

The Importance of Punctuation

Curriculum References

Rs/E2.4, E3.3	- Use punctuation and capitalisation to aid understanding
Rs/L1.2	- Use punctuation to help understanding
Ws/E2.4	- Use a capital letter for proper nouns
Ws/E2.3, (E3.3)	- Use punctuation correctly e.g. capital letters, full stops, question marks, (exclamation marks).
Ws/L1.3	- Punctuate sentences correctly and use punctuation so that meaning is clear

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THANK YOU

Punctuation - What does it all mean?

Here are some definitions to help you use these different punctuation marks in your writing.

The comma (,)

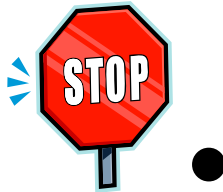


Commas are used whenever a reader ought to take a pause. They are also used to separate words in a list.



He went to the supermarket for some milk, butter, eggs and flour.

The full stop (.)



The full stop is used to show the end of a sentence.

He went to the post office. First, he bought a stamp.



The question mark (?)



This is used to show that a person is asking a direct question.

"What time does the session finish?"



The exclamation mark (!)



These are used to show commands, surprise and for short exclamations.

"Wow! Those fireworks were wicked."



Speech marks (" ")



These are used to show the actual words spoken by someone.

The doctor said, "You need to take antibiotics."



Read the following text

Derek's full. Stop

Derek woke up, went downstairs and ate his cat. His cat was playing in his cereal bowl. In his cereal bowl was his favourite nan. His Nan had bought it him.

On the radio Derek could hear his favourite pop star – his mum. His mum was hoovering up his dad. His dad was smoking the front door. The front door bell went outside.

Outside, Derek could hear talking. It was his sister's coat. It was his sisters. "Coat please Mum," said Tina. Mum said, "Put the cups away out in the garden." Mum said, "Put the cups away." Out in the garden it was raining. People stood out in the street waiting for the arrival of the bus. "Stop dawdling Derek," said Mum, "or you'll be late yesterday." Yesterday Derek had been off school with a cold Dad. Dad said his teacher cried. Dad said his teacher cried out to him at the school gate that Derek had missed a lesson on reading.

- Rewrite the text so that it makes sense.
- Think carefully about full stops, commas and capital letters.
- You will also need to add or remove some of the words.
- Your tutor will give you some paper.

Good Luck!

Task 1

The words in the sentences are jumbled up

- Put them in the correct order
- Use capital letters
- Use full stops

john is / county training / studying at

for three months / attending sessions / regularly / john has
been

he could only read / when he / first arrived / a little english

he has / maths / been learning / english / as well as

very important / english and maths / are / john knows

he wants / in an office / to get a job / in oswestry

Task 2

- Write the correct words in each box

John is at County Training. He has

attending sessions for three months.

When he first arrived he could only

a little English. He been learning

maths as as English. John

English and maths very important. He

wants to get a in an office

Oswestry.

Task 3

- Answer each question correctly

1. Where does John study?

2. How long has he been attending sessions?

3. How much could he read when he first arrived?

4. What has he been learning?

5. What are important to John?

6. Where does he want to work?



Sample answers (others are possible)

Derek's full stop.

Derek woke up, went downstairs and ate. His cat was playing. In his cereal bowl was his favourite. His Nan had bought it for him.

On the radio Derek could hear his favourite pop star. His mum was Hoovering up. His dad was smoking.

The front door bell went. Outside, Derek could hear talking. It was his sister. "Coat please Mum," said Tina. Mum said, "Put the cups away." Out in the garden it was raining.

People stood out in the street waiting for the arrival of the bus. "Stop dawdling Derek," said Mum, "or you'll be late." Yesterday Derek had been off school with a cold. Dad said his teacher cried out to him at the school gate that Derek had missed a lesson on reading.

Tasks 1 and 2

John is studying at County Training.

John has been attending sessions regularly for three months.

When he first arrived he could only read a little English.

He has been learning maths as well as English.

John knows that English and maths are very important.

He wants to get a job in an office in Oswestry.

Task 3

John studies at County Training.

He has been attending sessions for three months.

He could only read a little when he first arrived.

He has been learning maths and English.

Maths and English are very important to John.

He wants to work in an office in Oswestry.