

Full Stops

~ end of a sentence that is not a question or exclamation

Question Mark

- ~ Indicate a question/express disbelief:
- ~ Who else will be there?
- ~ Is this really little Thomas?

Exclamation Mark

- ~ Interjection/surprise/strong emotion
- ~ What a triumph!
- ~ I've just about had enough!
- ~ Wonderful!

Comma

- ~ separates lists/phrases/words
- ~ sentence adverbs ('however', 'moreover' etc.) from the rest of the sentence.

Semi-Colon

- ~ Longer stop than a comma.
- ~ Show thoughts on either side of it are balanced and connected.
- ~ separates words or items within the list.

Colon

- ~ Introduces a list/dialogue/definition.

The Dash

- ~ separates elements within a sentence – long, dramatic pause.
- ~ abrupt break in sentence, or a change in thought
- ~ acts as brackets
- ~ shows an interruption or hesitancy in speech

Ellipsis

- ~ used to create suspense

Brackets (Parenthesis)

- ~ Enclose separate information.

The Apostrophe

- ~ to show that letters have been left out.
- ~ to show possession.

Inverted Commas

- ~ indicate quotes (evidence).
- ~ direct speech



Punctuation

Punctuate the following sentences:

1.	leave the room immediately
2.	roses are red
3.	we have a lot of trees in our garden they provide plenty of shade
4.	When will we visit them again
5.	the team member the one who was injured was taken to the hospital
6.	If you don't stop that ill tell the teacher
7.	he started to draw his discussion to an end and then gazed into space
8.	the ancient crumbling neglected garage looked like it could collapse
9.	we turned on the television but there was nothing to watch
10.	he was never seen again
11.	come here he shouted
12.	these are the main characters in the film shrek donkey princess Fiona and lord farquad

Fill in the appropriate apostrophes:

The class didnt go on the schools trip to the zoo because the school hadn't ordered the company buses. However, the next days activities proceeded as planned. At the bus stop, before entering the zoos gates, the teacher said that students shouldnt fool around, but that they must write down the animals habitats. He would mark the pupils notebooks. The students attitude was positive. At the days end, the teacher felt that the childrens behaviour had been excellent.