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Introduction

What It Is...

How to Punctuate is a resource for your classroom. You may use the book as a workbook to teach punctuation or use individual pages to supplement activities you are already doing in your classroom.



The Basics...

Punctuation rules appropriate for years 3–6 are presented in this book. Each page has the punctuation rule listed at the top. A brief description and examples of how to use the rule are listed for students to refer to during practice. Plenty of exercises are provided for students to practise the rule listed at the top of the page. Some concepts have only one page of practice, others have several. It is up to the teacher to select which pages are appropriate for the class.



Assessment...

Each section of the book is followed by several pages that can be used for assessment purposes. The assessments at the end of each section evaluate only the concepts covered in that section. The assessments at the end of the book cover many concepts covered throughout the book. Most assessments have two options. Again, this provides for teacher choice. The first assessment is usually shorter and asks students to identify and correct punctuation errors on a line-by-line basis. The second assessment usually asks the student to copy a paragraph, correcting any punctuation errors. A student self-assessment is provided at the end of the book for students to reflect on the things learnt throughout the unit.



Additional Resources...

In addition, a handy punctuation reference sheet is provided for you on page 44. This sheet can be copied and distributed for students to keep in their notebooks, or the teacher can use it as a personal reference. Posters which list the punctuation rules covered in this book are provided on pages 45–46. Again, these posters can be distributed to the students as references or can be enlarged and displayed on the wall as reminders of punctuation rules. An answer key for each of the practice exercises in the book is provided.



Endings Count

Punctuation Rule: Sentences end with punctuation marks.

How do you know when a sentence has ended and another sentence has begun? One clue we have is that an ending punctuation mark is at the end of the sentence. Another clue is that the new sentence begins with a capital letter. Imagine if sentences did not have ending punctuation marks or capital letters at the beginning. They would look like this:

have you ever had a pet I didn't until my lucky day one sunny day I decided to play in the backyard all of a sudden I saw a lizard he ran to a shady spot behind a rock I decided to catch him I slowly walked toward the rock then I quickly cupped my hands around him I decided to keep him as a pet

This paragraph is very hard to read because there are no ending punctuation marks. Now, read the paragraph again with the punctuation marks and capital letters in it.

Have you ever had a pet? I didn't until my lucky day. One sunny day, I decided to play in the backyard. All of a sudden, I saw a lizard. He ran to a shady spot behind a rock. I decided to catch him. I slowly walked toward the rock. Then, I quickly cupped my hands around him. I decided to keep him as a pet.

The second paragraph is much easier to read because the ending punctuation marks tell us when the sentences have ended. There are three types of ending punctuation we can use to end sentences: the full stop (.), the question mark (?) and the exclamation mark (!).

Circle the ending punctuation mark in each sentence below.

1. The name of our team is the Bull Dogs.
2. We are the best football team in the city.
3. Have you ever been on a football team?
4. The scores were level until the last minute.
5. Do you think that we will win?
6. We won!



Tell It Like It Is

Punctuation Rule: Sentences end with punctuation marks.
Declarative (*telling*) sentences end with full stops.

Every sentence needs an ending punctuation mark. A declarative sentence ends with a full stop. Declarative sentences are telling sentences. They tell you something.

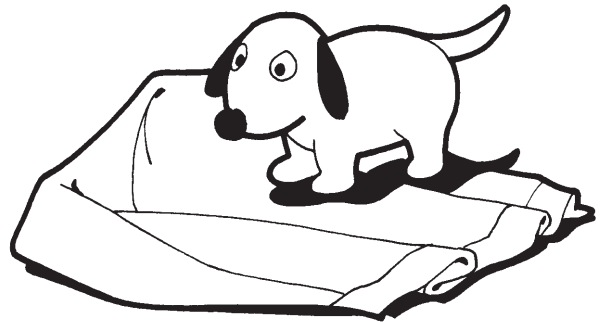
Examples:

My brother is two years old. I love chocolate ice cream.

When you write a declarative sentence, you need to end your sentence with a full stop.

Practise writing a full stop at the ends of these declarative sentences.

1. My family has a pet dog
2. I watched cartoons on Saturday
3. We had pizza for dinner
4. Tim rides a blue bike
5. I know a lot about dinosaurs
6. Mum asked me to help her clean
7. The rabbit got out of his cage
8. I wrote a letter to my grandma



Now it is your turn. Write your own telling sentences on the lines below. Use full stops at the ends.

1. _____

2. _____



Abbreviate It

Punctuation Rule: Abbreviations that end in the same letter as the word they represent usually do not need a full stop.

An abbreviation is a short way to write a word. For example, you can use *Mr* to abbreviate the word *Mister*. Notice that there is no full stop. *Mar.* is an abbreviation for the word *March*. A full stop is used with this abbreviation.

Put a full stop after the abbreviations that require one. Then match each abbreviation to the word it abbreviates.

Abbreviations

1. Mar
2. Tues
3. yr
4. Tas
5. a.m
6. Dr
7. Qld
8. ave
9. dept
10. rd
11. Vic
12. st

Words

- street
- road
- Victoria
- Tuesday
- Doctor
- department
- year
- avenue
- Queensland
- March
- Tasmania
- ante meridiem

You may have noticed that the punctuation rule said that abbreviations that end in the same letter as the word they represent do not need full stops after them. There are some other abbreviations that are not followed by full stops. The list below shows some more that do not have full stops after them.

Abbreviations Not Followed by Full Stops

Common abbreviations with more than one capital letter

e.g. NSW GPO PhD RSPCA

Abbreviations of units of measurement

e.g. cm km ml kg C

Acronyms

e.g. Anzac AIDS Nato Qantas



Listing Items

Punctuation Rule: Use commas to separate items in a series

Do you like chocolate, vanilla or strawberry ice cream? When you list items in a row, like the flavours of ice cream, use commas to separate the items. The commas help the reader read the list with more ease. Read the same sentence without any commas. Do you like chocolate vanilla or strawberry ice cream? Don't you think that the first sentence was easier to read?

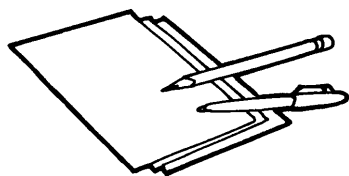
Look at how commas are used in these sentences.

Examples:

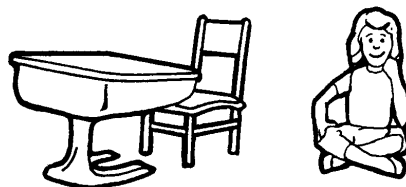
I brought chewing gum for Mandy, Sarah and Lin.

I like dogs, cats and birds.

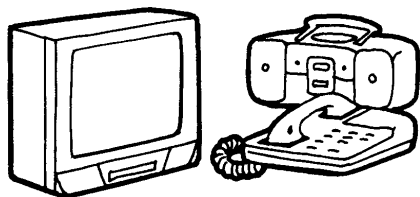
Each box below has pictures of three items. List the items in the box in a series. Be sure to separate each item with a comma. The first one has been done for you.



1. pencil, pen and paper



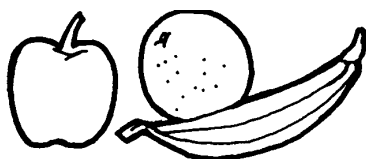
2. _____



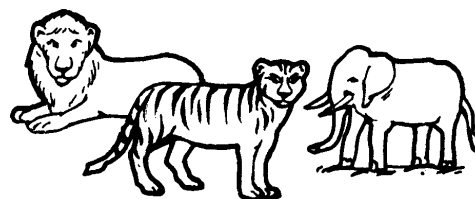
3. _____



4. _____



5. _____



6. _____