

G5: Punctuation

Cut out each card following the thick, black line. Then, fold the card along the dotted line to create a double-sided flashcard. You may wish to glue the two halves together or laminate the cards for longevity.

G5.1

Capital Letters

G5.1

Capital letters are used at the beginning of a sentence. They are used to begin proper nouns, for days of the week and for the personal pronoun 'I', e.g.

I have a dog called **Buddy**.
We like to walk around **Manchester** each **Tuesday**.

G5.2

Full Stops

G5.2

A full stop should be used to mark the end of a statement sentence, e.g.
Your dog is noisy.

They can also be used to mark the end of a command sentence, e.g.
Tell your dog to be quiet.

G5.3

Question Marks

G5.3

A question mark should be used to mark the end of a question sentence, e.g.

Is that dog barking?

They can also be used after a question tag, e.g.

That dog is barking, isn't it?

G5.4

G5.4

Exclamation Marks

An exclamation mark should be used at the end of an exclamation sentence, e.g.

What a noisy dog that is!

They can also be used to show strong emotion, excitement or for emphasis, e.g.

Don't do that!

G5.5

G5.5

Commas in Lists

Commas can be used to separate each item in a list, with the exception of the final two items which are usually separated by the conjunction 'and' or the conjunction 'or', e.g.

My dogs are called Buddy, Lucky, Betty and Wendy.

G5.6a

G5.6a

Commas to Clarify Meaning

Commas can be added to a sentence to make the intended meaning clear. The addition of one or more commas can allow the reader to interpret the sentence in a different way, e.g.

Inside the dog was barking.

Inside, the dog was barking.

Hurry up and eat Mum.

Hurry up and eat, Mum.

G5.6b

Commas after Fronted Adverbials

G5.6b

A fronted adverbial is an adverb or an adverbial phrase which is at the beginning of a sentence and has been used to describe the action that follows. A comma is used to separate the fronted adverbial from the subject of the sentence.

Usually, I walk my dog at 5 p.m.
Next Thursday, she will not be walked.

G5.7

Inverted Commas

G5.7

Single or double inverted commas, also sometimes called speech marks, are used to show where the speaker's words begin and end when writing direct speech, e.g.

“Stop that!” yelled Chris.

Single inverted commas may be used to give a quotation or to surround the title of a book when writing about it.

G5.8

Apostrophes

G 5.8

An apostrophe can usually be used to show singular possession by being placed before the letter s or to show plural possession by being placed after the s, e.g.

My dog's toys.

My dogs' toys.

An apostrophe can be used to show where letters have been removed in a contracted form, e.g.

I'll be home late – it's been a busy day.

G5.9

Punctuation for Parenthesis

G5.9

Parenthesis is a word or phrase that can be added into a sentence to give extra information.

The information is contained within a pair of brackets, a pair of dashes or a pair of commas, e.g.

My dog (an old greyhound) loves to sleep.

G5.10

Colons

G5.10

A colon can be used to separate clauses where the second clause explains or follows on from the first, e.g.

I love my dogs: they are fun and cute.

A colon can also be used to introduce a list, e.g.

The price includes the following: food, travel, accommodation and taxes.

G5.11

Semi-Colons

G5.11

A semi-colon can be used instead of a full stop between two main clauses which are closely linked in content, e.g.

My dogs bark often; the noise can be annoying.

Semi-colons can also be used to separate items in a list when the listed points already contain commas.

G5.12

Single Dashes

G5.12

A single dash can be used to show a break in a sentence where a semi-colon or a colon could also have been used, e.g.

I love my dogs – they are fun and cute.

My dogs bark often – the noise can be annoying.

G5.13

Hyphens

G5.13

A hyphen can be used to join two or more words to create compound words or compound adjectives, e.g.

I wore an ill-fitting hand-me-down.

A hyphen can also be used to join some prefixes to some root words, e.g.

I pre-ordered her new book.

G5.14

Bullet Points

G5.14

Bullet points are an organisational device which can be used to clearly present separate pieces of information and to make a list easier to read, e.g.

When we got there, we:

- sat down;
- ordered some lunch;
- had a long conversation.