

Readiwriter

Spelling

Series

D

Punctuation Resources

Student Book



PEG Spelling
Team Series
Authors

Student name:

Apostrophes

THINGS TO KNOW

- An apostrophe is used:
 - in a contraction to show one or more letters have been left out.
For example: wasn't means "was not". In this case the letter "o" has been omitted.
 - to show ownership with nouns, the apostrophe says "of" or "belonging to".
For example: the dog's tail = the tail of the dog or the tail belonging to the dog.

Consider whether there are one or more owners. This consideration also determines where the apostrophe will be placed.

- The simplest rule to learn is: When something is owned, insert the apostrophe after the last letter of the owner.
 - If there is one owner, the apostrophe is placed between the noun and "s".
For example: the dog's tail the girl's score the teacher's room.
 - If there is more than one owner, the apostrophe is placed after the "s".
For example: the dogs' tails the girls' scores the teachers' rooms.

TRAP

- * An apostrophe is also added to any personal name ending in "s".
For example: Miss Harris's books Moses's shoes.
- * Possessive pronouns ending in the letter "s" do not need an apostrophe.
For example: hers its his yours.
- * The word "its" is a contraction meaning "it is"; it is not a possessive. Look at this example: Its tail was long and bushy. (No apostrophe was needed to show that "it" owns the tail.)
- * A common mistake is to confuse plurals with possession.
For example: ponies (plural and no apostrophe) and pony's tail (singular possessive).

HAVE A GO! – Apostrophes

Show where the missing apostrophe (') should go.

1. May I borrow Frank__s__pen__?
 ○ ○ ○
2. Please take these book__s back to Kim__s__house.
 ○ ○ ○
3. Did you see Chris__s__new shirt__s?
 ○ ○ ○
4. That kitten is Janet__and Bob__s.
 ○ ○
5. It__s__about to build it__s__nest.
 ○ ○ ○ ○

Commas

THINGS TO KNOW

- A comma is used to indicate a short pause when reading:
 - to separate items in a list.
For example:
I had to buy pears, grapes, apples and oranges.
 - to separate two or more adjectives describing a noun.
For example:
The wild, grey and dangerous sea roared in the storm.
 - to separate two or more adverbs describing a verb.
For example:
Bob crawled quietly, painfully and shakily out of the cave.
 - to make sentences clearer to the reader by separating parts of the sentence.
For example:
Our new teacher, Mrs O'Connor, smiled warmly at us.
 - in direct speech (the words are spoken aloud) when:
 - the spoken words are statements.
For example: "I'm going home now," I said.
 - the statement is separated by words used to explain direct speech.
The spoken words are separated by commas.
For example:
"I'm in a hurry now," I explained, "but I'll see you soon."

TRAP

- * A comma is not needed at the end of direct speech if an exclamation or question mark is included.
- * If a listed item has the word "and" before it, there is no need for a comma:
For example: I saw fish, turtles, stingrays and a shark on the boat trip.

TEST 9: QUESTION MARKS, EXCLAMATION MARKS AND COMMAS



Which sentence has the correct punctuation?

- Pat asked, "When are we going home?"
 Pat asked" When are we going home?"
 Pat asked?" When are we going home"
- "Are you feeling all right" Grandma asked?
 "Are you feeling all right?" Grandma asked?
 "Are you feeling all right?" Grandma asked.
- "What's on TV tonight?" Josh asked?
 "What's on TV tonight," Josh asked.
 "What's on TV tonight?" Josh asked.
- "I've won! the lottery" the woman screamed.
 "I've won the lottery!" the woman screamed.
 "I've won the lottery," the woman screamed!
- The fireman ordered! "Get out of the building now."
 The fireman ordered, "Get out of the building now,"
 The fireman ordered, "Get out of the building now!"



Show where the missing comma (,) should go.

- "I'm going home__for dinner now__"__he said.
- The waves__were__blue__calm__and__inviting.
- I took my book__towel__and__sunglasses__to the beach.



Show where two missing commas (,) should go.

- The forest__so quiet__and still__is a great place__to relax.
- The desert was__barren__hot__dry__and__harsh all year round.

Exclamation Marks

THINGS TO KNOW

- An exclamation (or shouting) mark is used:
 - to stress the importance of words in a sentence
 - at the end of a sentence or direct speech to show high volume, strong feeling or emotion such as anger, excitement, surprise or disappointment.For example: Help! That's great! Oh No! Wow!

TRAP

* When an exclamation mark is used in direct speech, it is placed straight after the "exclaimed" words.

For example: "Australia is winning!" the coach yelled.

HAVE A GO! – Exclamation Marks

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

1. "That's wonderful__"__she exclaimed__

○ ○ ○

2. Stop__that__right now__

○ ○ ○

3. "Throw it here__"__the pitcher shouted__

○ ○ ○

4. I ordered__, __"Come here__"__

○ ○ ○ ○

5. "Ring__the ambulance__"__she called out__

○ ○ ○ ○

6. "Look out__There's a snake on the path__"__he yelled.

○ ○ ○ ○

Full Stops

THINGS TO KNOW

- Full stops are used at the end of most sentences (except for questions and exclamations.)

TRAP

* Overusing the same joining words (connectives) will form a long sentence. Full stops or different connectives can be inserted in place of the connectives. Here is an example of overuse of the same joining words:

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

By inserting full stops and other connectives, it becomes: I went to see my friend. We went to the park. It was a long trip. We were tired.

HINT

* Re-reading is a strategy to work out where full stops may be inserted so that the text makes sense.

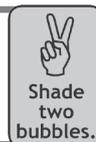
HAVE A GO! – Full Stops

Which sentence has the correct punctuation?



- I need to buy some grapes, apples and bananas. I hope I have enough money.
 I need to buy some grapes. Apples and bananas I hope I have enough money.
 i need to buy some grapes, apples and. Bananas I hope I have enough money.
 I need to buy some grapes apples and bananas I hope. I have enough money.
- i am so tired. I can hardly keep my eyes open I will sleep well tonight.
 I am so tired I can hardly keep my eyes open and I will sleep well tonight.
 I am so tired. I can hardly keep my eyes open. I will sleep well tonight.
 I am so tired I can hardly. keep my eyes open and I will sleep well tonight.
- that music is too loud and it's hurting my ears.
 That music is too loud. It's hurting my ears.
 That music. is too loud It's hurting my ears.
 That music. Is too loud it's hurting my ears.

TEST 8: CAPITAL LETTERS AND FULL STOPS



Show which two words should begin with a capital letter.

1. Jack smith and his friend went to perth last November by plane.

2. The rock star sang to a large crowd at green park.

3. jan bought balloons, streamers and sparklers to john's birthday party.

4. "can you please drive me to school?" i asked.

5. Jenny said, "please take this to Royal parade."

Which sentence has the correct punctuation?

6. When we go to cairns. Next year I'm going rafting it will be exciting.

when we go to Cairns. next year I'm going rafting and it will be exciting.

When we go to Cairns next year I'm going rafting. It will be exciting.

when we go to cairns next year I'm going rafting. and it will be exciting.

7. I feel sick today my throat burns. and my eyes sting. I'm going to bed.

i feel sick today. My throat burns and my eyes sting. i'm going to bed.

i feel sick today my throat. burns and my eyes sting I'm going to bed.

I feel sick today. My throat burns and my eyes sting. I'm going to bed.

TEST 8: CAPITAL LETTERS AND FULL STOPS (continued)



Which sentence has the correct punctuation?

8. Jo, Shane and David are going to watch the football. It should be a close game.
- Jo, shane and david are going to watch the football and it should be a close game.
- Jo, shane and David are going to watch the football. It should be a close game.
- Jo, Shane and David are going to watch the football and it should be a close game.
9. My little brother plays baseball. I went to watch him play. he hit a home run
- My little brother plays baseball and I went to watch him play and he hit a home run.
- My little brother plays baseball. I went to watch him play. He hit a home run.
- My little brother plays baseball. i went to watch him play and he hit a home run.
10. My dog loves to eat bones he buries them in the garden Later he digs them up.
- My dog loves to eat bones. He buries them in the garden. Later he digs them up
- My dog loves to eat bones. he buries them in the garden. Later he digs them up.
- My dog loves to eat bones and he buries them in the garden and later he digs them up.

Question Marks

THINGS TO KNOW

- Question marks are used at the end of a sentence to show that a question is being asked. Answers are normally required. Questions often begin with these words: who, what, where, when, why, which and how.

TRAP

*A question mark can be used at the end of direct speech or the “spoken” part of a sentence. In this example a full stop is also used to indicate the end of the written sentence: “What time is it?” he asked.

HAVE A GO! – Question Marks

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



1. “Should I turn left ___ or right at ___ the lights ___” ___ Pam asked.

2. ___ What ___ colour is your car ___

3. ___ Matt asked ___, ___ “Can you run faster than me ___”

4. When ___ will my present ___ get here ___

5. “ ___ who is making ___ all that noise ___” Mum yelled.

6. The teacher asked the class, ___ “Who is away ___ today ___”

Speech Marks

THINGS TO KNOW

- Speech marks (“ ”) are placed around direct speech.
- The words that are spoken (underlined here) are found between the speech marks: “I want to go home now,” she said.
- At the end of direct speech, the speech mark is placed after the punctuation mark. This punctuation mark may be either a full stop, comma, question mark or exclamation mark.

For example:

“Stop!” he shouted.

“Why are you doing that?” I asked.

She said, “I am not going with you.”

TRAP

* Speech marks are not used in indirect speech.

For example: The girl asked why they weren't allowed to go to the park. (The girl's actual words are not included so no speech marks are necessary.)

HAVE A GO! – Speech Marks

Show where the missing speech marks (“ ”) should go.



1. __ Can you __ please help me __ ? __ I asked.

2. She answered __, __ No thanks. __ I don't like it __. __

3. “I can't do it __, __ said Don __, __ because it's too high.”

4. __ I'm not going there __ ! __ Henry shouted.

5. Dad warned __ us that the rocks __ were slippery __. __

TEST 10: APOSTROPHES AND SPEECH MARKS

Show where the missing apostrophe (') should go.



1. I hope it is__n__t__going to rain when we go to the beach.

2. Are they Russ__s__thing__s or your__s?

3. I__ll__get i__ll if I eat all of that!

4. Mum doe__s__n__t think you should go.

5. I think it__s__going to build it__s__burrow in the river bank.

Show where the missing speech marks (" ") should go.



6. __I don't want to go home now,__the little girl cried__.

7. Mr Green__said__that__he liked oranges__.

8. David shouted__,__Yes! I'd love to go.__

9. "Yes please__,__Gail said.__I would like some."

10. "I don't understand__,__Sophie replied,__why__you won't come with me."