

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 OrTo 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 PessimisticOptimistic Angry Disappointed Humorous GloomyConcerned Apologetic Disbelieving Doubtful NegativeBitter Irritated Mocking Scathing SeriousEnthusiastic Hopeful Critical Confused Nostalgic  |  |

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