although the court was of the narrowest the houses opposite were mere phantoms To see the dingy cloud come drooping down obscuring everything one might have thought that Nature lived hard by and was brewing on a large scale

Inverted Commas

Inverted commas are used to acknowledge words or phrases that are have a special meaning.

A: *Inverted commas* are sometimes used to acknowledge **the title of a book, play or film**:

- In the play 'Macbeth' by William Shakespeare, Macbeth kills King Duncan.
This helps us tell the difference between the title and the main character.

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- “Have you seen ‘Harry Potter and the Deathly Hallows’ yet?” Mr Baker asked his students in assembly. *This helps us identify the title of the film (otherwise it might have been two films!).*

B: *Inverted commas* can also be used to acknowledge **slang/informal speech** within formal language:

- “I think that it is ‘sic’ and ‘phat’ that the 2012 Olympics are coming to Great Britain” said Mr Scarborough to his GCSE PE class.

C: Finally, ***Inverted commas*** can be used to emphasise (i) **a brief quotation** or (ii) **a cliché**:

- ‘Determination’ isn’t just important because it is an Olympic & Paralympic Value... it’s important if you want to survive in *life*.
- “What do you mean, ‘lost your homework?’ ” asked Mr Daly, reaching for the Bunsen burner.

Task 6: Insert the missing inverted commas: “”

Who deserves the 2010 title of World’s Strongest Man?

Harry Potter looks a lot older in Harry Potter and the Order of the Phoenix.

“Stop pretending you’re some sort of Gangsta and wear your kit properly” said Miss Jukes.

Helpfulness isn’t one of the Olympic and Paralympic values,

but Respect is.



Task 7: Think of another 4 sentences which use inverted commas:

1.

2.

3.

4.



Using question marks. ? When should we use a **Question mark?**

A question mark comes at the end of a question. "What are you doing?" asked Mr Baker

QUESTION WORDS

<p style="text-align: center; font-weight: bold; font-size: 1.2em;">Who?</p>  <p style="text-align: center;">Who is calling? Who will reach the phone first?</p>	<p style="text-align: center; font-weight: bold; font-size: 1.2em;">Where?</p>  <p style="text-align: center;">Where should I go?</p>														
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">When?</p>  <p style="text-align: center;">When can I go on vacation?</p>	<p style="text-align: center; font-weight: bold; font-size: 1.2em;">Why?</p>  <p style="text-align: center;">Why are you angry?</p>														
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">What?</p>  <p style="text-align: center;">What is making that sound?</p>	<p style="text-align: center; font-weight: bold; font-size: 1.2em;">Which?</p>  <p style="text-align: center;">Which dish should I choose?</p>														
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">How?</p>  <p style="text-align: center;">How do I stop the baby from crying?</p>	<p style="font-weight: bold; font-size: 1.2em; color: green;">EXPLANATION</p> <p>I want to know the</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-right: 20px;">Who?</td> <td>Person</td> </tr> <tr> <td>Where?</td> <td>Position, Place</td> </tr> <tr> <td>When?</td> <td>Time, Occasion, Moment</td> </tr> <tr> <td>Why?</td> <td>Reason, Explanation</td> </tr> <tr> <td>What?</td> <td>Specific thing, Object</td> </tr> <tr> <td>Which?</td> <td>Choice, Alternative</td> </tr> <tr> <td>How?</td> <td>Way, Manner, Form</td> </tr> </table>	Who?	Person	Where?	Position, Place	When?	Time, Occasion, Moment	Why?	Reason, Explanation	What?	Specific thing, Object	Which?	Choice, Alternative	How?	Way, Manner, Form
Who?	Person														
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An exclamation mark can be used when someone is excited or shouting or if they are saying something that's strange or surprising.

“I've just seen a flying pig!” exclaimed Mr Daly.

Task 8: Decide whether an exclamation or a question mark should be added to the end of these sentences:

- What is that
- The building is collapsing
- Put that down before I get mad
- Oh no, I've forgotten
- Is the bus going to be late
- What time is it
- Good heavens
- This chocolate tastes disgusting
- Leave him alone
- Can I have toast for breakfast

Task 9: Try sorting the following words from those that might be used with exclamations and those that might be used with questions:

- wonder
- scream
- demand
- cry
- ask
- cheer
- please
- shout
- enquire
- yell
- beg
- roar
- request



Brackets are a very common way of adding extra information to a sentence. ()

Task 10 : Can you insert the brackets into these four sentences?

1. Charles Dickens (1812-1870) was the most popular author of the Victorian era.
2. Steven Gerrard Captain was man of the match against Napoli.
3. Our school The Connaught school got its best exam results ever in August 2010.
4. Steve my best friend has just moved to Scotland

Check your learning:

Punctuation Game

<https://www.topmarks.co.uk/Flash.aspx?e=spelling-grammar05>