4 English punctuation


1 full stop


2 comma


3 colon


4 semicolon


5 apostrophe


6 question mark


7 slash


8 brackets


9 dash


10 exclamation mark


11 hyphen


12 quotation marks

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.*
- often between adjectives, e.g. *He bought a powerful, expensive car.*
- to separate words in a **list**, though it is usually **omitted** before *and*, e.g. *I went to France, Germany, Italy and Spain.*
- when words or phrases **interrupt** the normal order 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: tables, chairs, wardrobes, mirrors and so on.*

A semicolon is sometimes used in formal writing **instead of** a full stop when two sentences are very closely **connected**. It is also used to separate two main clauses, e.g. *I went round this morning; nobody was there.* These are often clauses not **joined** by a link word **such as** *and* or *but*.

Apostrophes show where we have **left** letters **out** of a word, e.g. *I'm* = I am; *don't* = do not; *I'd* = I would OR I had. They are also used to show that something belongs to somebody or something, e.g. *Mark's car* = the car belonging to Mark; *the children's room.*

GLOSSARY

abbreviation	a short form of a word: *TV is an **abbreviation** for television.*
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	keep people or things away from each other
list	a series of names, items, or numbers: *a **shopping list**, a **list of** countries*
omit *formal*	If you **omit** sth, you don't include it. SYN **leave sth out**
interrupt	stop sth or sb so that it or they cannot continue
further	more, extra: *Do you have any **further** questions?*
details	small pieces of information about sth
instead of sb/sth	in the place of sb/sth
connect	put two or more things together SYN **join**
such as	You use **such as** to introduce an example. SYN **like**

LIVEWORKSHEETS

1 Complete the words.

▶ com m a
1 full s ___ ___ ___
2 col ___ ___
3 hyp ___ ___ ___
4 bra ___ ___ ___ ___ ___
5 semi- ___ ___ ___ ___ ___
6 excla ___ ___ ___ ___ ___ ___ m ___ ___ ___
7 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 beautiful, long hair. .....
2 What are you doing? .....
3 Congratulations! .....
4 It's too late. .....
5 Breakfast was incredible: fruit, eggs, toast and cheese! .....
6 Someone (not me) left the door open. .....
7 It was only a five-minute walk – he still took a taxi. ....
8 'It's only me,' he said. ....

3 Underline the main stress in these words. Use the APP to help you. Practise saying the words.

▶ connect
1 details
2 instead
3 apostrophe
4 omit
5 interrupt
6 separate
7 connect
8 shopping list
9 question mark
10 abbreviation
11 exclamation

4 Complete the sentences.

▶ An **abbreviation** is a short ..... form of a word.
1 A **pause** is a short period of time when somebody stops ..... .
2 If you give **details** of something, you give more ..... .
3 **Omit** and **leave out** have a similar meaning, but **omit** is more ..... .
4 **Like** and **such as** can both be used to introduce an ..... .
5 If you **interrupt** a conversation, you ..... it.
6 If you **connect** something, you put two or more things ..... .

5 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 *Prep.* is an ..... for ***preposition***.
6 You need to use more adjectives ..... as ***beautiful*** and ***attractive***.
7 The teacher said we can ..... out Exercise 5 and go on to Exercise 6.
8 You can use brackets to ..... information from the rest of the sentence.
9 The director had to ..... the lesson to tell us to leave the building quickly.
10 I always write a ..... list when I buy food.

6 What punctuation is missing, and where?

▶ We live there 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 This is my boyfriends watch. .....
6 After that fortunately we had no more problems. .....

TEST YOURSELF

LIVEWORKSHEETS