

p15 key skill – I can use colons to introduce lists of items

One of the main uses for a colon is to introduce a list of things.

Find where the colon should be and add them to the following statements:

1. There are so many things we could do go to the cinema, go skating, go bowling or just stay in and watch DVDs.
2. The fire destroyed many things in the house the furniture, the carpets and the curtains.
3. He'd lost everything his friends, his happiness and his pride.
4. Mr Smith had a clear set of demands a giant super-computer, a brand new Ferrari and a sack of gold coins.
5. Sir Alex Ferguson announced his best squad Rooney, Berbatov, Jukes, Baker, Scarborough and Daly.

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p16 key skill – I can use semicolons to separate phrases in a list

Where phrases in a list already contain a comma then a semicolon is used to separate the phrases from one another.

It is good for you because it contains eggs, for protein; milk, for calcium; and spinach, for iron.

Find where the semicolon should be and add them to the following statements:

1. The conference has people who come from London, England
Madrid, Spain Paris, France.
2. The speakers were: Dr Sally Meadows, Biology Dr Fred Eliot,
Sociology Julie Briggs, Chemistry.
3. The four venues will be: Middleton Hall, Manchester Highton House,
Liverpool Marsden Hall, Leeds and the Ashton Centre, Sheffield.
4. The main points in favour of the system were that it would save time
for buying, accounts and on-site staff it would be welcome by the
reception staff it would use fewer resources and it would be
compatible with earlier systems.
5. The meeting included Jane Smith, director Tom Brown, team leader
Sally Young general manager and Ann Parker, finance manager.

p17 key skill – I can use semicolons to link short, related sentences

A semicolon can be used instead of a full stop where the two sentences are closely linked.

Call me tomorrow; you can give me your answer then.

Match the first sentence to the appropriate second sentence and re-write the sentences using a semicolon:

- | | |
|---------------------------|------------------------------------|
| 1. I love her | 6. however, some would not. |
| 2. The play was boring | 7. it was really interesting. |
| 3. He was feeling nervous | 8. she means the world to me. |
| 4. I read a book | 9. I fell asleep half way through. |
| 5. Many would agree | 10. his mouth felt very dry. |

1. _____

2. _____

3. _____

4. _____

5. _____

p18 key skill – I can use colons to explain an idea or support a point I have made

A colon instead of a semicolon may be used between two sentences when the second sentence explains, illustrates, paraphrases, or expands on the first sentence.

*He got what he worked for: he really earned that promotion. **OR***

He got what he worked for: a promotion.

Match the first sentence to the appropriate second sentence or phrase and re-write the sentences using a colon:

- | | |
|---------------------------------|---------------------------------|
| 1. He became a vegetarian | 6. it rained every day. |
| 2. They offer free services | 7. "All the world's a stage." |
| 3. As William Shakespeare wrote | 8. the teachers were on strike. |
| 4. Our camping trip was ruined | 9. many can't afford to pay. |
| 5. School was cancelled | 10. he loved animals. |

1. _____

2. _____

3. _____

4. _____

5. _____

p19 key skill – I can use ellipsis to leave details out or create suspense in creative writing

An ellipsis is extremely handy when you're:

- a) quoting from a text and you want to leave some words out.
- b) pausing for effect.
- c) expressing an unfinished thought.
- d) trailing off to create suspense.

"I'm wondering..." John said, bemused. = c.

Look at the examples of sentences which contain an ellipsis. Write the letter of the purpose matching the use of the ellipsis:

- 1. A credit card stolen in London was used to pay for a Chinese meal five hours later ... in Bangkok. = ____
- 2. Stood tall and with the Lord's Prayer mumbling across our lips, we entered the chamber... = ____
- 3. The brochure states: "The atmosphere is tranquil ... and you cannot hear the trains." = ____
- 4. "Yeah? Well, you can just...." = ____

p20 key skill – I can use brackets for short, related information

Brackets can be used to insert an afterthought or to expand or clarify something nearby (usually the text immediately preceding).

I had fish and chips for dinner (Fish and chips are my favourite).

Let's look at some examples of different sentences which use brackets and put the brackets in each sentence.

1. She will ride a pony but not a Dartmoor pony .

(In this example, the end punctuation belongs to the main sentence not to the bit in brackets.)

2. She will ride a pony. However, she will not ride a Dartmoor pony .

(In this example, the end punctuation belongs to the bit in brackets.)

3. She will ride a pony She told me yesterday but not a Dartmoor pony .

(In this example, the bit in brackets is a standalone sentence within another sentence. When this happens, it is okay to leave out the end punctuation.)

p21 key skill – I can use dashes to add detail or comment on the rest of the sentence

The dash does not have a unique role in grammar. It is usually used as an alternative to another punctuation mark. For example:

- a) To replace a colon (*It depends on one thing — trust.*)
- b) To replace a semicolon (*It depends on trust — it always has.*)
- c) To replace an ellipsis used as a pause for effect (*It needed — trust.*)

- d) Dashes can be used as alternatives to brackets and commas.

For example:

It depends — as my mother used to say — on trust.

Find where the dashes should be and add them to the following statements:

- 11. School was cancelled the teachers were on strike. (a)
- 12. The play was boring I fell asleep halfway through. (b)
- 13. A credit card stolen in London was used to pay for a Chinese meal five hours later in Bangkok. (c)
- 14. She will ride a pony she told me yesterday but not a Dartmoor pony . (d)
- 15. She will ride a pony but not a Dartmoor pony . (d)

p22 key skill – I can use hyphens to form compound adjectives

Hyphens are joiners. They join the words in a compound adjective (*six-foot table, silver-service waitress, ten-year-old boy*), and they join the words in compound nouns (*paper-clip, cooking-oil*).

Try to work out the missing words from their clues and write the hyphenated word in the gaps:

good-looking	sugar-free	twenty-one	well-known
	sister-in-law	x-ray	first-class
free-range	anti-bacterial	all-inclusive	

- When I broke my arm I had to have an _____.
- One Direction is a _____ boy band.
- Coke Zero is a _____ version of Coke.
- My brother's wife is my _____.
- I use _____ hand soap to wash my hands.
- Mum always buys _____ eggs from the farm.
- Celebrities and business men usually fly _____.
- He went on an _____ holiday to Spain.
- My brother will be _____ next year so he'll probably have a big party to celebrate.
- All the actors were extremely glamorous and _____
_____.

Punctuation 'can do' worksheets

Punctuation	Full Stops and Capital Letters	p1	I can use full stops at the end of sentences	L1
		p2	I can use capital letters at the beginning of sentences	L1
		p3	I can use capital letters for proper nouns	L1
		p4	I can use question marks effectively	L2
		p5	I can use exclamation marks appropriately	L3
	Commas	p6	I can use commas to separate items in a list	L3
		p7	I can use commas to separate clauses in compound or complex sentences	L4
		p8	I can use commas to add a subordinate clause to a sentence	L5
		p9	I can use commas to separate words used at the start of a sentence	L5
	Apostrophes	p10	I can use apostrophes to mark possession of one thing/person	L4
		p11	I can use apostrophes to mark plural possession	L4
		p12	I can use apostrophes to mark missing letters in a contraction	L5
	Speech marks	p13	I can use speech marks around quotes	L4
		p14	I can follow the conventions of using dialogue e.g. use of speech marks , a new line for a new speaker	L5
	Colons	p15	I can use colons to introduce lists of items	L5
		p16	I can use semicolons to separate phrases in a list	L5
		p17	I can use semicolons to link short, related sentences	L5
		p18	I can use colons to explain an idea or support a point I have made	L5
	Sophisticated and Creative Punctuation	p19	I can use ellipsis to leave details out or create suspense in creative writing	L4
		p20	I can use brackets for short, related information	L5
		p21	I can use dashes to add detail or comment on the rest of the sentence	L5
		p22	I can use hyphens to form compound adjectives	L5