Teaching notes

Use the following activities to help students practise their punctuation. The resource has been devised so students can complete a section at a time – we wouldn’t necessarily advise doing all the activities in one go! Each punctuation feature has accompanying ‘rules’ which you can give to students. Alternatively, if they need the support, you can remove them and allow the students to simply complete the activities.

Read the following punctuation rules and complete the activities:

- Speech marks are used to show that someone is speaking.
- Each word that’s ‘said’ should go inside speech marks.
- Use a capital letter for the first word of each sentence inside the speech marks.
- The speech mark goes before the first spoken word and after the last spoken word and any punctuation.

Rewrite the following sentences and correct any mistakes:

1. “Come here”! shouted the farmer when he caught us stealing his apples.
3. Where are you going? “I asked Caroline.”

Write two of your own sentences which include speech marks. One of the sentences should include the word ‘pineapple’ and the one should include the word ‘swimming’.
Capital letters

Capital letters should be used in the following ways:

- At the beginning of a sentence.
- For the word ‘I’ and for the names of people, places and things, e.g. David, Bristol, Wednesday, August.

Read these sentences and highlight where the capital letters should be:

1. once upon a time in Germany, Hans and his sister Gretel lived in a small cottage by the hundred acre wood.

2. The Golden Globe Studio in Hollywood is where the Oscars are held every year in February.

3. It was a hot summer’s day in the month of July when my father announced that he was taking us all on holiday to Corsica.

4. Mr Smith’s birthday is in April.

5. My dad works for the AA.

Write two of your own sentences, making sure the capital letters are written correctly. One of the sentences should include information about a hobby of yours and one should be about your favourite book.
Commas

There are lots of ways commas should be used but here are two ways for you to explore:

- To separate items in a list, e.g. We bought bread, beer, cheese and crackers.
- To separate *subordinate clauses* from the main clause in a sentence, e.g. *Having already seen the play twice*, she decided not to go to the theatre again.

**Add the missing commas:**

1. Even though Jack scored three times our team lost by 5 goals.
2. The main towns of Hertfordshire are Herford Watford Hatfield and Hemel Hempstead.
3. Although we always knew we would go back to France we just didn’t know it would be so soon.
4. My favourite foods are crisps sandwiches grapefruit anchovies and chocolate.

Write two sentences. One should be a list and the other should contain a subordinate clause and a main clause.
Apostrophes

An apostrophe can be used to turn two words into one. The apostrophe takes the place of the letters that are missed out.

Highlight the correct word:

1. (Theirs / There’s / Theres) a wasp on your back.
2. We (haven’t / haven’t / have’nt) seen each other for days.
3. (They’ve / They’ve / Theyv’e) just gone home.
4. You (weren’t / weren’t / were’nt) home when I called.
5. We (aren’t / aren’t / aren’t) allowed to drive yet.

Put the apostrophes in the right place:

I've got three requests for this next number. It's a track from the Grotts new album. They've just got back from their American tour and have followed up the success of 'It's all hers' with a single called 'You should've told me.' This one's been requested by Dave Plinge of Beckenham. Dave says he'd like me to play it for his mates at St James School, Beckenham.

Write two of your own sentences, putting the apostrophes in the right place. One of the sentences should include an abbreviated word and one should show ownership.
Plurals

‘Plural’ means that there is more than one. The spelling of the word will change.

There are different ways to make words plural and here are three for you to explore:

- For most words you can just add an ‘s’.
- For words ending in ‘ch’, ‘sh’, ‘s’, ‘ss’, ‘x’ or ‘z’ you need to add ‘es’.
- For words ending in ‘f’ you need to remove the ‘f’ and replace it with ‘ves’.

Write down the plural form of the following words:

<table>
<thead>
<tr>
<th>Self</th>
<th>Elf</th>
<th>Wolf</th>
<th>Boy</th>
<th>Wife</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>Witch</td>
<td>Table</td>
<td>Thief</td>
<td>Fox</td>
</tr>
</tbody>
</table>

Write your own two sentences including plurals. One of the sentences should be about your friends and the other should be about your plans for the weekend.

Extension task:

Write the beginning of a story entitled ‘The decision’, including at least one example of each of the punctuation marks you’ve been learning about.