

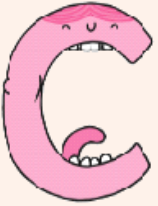
# Perfect Punctuation

1



## Space

- ◇ Leave a space between words.
- ◇ Leave a space after using punctuation.



## Capital Letter

- ◇ For a name.

Ben      Wednesday      London      St. Bede's

- ◇ A new sentence always starts with a capital letter.
- ◇ The word I always has a capital letter.



## Full Stop

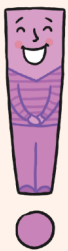
- ◇ At the end of a sentence.



## Question Mark

- ◇ At the end of a sentence that is a question.

What time is it?



## Exclamation Mark

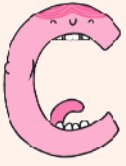
- ◇ At the end of a sentence that shows surprise or amazement.

The dog jumped over the fence!

- ◇ At the end of a sentence that starts with what or how and is not a question.

What a wonderful day it has been!

# Perfect Punctuation



## Capital Letter

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Ben      Wednesday      London      St. Bede's

- ◇ A new sentence always starts with a capital letter.
- ◇ The word **I** always has a capital letter.



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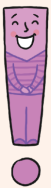
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What a wonderful day it has been!



## Comma

- ◇ To separate items in a list.

Inside the pencil case is a pen, ruler, rubber and glue stick.



## Apostrophe

- ◇ For missing letters in a spelling.

I am = I'm

do not = don't

they will = they'll

- ◇ When something belongs to someone or something.

The cat's tail.

Mr Carroll's car.

The building's window.

# Perfect Punctuation



## Comma

- ◇ To separate items in a list.

Inside the pencil case is a pen, ruler, rubber and glue stick.

- ◇ After a fronted adverbial.

Suddenly, the ghost appeared!      In the distance, a lone tree stood.



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The cat's tail.

Mr Carroll's car.

The building's window.

- ◇ When something belongs to more than one person or thing.

The dogs' home.

The teachers' staffroom.

The children's classroom.



## Inverted Commas

- ◇ Before direct speech

Anna shouted, "Watch out! You could have hurt yourself!"

"May I have an apple?" requested Anna.

"Are we there yet?" Anna asked, "I'm getting bored."



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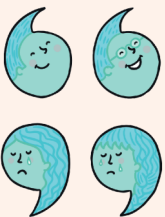
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## Inverted Commas

- ◇ Before direct speech and after direct speech.

- ◇ Start with a capital letter.

- ◇ A comma after the reporting clause if it is introducing speech.

- ◇ Punctuation at the end of direct speech but before inverted commas.

- ◇ New speaker, new line.

Anna shouted, "Watch out! The bridge is broken!"

"Well noticed," replied Bruno, crouching down to look at the damage.

"Do you think we can fix it," Anna asked, "or should we go around?"

"Neither," stated Bruno, who could see the dragon fast approaching from the other side. "We run!"

The two explorers stood up, turned and ran as fast as they could back the way they had come.

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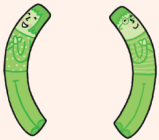
- ◇ To avoid ambiguity.

"We should leave, Bruno!" shouted his dad.

As the campers sat round the fire eating, the bear hid in the bushes.

- ◇ For extra information.

The jar, which is full of biscuits, is full.



## Brackets

- ◇ For extra information.

The jar is full (it has biscuits inside of it).



## Dash

- ◇ For extra information.

The jar - which is full of biscuits - is full.

- ◇ Between independent clauses.

The dragon hovered above her - it was the size of a house.



## Colon

- ◇ To introduce a list.

You will need the following items: a pen, a ruler and a rubber.

- ◇ Between independent clauses.

Suddenly, she saw it: the dragon was hovering above her.



## Semi-Colon

- ◇ Between independent clauses.

She turned away in fear; the dragon was hovering above her.



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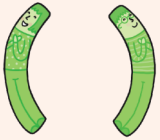
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You will need the following items: a pen, a ruler and a rubber.



- ◇ Between independent clauses.

Suddenly, she saw it: the dragon was hovering above her.



## Semi-Colon

- ◇ To separate items in a list.

Please bring a pen; a shiny, blue pencil case; a ruler and a rubber.



- ◇ Between independent clauses.

She turned away in fear; the dragon was hovering above her.



## Hyphen

- ◇ To avoid ambiguity.

re-cover

man-eating shark

vicious-looking dog



## Bullet Point

- ◇ To separate items in a list.

- A fountain pen.

- A sharp pair of scissors.

- Three rubbers.

- a fountain pen

- a sharp pair of scissors

- three rubbers