

Readiwriter

Spelling

Series

C

Punctuation Resources

Student Book



PEG Spelling
Team Series
Authors

Student name:

Capital Letters

THINGS TO KNOW

Capital letters are used for:

- the first word in every sentence – Carol likes to train.
- the personal pronoun *I*.
- the first letter in important names of people, places, events and things – Easter Bob Brown Perth Tower of London Blues Festival Green Street

HAVE A GO!

Show which underlined words should begin with a capital letter.



1. i am going to be seven years old in may.

☐ ☐ ☐ ☐

2. My teacher's name is mr henry.

☐ ☐ ☐ ☐

3. stan is going to the christmas party.

☐ ☐ ☐ ☐

Which sentence is correct?



4. ☐ Josh and I live at The Gold Coast.

☐ josh and i live at the gold coast.

☐ Josh and I live at the gold coast.

☐ Josh and i live at The Gold coast.

5. ☐ We are going to see my uncle in the easter Holidays.

☐ we are going to see my Uncle in the Easter Holidays.

☐ We are going to see my Uncle in the Easter holidays.

☐ we are going to see my Uncle in the easter holidays.

STUDENT PAGE

Show which underlined words should begin with a capital letter.



1. Kia lives at 654 Royal street, blackton.

☐ ☐ ☐ ☐

2. Have you seen the fireworks over bega river?

☐ ☐ ☐ ☐

3. We enjoy our days at hart State school.

☐ ☐ ☐ ☐

4. mum and i like to go out for lunch.

☐ ☐ ☐ ☐

Which sentence is correct?



5. ☐ we walked to the cave at jester Park.

☐ We walked to the cave at Jester Park.

☐ We walked to the Cave at jester park.

☐ We walked to the Cave at Jester park.

6. ☐ Des, Donna and Alan are coming over to my house.

☐ Des, Donna and Alan are Coming over to my House.

☐ Des, donna and Alan are coming over to my House.

☐ des, Donna and alan are Coming over to my house.

7. ☐ did you know that I'm going Skating in March?

☐ Did you Know that I'm Going Skating in March?

☐ Did you know that I'm going Skating in March?

☐ Did you know that I'm going skating in March?

Commas

THINGS TO KNOW

A comma is used:

- at the bottom of a line of text to show a short pause when reading.
If you clap once when you get to a comma, it will tell you how long to stop.
- to show lists of items – I had to buy pens, rulers and books.

TRAP

If a listed word has the word *and* before it, there is no need for a comma –
I saw fish, turtles, stingrays and a shark on the boat trip.

HAVE A GO!

Show where the missing comma (,) should go.



1. Megan, Karen__ Paul__ and__ Mary are going to run__ around the park. ☐ ☐ ☐ ☐
2. I will buy__ apples__ oranges__ and grapes__ for our morning tea. ☐ ☐ ☐ ☐
3. I am painting__ my desk__ red, blue__ yellow__ and white. ☐ ☐ ☐ ☐

Which sentence has the correct punctuation?



4. ☐ We saw, birds, kangaroos, snakes, and a lion at the zoo.
☐ We saw birds kangaroos snakes and a lion at the zoo.
☐ We saw birds, kangaroos, snakes and a lion at the zoo.
☐ We saw birds kangaroos, snakes and a lion at the zoo.
5. ☐ Where are Luke, Will and Chad going?
☐ Where are Luke, Will, and Chad going?
☐ Where are Luke Will, and Chad, going?
☐ Where are Luke Will and Chad going?

STUDENT PAGE

Show where the missing comma (,) should go.



1. I went on the swings__ slippery__ slide__ and the sandpit__ at lunch.
☐ ☐ ☐ ☐
2. The mud__ flew all over__ my face__ chest, arms__ and legs.
☐ ☐ ☐ ☐
3. I am painting__ the frame__ red, yellow__ gold, green__ and black.
☐ ☐ ☐ ☐

Which sentence has the correct punctuation?

4. ☐ Rod and Jeff saw ducks, eels and fish in the pond.
☐ Rod and Jeff saw ducks eels, and fish in the pond.
☐ Rod, and Jeff saw ducks, eels and fish in the pond.
☐ Rod and Jeff saw ducks eels and fish in the pond.
5. ☐ Luke took his bucket, spade, and hat to the beach.
☐ Luke took his bucket spade, and hat to the beach.
☐ Luke took his bucket, spade, and hat, to the beach.
☐ Luke took his bucket, spade and hat to the beach.
6. ☐ The boys clapped, cheered, and stamped when the dancing finished.
☐ The boys clapped, cheered and stamped when the dancing finished.
☐ The boys, clapped cheered and stamped when the dancing finished.
☐ The boys, clapped cheered and stamped, when the dancing finished.

Exclamation Marks

THINGS TO KNOW

An exclamation (or shouting) mark is used:

- to make some words important or stand out.
- at the end of a sentence to show anger, surprise, excitement or a strong feeling – Wow! That's great! Help!

TRAP

When you use a question mark at the end of a sentence, you don't need a full stop. The question mark takes the place of the full stop.

HAVE A GO!

Show where the missing exclamation mark (!) should go.



1. __ Leave me __ alone __
☐ ☐ ☐

2. __ Stop __ it now __
☐ ☐ ☐

3. __ This is good __ fun __
☐ ☐ ☐

4. __ Strike __ one __
☐ ☐ ☐

5. __ Go __ away __
☐ ☐ ☐

6. __ I won __ the race __
☐ ☐ ☐

STUDENT PAGE

Which sentence has the correct punctuation?



1. ☐ Where are you picking me up?
☐ Where are you picking me up!
☐ Where? are you picking me up
☐ Where! are you picking me up

2. ☐ Stop? What are you doing there.
☐ Stop! What are you doing there?
☐ Stop? What are you doing there!
☐ Stop! What are you doing there.

3. ☐ It's my birthday? today
☐ It's my! birthday today
☐ It's my birthday today?
☐ It's my birthday today!

4. ☐ Wow? Did you do that yourself?
☐ Wow! Did you do that yourself!
☐ Wow! Did you do that yourself?
☐ Wow? Did you do that yourself?

5. ☐ Could you please help me!
☐ Could you please help me?
☐ Could you? please help me!
☐ Could! you please help me

Full Stops

THINGS TO KNOW

- Full stops are used at the end of most sentences except for questions (?) and exclamations (!).
- Re-reading and reading-on strategies are often used to work out where full stops go so that the text makes sense.

TRAP

When there are too many joining words to form a long sentence, full stops may be put in their place so that the text makes sense.

Incorrect: I went to see my friend and we went to the park and it was a long trip and we were tired.

Correct: We drove to the beach. It was a long trip. We were tired.

or We drove to the beach. It was a long trip and we were tired.

HAVE A GO!

Which sentence is correct?



- ☐ We swam under the water and we saw fish and they were beautiful.
☐ We swam under the water and we saw fish. They were beautiful.
☐ We swam under. The water we saw fish and they were beautiful.
☐ We swam. Under the water and we saw fish. They were beautiful.
- ☐ I had mud all over me. I washed it off. My clothes were dirty.
☐ I had mud all. Over me and I washed it off and my clothes were dirty.
☐ I had mud all over me and I washed it off and my clothes were dirty.
☐ I had mud all over me. I washed it off and my clothes were dirty.
- ☐ I slowly got up then I got dressed. And I had my breakfast.
☐ I slowly got up then I got dressed then I had my breakfast.
☐ I slowly got up then I got dressed and I had my breakfast.
☐ I slowly got up. I got dressed and I had my breakfast.

STUDENT PAGE



Which sentence is correct?

1. ☐ I fell. Into Mrs Arden's garden and landed on her roses.
☐ I fell into Mrs Arden's Garden. And landed on her roses.
☐ I fell into mrs Arden's garden and landed. On her roses.
☐ I fell into Mrs Arden's garden and landed on her roses.

2. ☐ Kim saw a snake so she ran. Away very quickly she was scared.
☐ Kim saw a snake. So she ran away very quickly she was scared.
☐ Kim saw a snake so she ran away very quickly. She was scared.
☐ Kim saw a snake so she ran away very quickly she was scared.

3. ☐ I want to go on a plane. I would look down at the clouds. It would be fun.
☐ I want to go. On a plane I would look down. At the clouds it would be fun.
☐ I want to go on a plane. I would look down at the clouds it would be fun.
☐ I want to go on a plane I would look down at the clouds. It would be fun.

4. ☐ My puppy is very cute and it is brown and fluffy.
☐ My puppy is very cute. It is brown and fluffy.
☐ My puppy is very cute it is brown. And fluffy.
☐ My puppy. Is very cute it is brown and fluffy.

5. ☐ I ate my cake quickly. Some of it fell on the floor and on my lap.
☐ I ate my cake. Quickly some of it fell on the floor and on my lap.
☐ I ate my cake quickly. Some of it fell on the floor. And on my lap.
☐ I ate. My cake quickly some of it fell. On the floor and on my lap.

Question Marks

THINGS TO KNOW

- Question marks are used at the end of a sentence to show that a question is being asked.
- Questions often begin with words such as *who what where when why which* and *how*.
- Questions require answers most of the time.

TRAP

When you use a question mark at the end of the sentence, you don't need a full stop. The question mark takes the place of the full stop – What time is it?

HAVE A GO!

Show where the missing question mark (?) should go.



1. When ☐ does ☐ the bus leave ☐

2. ☐ What ☐ sort of bird is it ☐

3. Where ☐ is the ☐ show ☐

4. ☐ Why ☐ are you crying ☐

5. How ☐ are you ☐

6. Do ☐ you know where ☐ to go ☐