

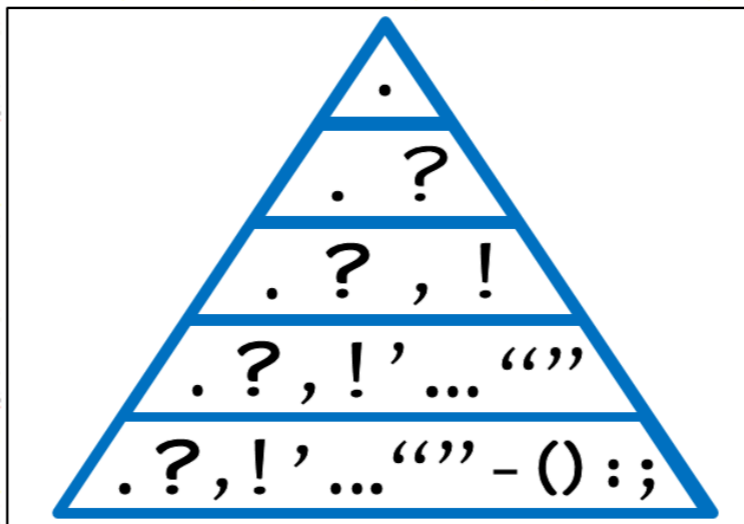
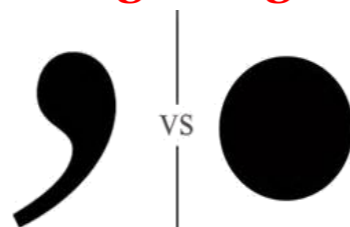
PUNCTUATION

Full Stops and Commas

Full Stops- indicate the end of a sentence. Every sentence either ends with a full stop, exclamation or question mark.

Commas – ‘separate elements within the sentence.’ In other words, they can break the sentence up by making the reader pause.

Don't forget capital letters at the beginning of sentences!



Commas



Use commas to separate words and word groups in a simple series of three or more items.

My estate goes to my husband, son, daughter-in-law, and nephew.

Use a comma to separate two adjectives when the order of the adjectives is interchangeable.

He is a strong, healthy man.

He is a healthy, strong man.

Apostrophe



Apostrophes are used to show ownership or contraction.

- ❖ Mrs **Blake's** classroom. **Ownership**
- ❖ I **didn't** get stuck in traffic this time. **Contraction**

Be careful though...

The English language has *possessive versions* of **who** and **it**:

- ❖ "Who's hat is it?" Means "**Who is** hat is it?"
- ❖ "It's power output is 60 watts." Means "**It is** power output is 60 watts." **X**
- ❖ "Whose hat is it?"
- ❖ "Its maximum power output is 60 watts." **✓**

“ ” Inverted Commas

Inverted commas (sometimes called quotation marks or speech marks) are used to tell the reader that the words inside have been said by a person or character.

- ❖ Use double inverted commas marks for a direct (word-for-word) quotation.

"I hope you will be here," he said.

- ❖ If the quotation comes before he said, she wrote, they reported, Dana insisted, or a similar attribution, end the quoted material with a comma, even if it is only one word.

"I don't care," he said.
"Stop," he said.

Question and Exclamation Marks

Exclamation marks are brilliant!
But when should we use a **Question mark**?



A question mark comes at the end of a question.
"What are you doing?" asked Mr Baker.

An exclamation mark can be used when someone is excited or shouting or if they are saying something that's strange or surprising.

"It's time for break!" exclaimed Mr Daly.