

Punctuation



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?
 ~ Is this really little Thomas?

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

Ellipsis

~ indicate that a word/words have been left out.

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.

Punctuate the following sentences:

1.	leave the room immediately
2.	roses are red
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 Ill ill
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 play are Macbeth the tragic hero his wife lady Macbeth banquo his friend macduff who kills Macbeth and Malcolm the heir to the throne

Fill in the appropriate apostrophes:

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 fool around, but that they must write down the animals habits. He would mark the pupils notebooks. The students attitude was positive. At the days end, the teacher felt that the childrens behaviour and discipline had been excellent.