

Application and demonstration of punctuation marks

The full stop

Examples:

The full stop is used at the end of a sentence.

Peter is my good friend.

Please don't be late.

The bird I sitting on a branch.

The full stop is used for words that have been shortened.

Example Sunday Sun.

Doctor Dr.

Department Dept.

The Exclamation Mark

You will often use an exclamation mark to show surprise or even anger.

Examples:

Sit down!

Oh dear!

What a surprise!

The question mark

This is used after a question.

Examples: -

What is the meaning of this word?

Where are you going?

What the meaning of this word?

The comma

You put a comma between nouns and noun phrases in a list.

Examples:

He enjoys tennis, badminton, skating and football.

We study English, Maths, science, history and geography at school.

Rule 2

You place a comma between adjectives when you use a lot of them in describing something.

Examples:

A giraffe is a tall, long-necked, long-legged animal.

What is wide, deep, wet, flat, and never stops moving?

Rule 3

You put a comma after yes and no, and before please.

You will also put a comma before or after the name of the person you are speaking to.

Examples:

Can you tell me what time it is, please?

Yes, it's a quarter past three, George.

Tom, is it still raining?

No, it has stopped.

The Apostrophe

You use the apostrophe with an s to show who owns something.

You add "s" after singular nouns or names.

Examples:

Where is James's book?

We all like Mum's cooking.

You add the ' after plural nouns that end with s.

Examples:

My brothers' bedrooms are always untidy.

The girls' bedrooms are usually untidy.

You add 's after plural nouns that do not end with the letter s.

Examples:

They are playing in the children's playground.

Men's shoes are usually larger than women's shoes.

You will use the apostrophe to show a letter or letters that have been left out of the word.

Examples:

I've finished my sums, but I haven't finished my spelling.

You are taller than Peter, but you aren't as tall as me.

We'll come to your party, but Sue won't be able to come.

The Colon

You use a colon to introduce a list of things.

Examples:

The following boys will be in the swimming team; Peter, James, Michael and Tom.

To make this cake you will need: flour, sugar, butter, eggs, raisins, salt and baking powder.

The colon is also used to show people's words in a play.

Examples:

Maggie: Come on, Susan. Aren't you ready yet?

Susan: Nearly. Just wait a minute.

The Semi-colon

The semi-colon is a longer pause than the comma. You can use a semicolon instead of the conjunctions and, but and so.

Examples:

Yesterday I lost my keys; I found them today.

I have lost all my bags; I don't know what to do.

The sky looked threatening: I took the umbrella.

Quotation Marks

You use the quotation marks to show the exact words spoken by people.

You put the quotation marks “at the beginning of the words, and the quotation marks” at the end of the words. You will also use a comma before the first quotation mark.

Examples:

Maggie said, “Come on, Susan! Aren't you ready yet?”

A tourist stopped me and asked, “Where's the zoo?”