

Readiwriter

Spelling

Series



# Punctuation Resources

Student Book



PEG Spelling  
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Authors

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# Apostrophes

## THINGS TO KNOW

- An apostrophe is used:
  - in a contraction to show one or more letters have been left out – *wasn't* means *was not* (the letter *o* has been omitted).
  - to show ownership with nouns. The apostrophe means *of* or *belonging to* – *The dog's tail* means *the tail of the dog* or *the tail belonging to the dog*.
- You also need to consider whether there are one or more owners. This consideration tells us 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. For example:
  - If there is *one* owner, the apostrophe is placed *between the noun and the s* – the girl's score the teacher's room
  - If there is *more than one* owner, the apostrophe is placed *after the s* – the girls' scores the teachers' rooms

## TRAP

- If two or more nouns share ownership, the last owner has an apostrophe – Ben and Jenny's house.
- If there are two or more owners with each having possession, each owner has an apostrophe – the dog's and cat's collars (if one dog and one cat) the dogs' and cats' collars (if more than one dog and one cat)
- An apostrophe is also added to any personal name ending in *s* – Miss Harris's books Moses's shoes
- Possessive pronouns ending in the letter *s* do not need an apostrophe – hers its his yours.
- The word *it's* is a contraction meaning *it is*. It is not a possessive – *Its* tail was long and bushy. (no apostrophe needed to show that it owns the tail)
- A common mistake is to confuse plurals with possession – two ponies (plural, no apostrophe) pony's tail (possessive)

## HAVE A GO!

Show where the missing apostrophe ( ' ) should go.



1. I do not know where Ian \_\_s\_\_ car \_\_ is in the car park.

○ ○ ○

2. Bob \_\_ and Jo \_\_s\_\_ stereo need \_\_s to be fixed.

○ ○ ○ ○

3. That book is not your \_\_s, it is Harry \_\_s. \_\_

○ ○ ○

## STUDENT PRACTICE



Which sentence uses the apostrophe ( ' ) correctly?

1.  This is Lizzes book, not yours.  
 This is Lizzes book, not your's.  
 This is Liz's book, not your's.  
 This is Liz's book, not yours.
2.  That lady's going to meet the other ladies at the bookshop.  
 That ladies going to meet the other laidies' at the bookshop.  
 That ladys' going to meet the other lady's at the bookshop.  
 That lady's going to meet the other lady's at the bookshop.
3.  Shed better clean up the she'd quickly.  
 She'd better clean up the shed quickly.  
 Shed' better clean up the she'd quickly.  
 She'de better clean up the shed' quickly.



Show which option has the correct punctuation?

4.  "That truck is Ken and Marty's," replied Ron.  
 That truck is Ken' and Marty's," Replied Ron.  
 "That truck is Kens and Martys," replied Ron.  
 That truck is Ken's and Marty's replied Ron.
5.  What time is Marks game! I asked.  
 "What time is Marks' game?" I asked  
 "What time is Mark's game?" I asked.  
 What time is Marks game? I asked.
6.  Happy Birthday!" I shouted.  
 "Happy birthday," I shouted!  
 "happy birthday!" I shouted.  
 "Happy birthday!" I shouted.

# Capital Letters

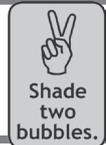
## THINGS TO KNOW

Capital letters are used for:

- the first word in every sentence – Carol likes sports training.
- the personal pronoun *I* – including contractions such as *I've I'm*
- the beginning word of direct speech – “I want to go home!” Ben yelled.
- many headings – Description Contents
- showing abbreviations – Vic RACQ Ave QANTAS
- the first letter for important names of people, places, events and things – Bob Brown Perth Easter Blues Festival Tower of London
- the main words in titles for people, books, movies, plays, television shows – Lord of the Rings Duke of Edinburgh Sound of Music

## HAVE A GO!

Which two words should begin with a capital letter?



1. I'm inviting jeff Joseph Sue and Ivan to my birthday party on sunday.

2. my teacher is going to Sydney in the easter holidays.

3. sandy whispered, "this place is really scary."

4. Prince william will be coming to Australia next june.

5. He asked, "where does michael go on Wednesdays?"

6. The "wind in the willows" is a very popular children's book.

# Commas

## THINGS TO KNOW

A comma is used:

- at the base line of text to indicate a short pause when reading. \_\_ , \_\_
- to separate lists of items – I had to buy pens, rulers and books.
- to separate two or more adjectives describing a noun – Those children were polite, friendly and helpful.
- to separate two or more adverbs describing a verb – He looked carefully, cautiously but very quickly at the problem ahead.
- to make sentences clearer to the reader by separating parts of the sentence – Our dance teacher, Mrs Handy, works us hard!
- in direct speech when the spoken words are statements – “I’ve had enough,” I said.

## TRAP

- No comma is needed at the end of direct speech if an exclamation or question mark is included – “Why?” I asked. “Stop!” Anne shouted.
- If a listed item 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. The colours on the flag are \_\_ red \_\_ green \_\_ and \_\_ gold.
2. Last night I \_\_ listened to my favourite \_\_ CD \_\_ Danny \_\_ Dinosaur.
3. The little girl \_\_ answered \_\_ “ \_\_ I live in Greengate. \_\_ ”
4. I bought \_\_ a juicy lettuce \_\_ two tomatoes \_\_ and a red onion \_\_ for the salad.
5. I asked her \_\_ “ \_\_ What is your dog’s name \_\_ ”

# 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 –  
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 – “That’s amazing! How did you do that?” Josh demanded.

## HAVE A GO!

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



1. “Excellent\_\_ When are we leaving\_\_” \_\_Nola asked\_\_

2. “Look out\_\_” \_\_the little boy yelled\_\_

3. He screamed\_\_ “The storm is coming\_\_” \_\_

4. “This is disgusting\_\_” \_\_Ingrid shouted\_\_

5. Vera cried\_\_ “Stop\_\_ the car\_\_ I don’t feel well\_\_”

6. “That’s fantastic\_\_ I’m so proud you won the big race\_\_” said Mum\_\_

# Question Marks and Exclamation Marks

## STUDENT PRACTICE

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



1. How  do you  know
2. What  is your name  My name is Eva
3. I'm ready  Can  we go now

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



4. That's great  I couldn't  believe  my eyes.
5. Wow  That's the best kick  I've seen in the game
6. Is anyone there  Help  me

Which option has the correct punctuation?



7.  "When will it start?" I asked Jim.  
 "When will it start?" I asked Jim!  
 "When will it start!" I asked Jim.  
 "When will it start," I asked Jim.
8.  "Ready, set! Go" the starter yelled!  
 "Ready, set, go?" the starter yelled.  
 "Ready! Set, go," the starter yelled?  
 "Ready, set, go!" the starter yelled.
9.  "Oh, no. Is our homework due today?" Sandy whispered.  
 "Oh, no! Is our homework due today," Sandy whispered?  
 "Oh, no? Is our homework due today!" Sandy whispered.  
 "Oh, no! Is our homework due today?" Sandy whispered.

## 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 may be inserted so that the text makes sense.

### TRAP

When there is an overuse of **joining** words (connectives) to form a long sentence, full stops may be inserted 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: I went to see my friend. We went to the park. It was a long trip. We were tired.  
I went to see my friend. We went to the park. It was a long trip and we were tired.

### HAVE A GO!

Which sentence has the correct punctuation?



1.  "Please help me!" john begged.  
 "please help me!" John begged.  
 "please help me!" john begged.  
 "Please help me!" John begged.
2.  My family went fishing in our boat yesterday we caught eight fish.  
 my family went fishing in our boat. Yesterday we caught eight fish.  
 My family went fishing in our boat yesterday. We caught eight fish.  
 My family went fishing in our boat Yesterday we caught eight fish.
3.  Fred loved Alma Park Zoo. He enjoyed seeing the animals.  
 Fred loved alma park zoo he enjoyed seeing the Animals.  
 Fred loved Alma park zoo. He enjoyed seeing the animals.  
 fred loved Alma Park zoo he enjoyed. Seeing the Animals.

## STUDENT PRACTICE



**Which two words should begin with a capital letter?**

1. Prince charles is flying to Australia in may this year.

2. My teacher's name is miss robinson.

3. I am going to see Lord of the rings on saturday.

4. Jill is flying to perth on united Airlines this afternoon.

5. "why are you going to England?" gail asked.



**Which sentence has the correct punctuation?**

6.  Frank goes to Hamilton State School. He is in Year Five.

frank goes to Hamilton state school he is in year five.

Frank goes to hamilton. State School he is in Year five.

Frank goes to Hamilton State school he is in year five.

7.  I am catching the train to cairns on Tuesday. it is a long trip.

i am catching the Train. to cairns on Tuesday it is a long trip.

I am catching the train to cairns on tuesday. It is a long trip.

I am catching the train to Cairns on Tuesday. It is a long trip.

8.  We live at 34 Blackburn Street, Towersman.

9.  I am going skiing at thredbo this September I have never seen snow before.

I am going Skiing at Thredbo. this September I have never seen Snow before.

I am going skiing at Thredbo this September. I have never seen snow before.

I am going skiing at Thredbo this september I have. Never seen snow before.

## 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*.
- Answers are normally required.

### TRAP

A question mark is used in direct speech directly after a question has been asked. In this case, a full stop is used to indicate the end of the sentence – “What time is it?” he asked.

### HAVE A GO!

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



1. Where  did my ball go
2. “Why did you do that ” Jeanne asked
3. Ben enquired,  “ When does the bus leave ”
4. “How did you work that out ”  the teacher asked
5. “Do you know  the way  to the beach ” she asked.
6. How many chocolates  are there still  in the box
7. “When will you  get here ” Sergio asked



## STUDENT PRACTICE

Where does the missing comma ( , ) go?



1. Feeling  very scared  the little girl  closed her eyes.
2. Finally  we arrived  home
3. Jim, John  Jill  and  Jack are coming over to our house.

Which option completes the sentence correctly?



4. I am painting my page \_\_\_\_\_.  
 red, yellow, blue, white.  
 red, yellow and blue and white.  
 red, yellow, blue and white.  
 red, yellow, blue, and white.
5. The boy asked, \_\_\_\_\_.  
 "how many pens do you want?"  
 how many pens do you want!  
 "How many pens do you want?"  
 How many pens do you want?

Which sentence has the correct punctuation?



6.  Alan, who was the shortest, had to line up first.  
 Alan who was the shortest, had to line up first.  
 Alan who was the shortest had to line up, first.  
 Alan who was the shortest, had to line up first.
7.  "I'll go first? Tim said.  
 I'll go first Tim said.  
 "I'll go first," Tim said.  
 "I'll go first"? Tim said.