

Punctuation

Read the following definitions before punctuating the sentences.

Full Stop

Marks the end of a complete sentence or statement, *e.g. Ben really likes chocolate cake.*

Question Mark

Used at the end of a direct question, *e.g. What is your favourite colour?*

Exclamation Mark

Indicates surprise, emphasis, strong emotion and sometimes disbelief, *e.g. That's terrible!*

Comma

Separates units of meaning in a sentence, *e.g. I love playing basketball, tennis and badminton.*

Semi-colon

Separates two main clauses that are closely related to each other, but could stand on their own as sentences, *e.g. Heather likes oranges; James likes pears.*

Punctuation

Colon

Comes after a complete sentence to introduce a list, quote or definition, *e.g. You should bring three things: flour, sugar and water.*

Dash

Separates elements within a sentence and indicates emphasis, interruption, or an abrupt change of thought. Can act as brackets or be used in place of the word 'to', *e.g. Could you please try - try your very hardest - to ignore him.*

Ellipsis

Indicates that one or more words are missing, *e.g. Indicates... words are missing.*

Brackets/Parentheses

Enclose additional related information, *e.g. I left you some cake (it's in the fridge.)*

Apostrophe

Indicates possession, or that letters have been left out, *e.g. That's Jerry's book.*

Quotation/Inverted Commas

Indicates quotes, direct speech and slang or foreign phrases, *e.g. "I'm sorry, I simply don't remember," she said.*

Punctuation

Punctuate the following sentences:

1. where have you been all day
2. ill need two things a tent and a sleeping bag
3. i dont believe it
4. youre my friend my very best friend
5. how awful
6. please could you fetch me three apples two pears a peach and a carton of orange juice
7. if you dont stop that immediately im going to
8. dont do that actually never mind
9. move along theres nothing to see the police officer said
10. thomas has five hundred pounds £500
11. come back thats benjamins bike she yelled
12. shenika cant stand fruit cake benny will eat it

Punctuation Answers

Punctuate the following sentences:

1. Where have you been all day?
2. I'll need two things: a tent and a sleeping bag.
3. I don't believe it!
4. You're my friend, my very best friend.
5. How awful!
6. Please could you fetch me: three apples, two pears, a peach and a carton of orange juice.
7. If you don't stop that immediately, I'm going to...
8. Don't do that! Actually, never mind.
9. "Move along, there's nothing to see!" the police officer said.
10. Thomas has five hundred pounds (£500).
11. "Come back, that's Benjamin's bike!" she yelled.
12. Shenika can't stand fruit cake; Benny will eat it.