

Pun

In order to read
and apply punctu

n c t u a t i

ach a Level 4 and beyond you need
tuation in the correct way. This will
your written work!

ion!

d to understand
ll really improve

Full Stop

Full stops are the most basic form of punctuation. They show the end of a sentence. When you read out loud, you go back to yourself you will soon realise why you need full stops. You will be out of breath from having to read so many full stops. Full stops signal a lengthy pause in your reading. If you want to achieve Level 4 or above, you must remember to use your full stops! This sounds obvious, but how many people forget to use them!

Commas

Commas have a number of specific jobs. You need to secure Level 4 (4a) and Level 5 and above. Commas are used to separate shorter, manageable chunks. Below are three of the most commonly used:

1. Commas in lists: When you are listing things, use commas between items, e.g., "I bought a DVD, a CD, and a book."
2. Joining commas: Commas can be used to join two clauses together, e.g., "Wait a minute, I'll be back."
3. Comma pairs: These are used to insert extra information, e.g., "I like school, especially English, because it's fun."

your written work!

Stops

of punctuation. They are used two
you are reading your written work
e when and where you need full
m having read too much at once!
our writing (longer than a comma).
ove, which you all do, then remem-
ds basic but you'd be surprised at
!

Comma

You must use these if you want to get a
e. Commas break up your sentences into
ree examples of how commas are most

g things, use a comma to separate each
nd three games for my X Box 360."

d to join two short sentences to make
I'll be very quick."

rt more information into a sentence,
, because I enjoy working hard."

Capital Aa B

Capital letters are another form of very
There are three main jobs of capital let

1. To signal the start of a sentence, e
ourful. I liked it.
2. To show when a proper noun is being
organisations), e.g., Harry, France,
3. To show the use of the pronoun "I"
school!

Question

The clue is in the name of this piece
is used to show that a question is b
that hasn't been punctuated using c
hard to tell how the sentence is be
tion, remember to always to a ques
it?

E.g., How are you today?

Do you like ICT?

Letters

Bb Cc

very basic, but very important, punctuation.

letters. They are:

e, e.g., The classroom was bright and col-

ing used (people names, place names and

e, Oxfam, Prince Harry, Atlantic Ocean.

"I", e.g., Im not sure why, but I really like

on Mark

?

iece of punctuation. A question mark

s being asked. Try reading a question

ng a question mark. It sounds flat and

being used. If you are asking a ques-

uestion mark. It makes sense, doesn't

Exclamati



Exclamation marks are used to show (surprise) or high volume. They can be used in an exclamation, a command or a sentence in some way.

E.g., "Stop that right now!"

"I didn't see you there!"

"He's going to jump!"

ion Mark

show strong feelings (such as
can signify an actual
sentence that is astonishing in

Speech "H

Speech marks are used to indicate
talking. They indicate when a piece
may have heard these being referred
to put speech marks into a word pr
the shift key and press 2 at the so
end of the speech. Remember ane
when a different character speaks
E.g., "I don't want to do that" scre
to, love."

h Marks

Tello"

ite when a character in a book is
ce of speech starts and ends. You
ferred to as "66 and 99". If you want
processed piece of text, hold down
same time. Do this at the start and
new set of speech marks are needed
aks.

reamed Alice. Mam sighed. "You have