Perfect Punctuation!

By Mark and Helen Warner

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# Types of Punctuation

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We use commas to separate parts of a sentence.

- The door bell rang, startling Mr. Johnson.
- Jake, realising he was late, started running to school.
- All of a sudden, the cat jumped through the cat flap.
- Yes, that is right.

They are also used to separate items in a list.

Julie went shopping and bought carrots, cauliflower, tomatoes, onions and other food for her family.
Can you finish these sentences, using commas to separate parts of your sentence?

1) While humming to herself ________________________________________________
2) Looking through the telescope ____________________________________________
3) The bell chimed ________________________________________________________
4) Everyone said yes _______________________________________________________
5) A car raced down the road _______________________________________________
6) The balloon floated high into the sky _______________________________________

Can you use commas to separate the items in these lists?

1) David’s favourite colours are red green blue and purple.
2) Emily asked her mum if she could go to the park with Jenny Amy and Martha.
3) The couple wanted to travel to Paris Barcelona Berlin Rome and London.
4) Daffodils roses lilacs and daisies are my favourite flowers.
Exclamation Mark

If you want to make a sentence stronger or more exciting, put an exclamation mark at the end.

- He jumped into the pond!
- I’ve won a million pounds!
- Help! Somebody has stolen my wallet!
- David won an Olympic gold medal!
- The dog chased the postman down the street!

You can also use exclamation marks with commands.

- Stop! Get out of here now!
- Sit down in your chair!
Should these sentences have a full stop or an exclamation mark at the end? Add the correct punctuation to each sentence:

1) Kate walked to the park
2) Win a prize in our latest competition
3) My brother has just jumped in the pond
4) Sarah has just moved in to the house next door
5) Paul jumped up in surprise when the dog barked

Write an exclamation that describes what is happening in these pictures:
A question is a special type of sentence, so use a question mark at the end instead of a full stop.

What is your favourite food?
When would you like to go to London?
How do you feel today?
Brackets are used when the writer wants to add some extra information to a sentence.

Sally *(the girl with the pink shoes)* was really upset!

Tigers are carnivores *(meat eaters)*.

The new term at school starts on Monday *(unfortunately)*.
**Full Stop**

Full stops are used:

1) To mark the end of a sentence.
   
   Kelly skipped along the path.

2) To show when a word has been abbreviated.
   
   Saint Peter’s Road --> St. Peter’s Road

---

**Exclamation Mark**

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He jumped into the pond!
I’ve won a million pounds!

You can also use exclamation marks with commands.

Stop!
Get out now!
Sit down quietly!

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**Question Mark**

A question is a special type of sentence, so use a question mark at the end instead of a full stop.

What is your favourite food?
When would you like to go to London?
How do you feel today?

---

**Capital Letters**

The first word of a sentence begins with a capital letter.

The dog barked at the postman.

Names, titles and dates also start with a capital letter.

Paul Germany Mrs. Jacobs

Don’t forget to use a capital letter for the pronoun ‘I’ too.

---

**Apostrophe**

An apostrophe is used to show where a letter (or more than one letter) has been missed out.

do not --> don’t
I am --> I’m
We will --> We’ll

Apostrophes are also used to show when something belongs to somebody.

Susan’s game
The doctors’ surgery

---

**Inverted Commas**

Inverted commas show words that are spoken.

“What are you doing?” shouted Mr. Stevens.
The policeman said, “I saw Jim steal the chocolate.”
“Can I borrow your coat?” asked the old lady.

---

**Comma**

Commas are used to separate parts of a sentence.

The door bell rang, startling Mr. Johnson.

They are also used to separate items in a list.

My favourite vegetables are carrots, peas, broccoli and potatoes.

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My favourite vegetables are carrots, peas, broccoli and potatoes.
Question
Mark?
Can you use all of these types of punctuation in your writing?

- Full Stop
- Comma
- Exclamation Mark
- Question Mark
- “Speech Marks”
- Apostrophe
- Semi-Colon
- Colon
- (Brackets)
- Ellipsis
- Dash
- Hyphen
- Capital Letters

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it suddenly went dark but why not again shouted molly when will they fix this mollys parents had been calling the electricity company for weeks to get them to deal with the regular power cuts that they were having but nothing had been done yet ill call them again first thing in the morning said mollys mum it wasnt easy finishing homework by candlelight but molly was slowly getting used to it
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Mark and Helen

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