

Punctuation

• Full Stops

are placed at the end of a statement.

eg. *My hat is green.*

? Question Marks

are placed after a question.

eg. *When are you leaving?*

! Exclamation Marks

are placed after a command or used to show surprise or that someone is shouting. eg. *Sit down! Thank you! No!*

, Commas

are used to separate a list or break a sentence into different parts.
eg. *I had cake, pop and jelly. The party, which could have been a disaster, was a great success.*

' Apostrophes

show you that some letters have been taken out to shorten the word.

eg. *do not* becomes 'don't'

show you that something belongs to or is connected with something else.

eg. *Dave's hat*

() Brackets

are used in pairs to separate or add extra information. eg. *I'd hidden Dave's hat (the really old, smelly one) under the bed.*

; Semi-colons

are placed between items in a list.

eg. *I have been to: London, UK; Paris, France; Dublin, Ireland.*

create a longer stop than a comma.

eg. *Everyone knows he is guilty; of course, it can never be proven.*

connect two statements that are balanced, against each other or the opposite of each other.

eg. *I like tea; Dave prefers coffee.*

- Dashes

are used to show a break in the sentence - like brackets. eg. *Dave had all the colours - including gold and silver- that I was looking for.*

“ ” Speech Marks

are placed around speech, quotes and slang. eg. *Dave said "My hat is green."*

: Colons

are placed before a list, before a description or before a definition or explanation.

eg. *He ate everything: sandwiches, pizza, crisps and sausages.*

... Ellipses

are placed where a word/words have been left out. eg. *I thought ...*

Re-write the sentences with the right punctuation

1. put that down immediately
2. the cat is black
3. we have a slide in our yard it is green
4. they wondered when they would see them again
5. the football player the one who had fallen over left the game
6. could you please help me with this
7. he gathered up his books finally it was time to leave
8. hey you over there come here immediately
9. we wanted to go to the cinema but there was nothing good on
10. goldilocks ate daddy bears porridge but it was too hot mummy bears porridge but it was too salty and baby bears porridge which was just right.

Re-write the paragraph below inserting the correct apostrophes

Dave couldnt find his pencil case. He didnt think he would have left it behind at Sarahs house but he decided to check anyway. When he rang Sarahs mum answered and said she hadnt seen the pencil case. She passed the phone to Sarah who checked everywhere. She couldnt find the pencil case anywhere.