

N5 2018 RUE Punctuation checklist

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| **Type** | **Function** | **I know this** |
| ***Exclamation Mark!*** | Shows strength of feeling/ emphasises the writers point  E.g. *We must deal with climate change!* |  |
| ***Question Mark ?*** | To act as a rhetorical question - engaging the reader  Or  To act as a link in the writer’s discussion |  |
| ***Parenthesis ()*** | Is used (like this) to add extra information or examples into a sentence. |  |
| ***Ellipsis …*** | Indicates that information has been left out, possibly to create a pause…like this. Or at the end to leave the reader to consider something. |  |
| ***Dash*** | Is used to add extra information or examples to the end of  a sentence – just like this. |  |
| ***Colon :*** | Will often be used to introduce a list or an Explanation |  |
| ***Semi-colon*** | Will often be used to join two related sentences together.  Coca Cola mainly uses red cans; Pepsi Cola tends to favour the colour blue. |  |
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| **Using your own words means you may have to:** | | |
| **Explain** | Explain what a word or expression in the passage means, or explain the main point the writer is making |  |
| **Justify** | Give the reason for something that happens in the passage |  |
| ***Summarise*** | Reduce or condense the information the passage gives into a number of points |  |
| **Examples of Tone (how the author feels)** | | |
| Sarcastic Ironic Depressed Supportive Pessimistic  Optimistic Angry Disappointed Humorous Gloomy  Concerned Apologetic Disbelieving Doubtful Negative  Bitter Irritated Mocking Scathing Serious  Enthusiastic Hopeful Critical Confused Nostalgic | |  |

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