

Punctuation

KS3 English · Follows the national curriculum

Name _____ Class _____ Date _____

1. Worked example

Punctuate: where are you going asked mum im off to james house i said

Step 1 · Find the spoken words and the speakers

Mum says 'Where are you going?' and I reply 'I'm off to James's house.' Two speakers means two lines.

Step 2 · Put each speech inside speech marks with a capital letter

"Where are you going ..." / "I'm off to James's house ..."

Step 3 · End each speech with the right mark before the closing speech mark

A question keeps its question mark: "Where are you going?" A statement followed by 'I said' ends with a comma: "I'm off to James's house,"

Step 4 · Add apostrophes and capitals for names

I'm (I am — contraction); James's (possession — the house belongs to James); capital M for Mum used name and capital J for James.

Answer: "Where are you going?" asked Mum. (new line) "I'm off to James's house," I said.

Check: New speaker, new line; punctuation inside the speech marks; 'asked' stays lower case after the question mark ✓

2. Now try one with the steps

Fix the comma splice: 'I went to the shop, it was closed.'

Step 1 · Test each half

Step 2 · Choose a fix

Step 3 · Write it

Answer:

3. Practice

Show your working. The marks tell you how much is expected.

1. When do you use a semicolon? Give an example. [2]

2. What are the two main uses of an apostrophe? [2]

3. How many dots make up an ellipsis? Write the number. [1]

4. Add the missing apostrophe: 'the girls bag' (one girl). [1]

5. Punctuate correctly: 'its amazing how its feathers change colour in spring'. [2]

6. What is the difference between a colon and a semicolon? [2]

7. How many apostrophes are needed to correct this sentence? 'Its the childrens turn, and they dont want to wait.' Write the number. [1]

8. Add the missing apostrophe: 'the boys changing room' (many boys). [1]

9. Fix the comma splice: 'It was late, we went home.' [1]

10. Correctly punctuate this speech: 'I dont want to go she said quietly'. [3]

11. Explain the effect of an ellipsis (...) and a dash (—) in creative writing. [3]

12. Add a colon correctly: 'There was only one way out the window.' [1]

13. Punctuate this split speech: i know she said but its too late [2]

14. Explain the difference in meaning: 'a man-eating shark' and 'a man eating shark'. [2]

4. Before you hand it in

'I went to the shop, it was closed.'

Use a full stop (I went to the shop. It was closed.), a semicolon (...shop; it was closed.) or a conjunction (...shop, but it was closed.).

'Banana's £1 a bunch' / 'In the 1990's'

Plurals do not need apostrophes: bananas, the 1990s. Apostrophes are only for missing letters and possession.

""Stop". She shouted.'

""Stop!" she shouted.' The mark goes inside the speech marks, and the sentence continues in lower case.