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Series G

# Punctuation Resources

Student Book



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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.

- If there is *one* owner, the apostrophe is placed *between the noun* and *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 (possession)

**HAVE A GO!****Show where the missing apostrophe ( ' ) should go.**

1. Have you seen Lil \_ s \_ new jacket \_ ?  
○ ○ ○

2. I need to pick up Will \_ and Ross \_ s \_ bag \_ s from school.  
○ ○ ○ ○ ○

3. It \_ s \_ going to have to clean it \_ s feather \_ s.  
○ ○ ○ ○

4. She \_ d \_ better walk carefully around the she \_ d \_.  
○ ○ ○ ○

5. Harry \_ s \_ going to clean Gail's bike \_ s \_ this afternoon.  
○ ○ ○ ○

6. I \_ m \_ in a hurry so please leave me alone!  
○ ○

7. There was mud all over the dog \_ s \_ face \_ s.  
○ ○ ○ ○

8. Our class \_ s \_ sport \_ s \_ lessons are on Wednesday.  
○ ○ ○ ○

9. This coat is your \_ s \_ but there are still two girl \_ s \_ coats left on the shelf.  
○ ○ ○ ○

# Apostrophes

## STUDENT PRACTICE

Which sentence uses the apostrophe ( ' ) correctly?



1.  How do you know those pens are Mary's?  
 How do you know those pens are Marys'?  
 How do you know those pen's are Marys?  
 How do you know those pens' are Marys?
  
2.  Have you seen Les's kitten?  
 Have you seen Les' kitten?  
 Have you seen Le'ss kitten?  
 Have you seen Less' kitten?
  
3.  Well have to see if the we'll is dry yet.  
 Well have to see if the wel'l is dry yet.  
 We'll have to see if the well is dry yet.  
 We'll have to see if the we'll is dry yet.

Which sentence has the correct punctuation?



4.  “Can you pick up Ros’s clothes please?” Lynn asked.  
 “Can you pick up Ross’s clothes please?” Lynn asked.  
 “Can you pick up Ross’ clothes please?” Lynn asked.  
 “Can you pick up Ross clothes’ please?” Lynn asked.
  
5.  Saskia whispered, “Is it Hannah and Ahmed’s turn yet?”  
 Saskia whispered, “Is it Hannah’s and Ahmed’s turn yet?”  
 Saskia whispered, “Is it Hannah’s and Ahmeds turn yet?”  
 Saskia whispered, “Is it Hannahs and Ahmed’s turn yet?”
  
6.  All of the girls’s and boys’s shoes were filthy from the mud.  
 All of the girls and boys shoes were filthy from the mud.  
 All of the girls’ and boys shoes were filthy from the mud.  
 All of the girls’ and boys’ shoes were filthy from the mud.

# Capital Letters

## THINGS TO KNOW

Capital letters are used for:

- the first word in every sentence – Carol likes to train.
- 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 in important names of people, places, events and things – Easter Bob Brown Perth Tower of London Blues Festival
- the main words in titles – people, books, movies, plays, television show titles – Lord of the Rings Duke of Edinburgh Sound of Music

## HAVE A GO!

Show which underlined words should begin with a capital letter.



1. Paula, Ebony and mika want to visit surfers Paradise on their holiday.

2. On friday I am going to see the movie, Breakaway island.

3. the fireman explained, “the kitten was stuck in the drain so we had to rescue it.”

4. Our sports carnival is at renfree park.

5. After watching hendra house we have to go to our bedrooms to read a book.

6. Santino is seeing his family in argentina next june.

# 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. I asked \_\_ Kerry, Craig \_\_ Douglas \_\_ and Anna \_\_ to come with me.
2. The children shouted \_\_ excitedly \_\_ nervously \_\_ and very loudly \_\_ during the show.
3. “I know \_\_ the answer \_\_ ” \_\_ Donna said.
4. I have read Benji \_\_ The Land Before Time \_\_ and \_\_ Finding Nemo.
5. “I think we should go \_\_ as soon as possible \_\_ ” \_\_ Dion suggested.
6. Don’t forget to buy pasta \_\_ bread, fruit \_\_ and \_\_ dessert \_\_ for dinner tonight.
7. We arrived, after a very \_\_ long drive \_\_ at our holiday \_\_ house.

# 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!” Josh shouted.

## HAVE A GO!

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



1. “Hooray \_\_” Keely shouted \_\_ “I wonder if we will \_\_ win \_\_”  
○ ○ ○ ○

2. “The storm is coming \_\_” \_\_ Jo called  
○ ○

3. The umpire yelled \_\_ “Strike one \_\_” \_\_  
○ ○ ○

4. “It’s too hard \_\_” \_\_ the little boy shrieked \_\_  
○ ○ ○

5. “What \_\_” she screamed \_\_, \_\_ “I said to go right this minute \_\_”  
○ ○ ○ ○

6. “Stop \_\_” \_\_ Cameron yelled \_\_ at the bus when it missed his stop \_\_  
○ ○ ○ ○

# Question Marks and Exclamation Marks

## STUDENT PRACTICE

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



1. When    will we    get there
2. "How    old are you    I'm six," Ali said proudly
3. I'm finished    Can    we go now

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



4. "Can you hear me    I need help   " Juan yelled
5. "Stop    that right now       demanded Mum
6. Taylor demanded,    "Do it now
7. "Turn   " she answered   ,    "And then steer gently to the right   "

Which sentence has the correct punctuation?



8.  "Oh, No? Who said that!" I asked Dad.  
 "Oh, No. Who? said that" I asked Dad.  
 "Oh, No! Who said that" I asked Dad?  
 "Oh, No! Who said that?" I asked Dad.
9.  "I've left my keys downstairs. Could you please get them!" Ricky whispered to me.  
 "I've left my keys downstairs could you please get them," Ricky whispered to me.  
 "I've left my keys downstairs. Could you please get them?" Ricky whispered to me.  
 "I've left my keys downstairs? Could you please get them!" Ricky whispered to 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 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. or  
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.  “Its’ too cold to go swimming today? peter answered.  
 “it’s too cold to go swimming today.” Peter answered  
 “its too cold to go swimming today” peter answered.  
 “It’s too cold to go swimming today,” Peter answered.
2.  next year i’m going skiing i’m so excited because i haven’t seen snow before.  
 Next year I’m going skiing and I’m so excited because I haven’t seen Snow before.  
 Next year I’m going skiing. I’m so excited because I haven’t seen snow before.  
 Next year I’m going Skiing I’m so excited. Because I haven’t seen snow before.
3.  “Leave me alone!” Anika screamed.  
 “Leave me alone.” Anika screamed  
 “Leave me alone?” Anika screamed  
 “Leave me alone,” Anika screamed.

# Capital Letters and Full Stops

## STUDENT PRACTICE

Show which underlined words should begin with a capital letter.



1. We will walk along view Street to Echo beach at sunset.

   

2. Harry has moved to 456 Blackline parade, hamilton.

  

3. The christmas parade is on thursday at eight o'clock.

   

4. Have you read the book "The Count of monte christo"?

   

5. I hope to go to paris, Venice and rome by car early next year.

    

Show which sentence has the correct punctuation.



6.  "We are leaving Tomorrow," Enrico told mary.

7.  I started crying my fall had hurt and my knees were bleeding badly.

I started crying my fall. Had hurt and my knees were bleeding badly.

i started crying my fall had hurt and my knees were bleeding. Badly.

I started crying. My fall had hurt and my knees were bleeding badly.

8.  Grace had heard the news and her class would be on television Tonight.

Grace had heard the news. Her class would be on television tonight.

Grace had heard the news and her class. Would be on Television tonight.

Grace had heard. the news and her class would be on television tonight.

# Question Marks

## THINGS TO KNOW

Question marks:

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

## TRAP

A question mark is used in direct speech straight after the 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. “What    sort of fish is that   ”    Wran asked
2. Where    do you live
3. “When will    you be home   ”    Mum asked me
4. Kate asked    “When did you go    I wanted to go with you   ”
5. “Yes   ” I answered, “What    do you want to do   ”
6. The teacher asked,    “Why    did you do that    It’s dangerous   ”
7. “Why    won’t you play with me   ”    I asked Amity

# Speech or Talking Marks (Quotation Marks)

## THINGS TO KNOW

Speech marks are placed before and after words that are spoken aloud. The underlined words in this sentence have been spoken aloud – “I want to go home now,” I said.

- At the end of direct speech (spoken words), the speech mark is placed *after* the punctuation mark. This punctuation mark may be either a full stop, comma, question or exclamation mark – “Run!” he shouted. “Why are you doing that?” I asked. She said, “I am not going with you.”
- Speech marks are needed to show breaks in direct speech – “I’m not going,” said May, “because it is too late.”

## TRAP

Speech marks are not used in indirect speech as no words are spoken aloud – The girl asked why they weren’t allowed to go to the park. I told her the answer.

## HAVE A GO!

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



1. \_\_ Why did you do that\_\_ ? \_\_ the policeman asked. \_\_  
○ ○ ○
2. \_\_ Geoff shouted \_\_, \_\_ No way am I going! \_\_  
○ ○ ○
3. \_\_ The concert starts at eight o’clock \_\_, \_\_ I said to my sister. \_\_  
○ ○ ○
4. “No thanks \_\_, \_\_ Jemma answered \_\_, \_\_ I don’t like it.”  
○ ○ ○ ○
5. “I can go, \_\_ Tim explained \_\_, \_\_ but I need to check with my parents first.”  
○ ○ ○ ○
6. Andrea said, \_\_ Maybe. \_\_ I’ll have to give that some thought. \_\_  
○ ○ ○
7. “She is always so friendly \_\_, \_\_ Grace explained \_\_, \_\_ that’s why everyone likes her.”  
○ ○ ○ ○

## STUDENT PRACTICE

Show where the missing comma ( , ) should go.



1. Running  as hard as she could  Angela gasped  for air.
2. Suddenly  we heard  a deafening  noise.
3. "I've  got it already  "  Franz replied.

Which option completes the sentence correctly?



4. I saw \_\_\_\_\_ at the zoo.
  - koalas kangaroos bears and snakes
  - koalas kangaroos, bears, and snakes
  - koalas, kangaroos, bears and snakes
  - koalas, kangaroos bears and snakes,
5. The little girl whispered, \_\_\_\_\_
  - "when can we go home?"
  - "When can we go home"
  - "When can we go home?"
  - "when can we go home!"

Which sentence has the correct punctuation?



6.  I needed to pack shoes, socks, shirts and a pair of pants before I left.
  - I needed to pack shoes socks shirts and a pair of pants before I left.
  - I needed to pack shoes socks, shirts, and a pair of pants before I left.
  - I needed to pack shoes, socks, shirts, and a pair of pants before I left.
7.  Mrs Green, who was always kind, smiled warmly at us.
  - Mrs Green who was always kind, smiled warmly at us.
  - Mrs Green, who was always kind smiled warmly at us.
  - Mrs Green, who was always kind, smiled warmly at us!