

Readiwriter

Spelling

Series



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. (Refer also to the section "Contractions".)
 - to show ownership with nouns. When indicating ownership, 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.

THINGS TO KNOW

- 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.

HINT

- * 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.

TRAP

- * 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 (possessive).

HAVE A GO! – Apostrophes

Show where the missing apostrophe (') should go.



1. May I sit on Sue s chair ?
2. Please take it to the teacher s staffroom.
3. All of Nick s book s were wet from the rain.
4. I am going out on Paul and John s boat this weekend.
5. It s going to flap it s wings now.

Capital letters

THINGS TO KNOW

- Capital letters are used for:
 - the first word in every sentence
 - the first letter in the names of people, places, events and things
 - the personal pronoun “I” including the contractions: I’ve I’m I’d.
 - the main words in titles.
people books movies plays television show titles.
 - the beginning word of direct speech
 - many headings.

HAVE A GO! – Capital Letters

Which two words should begin with a capital letter?



1. “The lion King” is the name of jan’s favourite movie.

2. sophie is going to the christmas concert on the 6th of December.

3. Queen elizabeth met the swimming team at buckingham Palace.

4. “please don’t go on monday,” he said quietly.

TEST 9: QUESTION MARKS, EXCLAMATION MARKS AND COMMAS



Show which sentence has the correct punctuation.

- Jill asked, "When are we going to the hospital?"
 Jill asked "When are we going to the hospital?"
 Jill asked? "When are we going to the hospital."
- "What's wrong with you" the lady asked?
 "What's wrong with you?" the lady asked?
 "What's wrong with you?" the lady asked.
- "Why did you do that?" I asked.
 "Why did you do that," I asked?
 "why did you do that that?" I asked.



Show which sentence has the correct punctuation.

- "It's a dream come true!" I screamed.
 "It's a dream come true" I screamed!
 "It's a dream come true"! i screamed.
- The policeman yelled, "get out of the building quickly!"
 The policeman yelled, "Get out of the building quickly!"
 The policeman yelled! "get out of the building quickly!"



Show where the missing comma (,) should go in each sentence.

- The river ran around the rocks through the marshes and down the cliff.
- "I don't like it here " I complained.
- Kylie Jessica and Mike rode on their bikes after school.



Show where two missing commas (,) should go in each sentence.

- Newtown the finalists from last year were losing at half time.
- Liz who is always loud was asked to keep her voice down.

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, how.

TRAP

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

Exclamation Marks

THINGS TO KNOW

- An exclamation (or shouting) mark (!) is used:
 - to stress the importance of words within a bracket.
 - 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 now winning!” the coach yelled.

HAVE A GO! – Question Marks and Exclamation Marks

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

1. How do we know what to do

2. He asked , “Why did you do that ”

3. “Where did you leave the keys ” Mrs Thomas called

1. “That’s wonderful ” she exclaimed

2. Stop that right now

3. “Throw it here ” the pitcher shouted

4. I ordered , “Come here ”



Full Stops

THINGS TO KNOW

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

TRAP

* When there is an overuse of joining words (connectives) to form a long sentence, full stops should often be inserted in place of the connectives. Here is an example of overuse of 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, it becomes: I went to see my friend. We went to the park. It was a long trip. We were tired.

HINT

* Re-reading and reading on strategies are often used 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?



- The baby was cute. and she smiled a lot and she made funny noises.
 The baby was cute. She smiled a lot and made funny noises.
 The baby was cute she smiled a lot. And she made funny noises.
 The baby was cute and she smiled. A lot and she made funny noises.
- We went on the dodgem cars and lots of rides. My favourite was the roller coaster.
 We went on the dodgem cars and lots of rides. And my favourite was the roller coaster.
 We went on the dodgem cars and lots of rides my favourite. Was the roller coaster.
 We went on the dodgem cars. And lots of rides my favourite was the roller coaster.
- The test was on Friday I studied hard for it. Hope I did well.
 The test was on Friday I studied hard for it and hope I did well.
 The test was on Friday. And I studied hard for it and I hope I did well.
 The test was on Friday. I studied hard for it and hope I did well.

TEST 8: CAPITAL LETTERS AND FULL STOPS



Show which two words should begin with a capital letter.

1. Karen brown and her son went to Sydney last june by train.
2. The policeman drove his car along myer street towards the city.
3. I bought some magnums, chips and soft drink for the christmas party.
4. "are you going in September or october?" I asked.
5. fred complained, "it's too hot in here!"
6. Greg drove over the Gateway bridge and along canter Terrace until he found the library.
7. On Sunday, the 9 december we are going to McDonalds for rob's birthday party.
8. Are you flying with qantas to bali for your holidays?
9. april and Pete went to the Royal Pines hospital to see their sick friend.
10. I can't believe the mess that storm left along black Street at firegrove.



Which sentence has the correct punctuation?

11. We're off to new zealand next july i would love to go sky diving. when we are in Queenstown
- We're off to New Zealand next july and I would love to go sky diving when we are in queenstown.
- We're off to New Zealand next July. I would love to go sky diving when we are in Queenstown.
- We're off to New zealand next July and. I would love to go sky diving when we are in Queenstown.

TEST 8: CAPITAL LETTERS AND FULL STOPS (continued)

12. jane and I are going to see nemo tonight and it will be great fun and I can hardly wait.
- Jane and I are going to see Nemo tonight. It will be great fun. and i can hardly wait.
- Jane and I are going to see Nemo tonight and it will be great fun and I can hardly wait.
- Jane and I are going to see Nemo tonight. It will be great fun. I can hardly wait.
13. I am so hungry. I could eat four hamburgers and still have room for dessert.
- I am so hungry and I could eat four hamburgers. And still have room for dessert.
- I am so hungry and i could eat four hamburgers and still have room for dessert.
- I am so hungry. I could eat four hamburgers. And still have room for dessert.
14. My car broke down on Everton street in Ferngrove. I had to call my friend to help me.
- My car broke down on Everton Street in ferngrove so I had to call my friend to help me.
- My car broke down on Everton Street in Ferngrove. I had to call my friend to help me.
- my car broke down on everton street. in ferngrove so I had to call my friend to help me.
15. ned kelly was a famous bushranger who was born in victoria. He was captured in glenrowan in 1888.
- Ned Kelly was a famous bushranger who was born in Victoria he was captured in glenrowan in 1888.
- Ned Kelly was a famous bushranger who was born in Victoria. He was captured in Glenrowan in 1888.
- Ned kelly was a famous bushranger who was born in victoria. He was captured in Glenrowan in 1888.

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3. “Throw it here ” the pitcher shouted

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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.
For example: “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 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. __ I am not __ going outside! __ I yelled loudly. __

2. “No,” __ she answered __ , __ I don’t want to go out tonight __ . __

3. Fred asked __ , __ What time do we leave __ ? __

4. “Did you hear __ ? __ asked __ Dana. __ We can go home now.”

5. I was told __ we would have an early lunch __ . __

TEST 10: APOSTROPHES AND SPEECH MARKS

Show where the missing apostrophe (') should go.



1. I hope she does _ n _ t sleep in tomorrow.



2. Have you seen Chris _ s _ new car?



3. She _ d better get over to the she _ d quickly.



4. Are they Pam _ s pen _ s or your _ s?



5. I know it _ s going to look after it _ s babies and feed them.



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



6. _ When will you be leaving _ ? _ Lily asked. _



7. _ No _ way _ ,” she answered, _ I’m not going out there.”



8. _ Bruce said, _ I’d better hurry _ or I’ll be late. _



9. “You should have turned right there _ , _ John explained _ . “Now we’re really lost. _



10. _ You were told not to go there _ ! _ I shouted. _



11. _ Please pick your clothes up off the floor _ ! _ Dad sighed.

