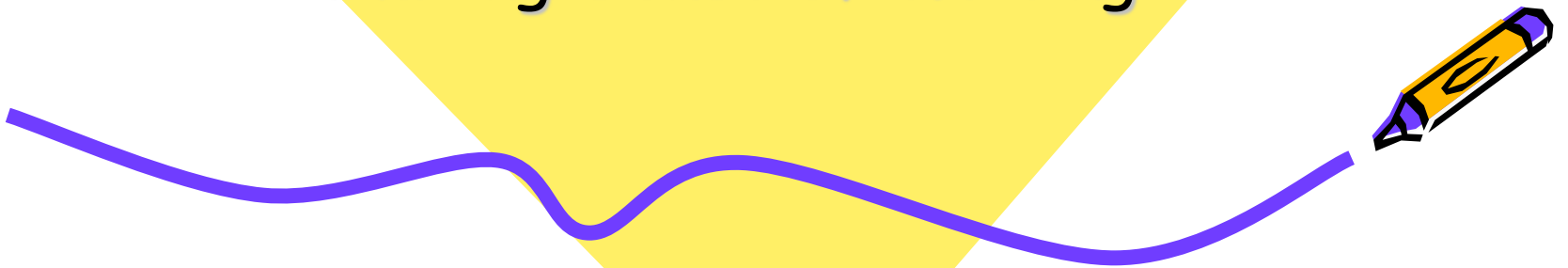
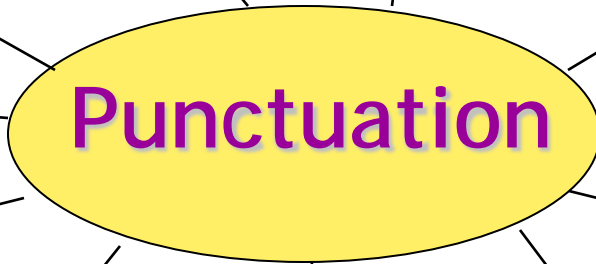


Punctuation

Making Sense of Writing



Punctuation Marks



Comma ,

ellipses ...

Semi Colon ;

Full Stop .

Hyphen -

Speech
Marks “ ”

Colon :

Brackets /
parenthesis ()

Question
Mark ?

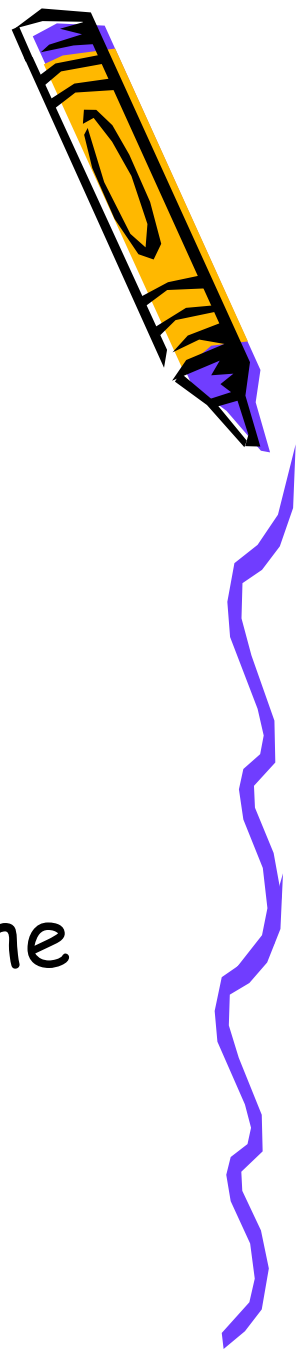
Apostrophe ’

Exclamation
Mark !



Capital Letters

- We need these to begin a new sentence.
- For proper nouns which are the names of people, places, book and film titles
- Days of the week and months of the year.



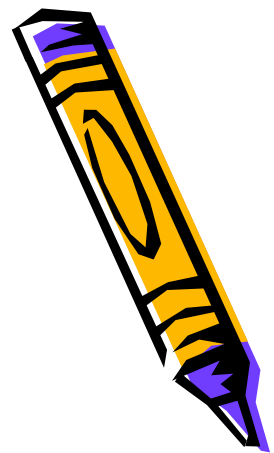
Correction Exercise

- jenny, who lived in king street, manchester, had a pet frog called billy who liked to jump in the air. she wrote a book about it called the leaping frog. It was published on friday october the 3rd.



Correction Exercise

- Jenny, who lived in King Street, Manchester, had a pet frog called Billy who liked to jump in the air. She wrote a book about it called 'The Leaping Frog.' It was published on Friday October the 3rd.



Why do we need full stops?



- **Full stops** are needed to divide up sentences so that we know where to pause.
- They are used when we have finished saying one thing, and we are going on to say something else.
- A sentence is something that makes sense on its own and does not need any '**extra information.**' to help us understand *A complete thought.*



Can you spot where we need full stops?



- Sean was eating a large pizza he was getting fed up with it he decided to give the rest to the dog the dog was happy



Can you spot where we need full stops?

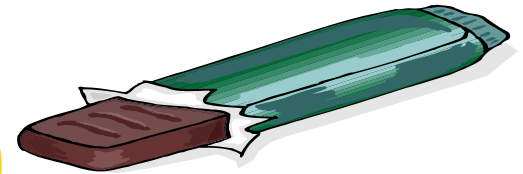
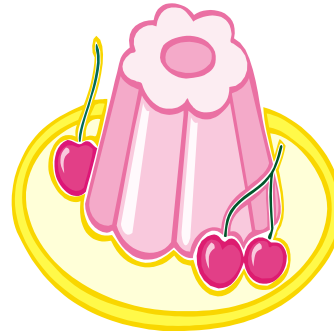
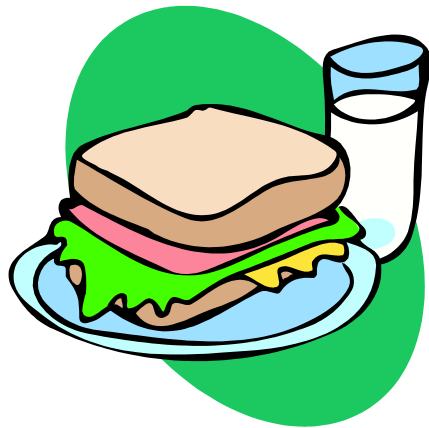


- Sean was eating a large pizza. He was getting fed up with it. He decided to give the rest to the dog. The dog was happy.



Commas

- We need commas to separate items in a list.
- She had a ham sandwich, a drink, a jelly and a chocolate bar for lunch.



Any other reason for commas?



- We also use commas to **separate clauses** in longer sentences.
- The boy was playing with a football. The football had been signed by Wayne Rooney.
- The boy was playing with a football, it had been signed by Wayne Rooney.



- Copy out the paragraphs and put in the capital letters, full stops and commas.

there once was a time when a huge fat spiky monster lived everyone threw spears stones and boiling oil at the creature it roared growled spat and groaned but still it did not die a knight appeared wearing shining armour and pierced the monster with his special magic sword the beast screamed fell to the floor rolled over and died the king rewarded the knight with gold diamonds and other precious things.

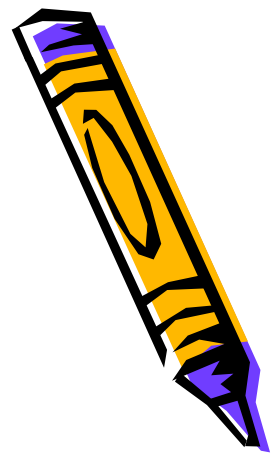


There once was a time when a huge, fat, spiky monster lived. Everyone threw spears, stones and boiling oil at the creature. It roared, growled, spat and groaned but still it did not die. A knight appeared wearing shining armour and pierced the monster with his special, magic sword. The beast screamed, fell to the floor, rolled over and died. The king rewarded the knight with gold, diamonds and other precious things.



- Now correct this passage:

the robber climbed through the window crept up the stairs and peered into the bedroom the girl screamed as loudly as she could but nobody could hear her the telephone was not far away yet there was little she could do to reach it she switched on the lights the robber ran away in a panic the police man who arrived later told her to fit a lock on her window.



- Now correct this passage:

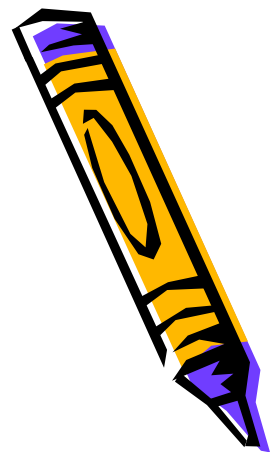
The robber climbed through the window, crept up the stairs and peered into the bedroom. The girl screamed as loudly as she could, but nobody could hear her. The telephone was not far away, yet there was little she could do to reach it. She switched on the lights, the robber ran away in a panic. The police man, who arrived later, told her to fit a lock on her window.



Question marks

- Of course we use **question marks** when a question is asked. This often occurs when characters use speech.

Can you all hear me?



Speech marks



- We let the reader know when someone is speaking by putting **speech marks** around the **spoken** words.
- "I will be on TV some day," announced Jimmy. "Just you wait!"

" opens speech

" closes speech But there is always another punctuation mark **BEFORE** "

Remember new speaker = new line

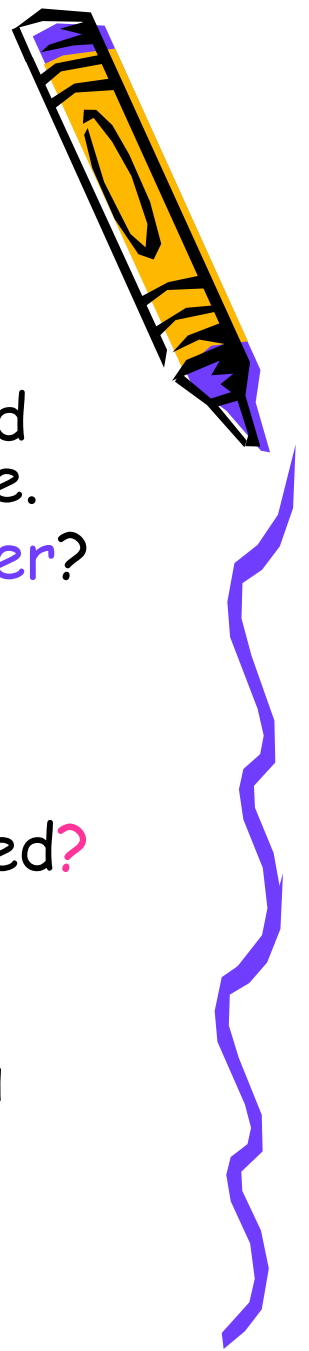


Exclamation marks!

- Exclamation marks are used to emphasise meaning. It could be to :-
 - Give a word more strength
 - Show someone is shouting
 - Add a sense of urgency



What shall we do now?



- First you must use **capitals** and **full stops**. Read through out your work. Identify each sentence.
- Do you start each sentence with a **capital letter**?
- Have you used a **capital** for **proper nouns**?
- Check if you have long sentences or lists that need dividing up with **commas**.
- Have you used any **questions**? What do you need?
- Have you shown when a character is **speaking**?
- Do you wish to **emphasise** any words?
- Does your character shout at all? How will you show this?

