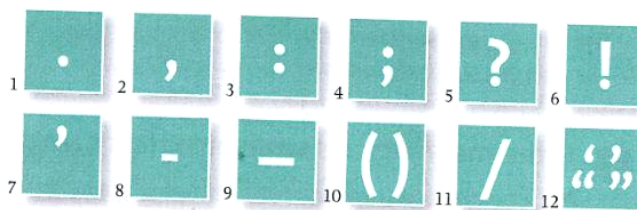


PUNCTUATION RULES & EXERCISES

A Punctuation marks

- | | |
|--------------------|--------------------|
| 1 full stop | 7 apostrophe |
| 2 comma | 8 hyphen |
| 3 colon | 9 dash |
| 4 semicolon | 10 brackets |
| 5 question mark | 11 slash |
| 6 exclamation mark | 12 quotation marks |



1 Complete the words for the punctuation marks.

► com m a

1 full s _____

2 col _____

3 hyp _____

4 bra _____

5 question m _____

6 excla _____ m _____

7 semi _____

8 apo _____

2 What punctuation is used in 1–8 below? You don't need to repeat *full stop* each time.

► We went home early. full stop

1 She had long, blonde hair. _____

2 What are you doing? _____

3 Congratulations! _____

4 It's too late. _____

5 I looked in the fridge; it was empty. _____

6 Someone (not me) left the door open. _____

7 A five-minute walk – and he still took a taxi. _____

8 'It's only me,' he said. _____

3 Test yourself. Cover the words and look at the punctuation marks. What are they?

B Punctuation rules

SOME IMPORTANT PUNCTUATION RULES

A **full stop** is used at the end of a sentence that is not a question or an exclamation, and is sometimes used in **abbreviations**. Each new sentence must begin with a **capital letter**.

A **comma** in writing is like a **pause** in speech. It is used:

- to **separate** parts of a sentence, e.g. *After we left, someone tried to phone us.*
- between adjectives, e.g. *A big, expensive car.*
- to separate words in a **list**, though it is often **omitted** before *and*, e.g. *I went to France, Germany, Italy and Spain.*
- when words or phrases **interrupt** the normal progression of a sentence, e.g. *I decided, however, that I needed something to eat first.*

A **colon** is often used to introduce further **details** such as an explanation or a list, e.g. *The shop is full of antiques: dining tables, chairs, wardrobes, mirrors, and so on.*

A **semicolon** is sometimes used **instead of** a full stop when two sentences are very closely **connected**, or to separate two main clauses, especially ones that aren't **joined** by a conjunction **such as** *and* or *but*, e.g. *I went round this morning; nobody was there.*

A **slash** separates words or phrases that are **alternatives**, e.g. *single/married.*

Glossary

abbreviation a short form of a word (e.g. *a.m.* is an **abbreviation** meaning 'in the morning').

capital letter *A B C* are **capital letters** (*a b c* are **small letters**).

pause a short period of time when sb stops talking.

separate sb/sth keep people or things away from each other. **SYN divide sb/sth.**

list a series of names, items, or numbers (e.g. a **shopping list**, a **list of countries**).

omit sth **FML** If you **omit sth**, you don't include it. **SYN leave sth out.**

interrupt sth occur in the middle of sth and **stop it** continuing.

details small pieces of information about sth.

instead of sb/sth in the place of sb/sth.

connect sth put two or more things together.

SYN join sth.

such as You use **such as** to introduce an example.

SYN like.

alternative one of two or more things that you can choose between.

4 Complete the sentences.

- Sentences have to begin with a capital letter.
- 1 I wrote a _____ of irregular verbs in my notebook.
- 2 I would use this dictionary _____ of the other one; it's much better.
- 3 We often use *and* or *but* to _____ two parts of a sentence.
- 4 In this application form, you have to give _____ of your work experience.
- 5 I asked her to marry me. There was a long _____, and finally she said yes.
- 6 *Prep.* is an _____ of *preposition*.
- 7 You need to use more adjectives _____ as *beautiful*, *delightful*, and *attractive*.
- 8 The teacher said we can _____ out Exercise 5 and go on to Exercise 6.
- 9 You can use brackets to _____ extra information from the rest of the sentence.
- 10 The director had to _____ the lesson to tell us to leave the building quickly.
- 11 You could _____ the two sentences into one by using *so*.
- 12 You can use a full stop, but the _____ is that you use a semicolon.

5 Find pairs of words in the box that go together for a reason. Write a sentence about them.

comma omit abbreviation join such as ✓ p.m. information
separate like ✓ leave out full stop details divide connect

- 'Such as' and 'like' mean the same thing.

6 What punctuation is missing, and where?

- We live in this house A full stop is missing at the end of the sentence.
- 1 she works in Bristol. _____.
- 2 He's a tall thin boy. _____.
- 3 The book is *in on* the table. Which is correct? _____.
- 4 We have two choices stay here and wait, or go and look for them. _____.
- 5 When we arrived we went straight to a restaurant. _____.
- 6 This is my boyfriends watch. _____.
- 7 After that fortunately we had no more problems. _____.
- 8 We couldn't get in the door was locked. _____.