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# Introduction

## About the Book

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

## The Basics

This book presents punctuation rules that are appropriate for years 6–10. Pages are organised and titled by groups of rules that apply to various punctuation marks and their usage. A brief description and examples of how to use the rules are given on each page for student reference during practice. Practice exercises are also included to reinforce each concept, and an answer key can be found at the end of the book. It is up to the teacher to select appropriate pages for his or her classroom. This book may also be useful for older students needing revision in understanding punctuation and mastering punctuation skills.

Punctuation	Mark
Full Stop	.
Question Mark	?
Exclamation Mark	!
Comma	,
Colon	:
Semicolon	;

## Assessment

Each section of punctuation instruction is followed by a page that can be used for assessment purposes. The final assessment (p. 43) covers concepts presented throughout the book. All assessments ask students to identify and correct punctuation errors on a line-by-line basis, as well as to correct punctuation errors they find as they copy lines or paragraphs.

## Writing Projects

In addition to assessment pages, each section of instruction is followed by a writing project that requires students to apply skills learnt in that section. Writing projects include writing a script, writing and addressing a letter, descriptive writing and writing dialogue. Each writing project may also be used as a form of assessment.

## Organisation

You may wish students to each create a punctuation reference book made from construction paper and lined notebook paper. In their punctuation books, they could write each of the punctuation rules and examples for easy reference throughout the unit.



# Endings Count

There are three different types of punctuation marks that can be used at the end of a sentence.

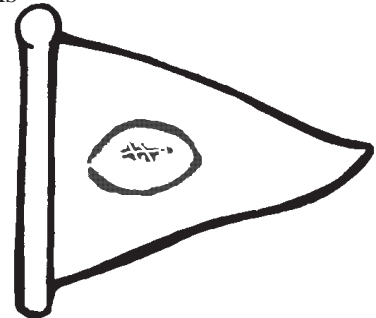
A <b>full stop</b> is used at the end of a statement or request.	Michael Jordan is a famous basketball player. (statement) Please give me the glue for our project. (request)
A <b>question mark</b> is used at the end of a question.	What is the capital of Brazil? Did R. L. Stein write books about ghosts?
An <b>exclamation mark</b> is used at the end of an exclamation or command.	What a great game! (exclamation) Give me the ball! (command)

**Read the paragraph below and add end marks where they are needed.**

Have you ever been to a football game\_\_ My favourite ground is Waverley Park\_\_ I love to listen to the sounds of the vendors calling and the crowd cheering\_\_ What is your favourite thing to do at a game\_\_ Last week, one player kicked eight goals\_\_ Wow\_\_ What an exciting game\_\_

**Add end marks to the following sentences.**

1. The big game is on Friday, and we still need to make our uniforms
2. Is Mary going to make the team jerseys, or are we buying them
3. Mary is making them, but what colour do you want
4. Blue would be nice, perhaps with white stripes
5. Yes, that would really be great



**Write an example of each type of sentence listed below.**

1. Statement: \_\_\_\_\_
2. Question: \_\_\_\_\_
3. Exclamation: \_\_\_\_\_
4. Request: \_\_\_\_\_
5. Command: \_\_\_\_\_



# Abbreviate It

**Full Stops** are used after some abbreviations, while others are allowed to stand alone. Use the charts below to help distinguish when punctuation is needed after an abbreviation. If you are not sure whether an abbreviation requires a full stop, look it up in the dictionary. A useful rule to remember is that if an abbreviation ends with the same letter as does the word it represents, it probably does not need a full stop.

Abbreviations Needing Full Stops	Examples
Personal names Organisations and companies Times of day Days of the week Months of the Year	Pearl S. Buck R. L. Stein Co. Inc. Corp. Org. a.m. p.m. Mon. Tues. Wed. Thurs. Fri. Jan. Feb. Mar. Sept. Oct. Nov.
Abbreviations Not Needing Full Stops	Examples
Widely used abbreviations which have more than one capital letter Many units of measurement Titles used with names States and Territories used in a sentence (except for Vic. and Tas.) Addresses	GPO RSPCA UN PhD MP YMCA VHS cm kg ml mg mm Mr Mrs Ms Sr Jr Dr NSW SA NT ACT Qld WA St Rd Blvd PO Box

Sometimes there is an abbreviation requiring a full stop at the end of a sentence. If the sentence would normally end with a full stop, then a second full stop is not needed. However, if the sentence ends with a question mark or an exclamation mark, then use a full stop to punctuate the abbreviation and add the correct end mark to the sentence. Here are examples:

Our plane leaves at 8 a.m.                      Does our plane leave at 8 a.m.?

**Read each sentence. Add full stops to abbreviations where they are needed.**

1. You may fax your order to the Products Dept of the IBM Corp in Sth Melbourne
2. I know Mr J P Sandler is the manager in charge of all orders, but he will not be in until 9:00 am
3. We bought our new puppy from the RSPCA Lost Dogs Home
4. Packages weighing over 5 kg will need to be weighed properly at your GPO

**Use a dictionary to find at least five examples of each type of abbreviation.**

Abbreviations with Full Stops	Abbreviations without Full Stops
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.



# End Marks and Abbreviations

## Assessment:

Rewrite the following sentences, adding end marks where they are needed.

1. Have you ever been to San Fransisco on the west coast of the USA

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---

2. There is a fun place to visit in Vic called Wilson's Prom National Park

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3. Mrs Eleanor H Meyer, Mr Richard P Meyer, Sr, and their son Rich, Jr, are coming to visit us

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4. We plan on taking the 7:15 pm train from Spencer St Station

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5. The party will be held on Wed 15th Jan at 8:00 pm

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6. Our train will arrive at 10:30 am from Mt Seymour, so we can eat lunch in the Highett Rd Plaza

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7. My postal address is: PO Box 159, Mt Barrow Tas 7259

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8. There is a new TV show on the ABC called 'punctuation made fun'

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# Writing a Script

## Writing Project

A script is commonly used when acting out a play or story. The script describes the actions of the characters and provides the dialogue, or words, the characters speak. There are three main elements to writing a script: the characters, the dialogue and the stage directions.

The names of the characters should appear at the top of the script as well as in front of the lines each character is to speak. The dialogue is written without quotation marks. Directions for expression, gestures, movement, props or scenery are written inside brackets wherever needed.

Read the sample script below. Note how the characters, dialogue and stage directions are organised. Also pay attention to the different types of end marks and abbreviations. Then follow the directions at the bottom of the page to write your own script.

<b>Characters:</b>	<b>Wilma T. Briggs</b>	<b>Samuel L. Johnson</b>
<b>Narrator:</b>	While on a plane headed for Adelaide, Wilma T. Briggs and Samuel L. Johnson strike up a conversation.	
<b>Wilma:</b>	Tell me, Mr. Johnson, where are you headed in Adelaide? ( <i>Looks at Samuel with a smile, showing interest.</i> )	
<b>Samuel:</b>	I'm off to visit relatives who live in the city, although I didn't think I was ever going to make the 7:00 p.m. flight. I'm on a connection from Brisbane, where I was just finishing a seminar for the Omni Corp. How about you? ( <i>Turns to Wilma and spills a drink in her lap.</i> )	
<b>Wilma:</b>	Oh, my goodness! ( <i>Jumps up from seat.</i> ) My new suit from J. C. Penney! My shopping trip in Sydney was a complete waste of time!	
<b>Samuel:</b>	Please, let me get some help. ( <i>Raises hand to signal help.</i> ) Attendant! Can you get us napkins?	

## Try It!

1. On a separate sheet of paper, write your own scene between at least two people taking a trip.
2. Include the following punctuation elements in your script:
  - End Marks:** Give at least one example of each type of sentence: statement, request, question, exclamation and command.
  - Abbreviations:** Give at least five different examples of abbreviations.
3. On a second sheet of paper, identify and label the different types of sentences you used in the script. You only need to write one example from your script for each sentence type.
4. On the same paper, identify and label the different types of abbreviations you used in the script. You must identify and label five different types of abbreviations. Staple the two sheets together.