**Punctuation Worksheet**

**Full stop .**

**Put a full stop at the end of a sentence.**

* Tim lent me his skateboard**.**
* The children are playing in the garden**.**
* The train arrived late**.**
* It’s not a very sunny day**.**

**Comma,**

Put a comma between items in a list.

* You need paper**,** scissors and glue.
* She likes reading**,** swimming**,** playing basketball and going to the movies.
* Tom**,** May Ling**,** Sue and Christopher all went shopping together.

**Put a comma after yes and no.**

* “Do you like football?” “Yes**,** I like it very much.”
* “Is this your house?” “Yes**,** it is.”
* “Is it still snowing?” “No**,** it’s stopped.”
* “Has Sarah had breakfast yet?” “No**,** she hasn’t.”

**You also put a comma before or after the name of the person you are**

**speaking to.**

Hello**,** Mr. Carter.

Miss Lee**,** can I borrow a pencil, please?

Goodbye**,** Andrew.

**Commas are used before please and thank you.**

* Could you pass me that pencil**,** please?
* “Would you like some more orange juice, David?” “Yes**,** please.”
* I’ve had enough to eat**,** thank you.
* “Would you like another cupcake, Sally?” “No**,** thank you.”

**Question Mark ?**

Write a question mark at the end of a question, instead of a full stop.

Can you hear me, children**?** Didn’t you read the sign**?**

Who is that man talking to Dad**?** Where is my schoolbag**?**

Is there someone knocking at the door**?**

**Exclamation Mark !**

Use an exclamation point at the end of a sentence that shows a strong

feeling such as surprise or fear. An exclamation point is used instead of a full stop.

* What a silly thing to do**!**
* Help**!** A monster**!**
* You’re completely wrong**!**
* What a shame**!**
* I told you not to go out on your own**!**

**You can also use exclamation points with strong orders.**

* Sit down**!**
* Don’t touch that knife**!**
* Be quiet**!**
* Give me that ball**!**
* Leave that computer alone**!**

Exclamation points are usually used after interjections. People often use just one or two words to express a sudden feeling such as fear, happiness, surprise or anger, or in greeting somebody. These short expressions are called interjections. Here are some examples:

* Hello**!** Ouch**!**
* Good morning**!** Hurray**!**
* Good night**!** Help**!**
* Well done**!** Look out**!**
* Oh dear**!** Happy Birthday**!**

**Apostrophe ’**

Use an apostrophe with s to show who something belongs to.

* This is Michael**’**s room.
* This is my Dad**’**s desk.
* Are you Kathleen**’**s mom?
* This dog**’**s tail is very long.
* The teacher collects everyone**’**s books at the end of the class.
* Jack is going to his friend**’**s house for lunch.

**You can also use an apostrophe for omission.**

I**’**m (= am) the boy who lives next door.

She**’**s (= is) my best friend.

He**’**s (= has) been to Spain twice.

We**’**re (= are) going to the zoo today.

You**’**re (= are) my favourite uncle.

I**’**d (= had) better go home now.

You**’**ve (= have) got dirt on your new shoes.

He**’**ll (= will) lend you his bike.

**Quotation Marks “ “**

Use quotation marks around the exact words that someone says. You put

the mark **“** at the beginning of the words, and the mark **”**at the end.

Use a comma before the last quotation mark, to separate the words from the

rest of the sentence.

* **“**This bike is mine**,”** said Susan.
* **“**I would like some apple juice, please**,”** said the little boy.
* **“**Let’s play computer games**,”** said James.

**Suppose the exact words that someone says come after the rest of the**

**sentence. In this case put a period before the last quotation mark.**

* Dad said, **“**Come inside and have lunch**.”**
* **“**John,**”** said Mom, **“**please turn your music down**.”**

**Put question marks and exclamation points in the same place as periods,**

**before the last quotation mark.**

* “Is this the way to the station**?”** the man asked.
* Sam said, “Can I borrow your pencil**?”**
* “Don’t do that**!”** said Mom.
* John said, “What a great movie**!”**

**Colon :**

When you are reading a playscript, notice the colon between the name of a

character and the words that they speak.

* Jack**:** What have you got in the bag?
* Maggie**:** My swimming suit.
* Jack**:** When are you going swimming?
* Maggie**:** This afternoon. Would you like to come?