

# Easy Punctuation

**Punctuation for students  
who have little or no experience of English.**



By Margaret Warner

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# Computer Keyboard 1

## Check It Out

A computer keyboard has all the letters of the alphabet on it in capital letters.

A B C D E F G H I J K L M N  
O P Q R S T U V W X Y Z

Colour the letters which are not capitals on the keyboard.



Trace the capital and lower case letters.

Aa Bb Cc Dd Ee Ff Gg  
Hh Ii Jj Kk Ll Mm Nn  
Oo Pp Qq Rr Ss Tt Uu  
Vv Ww Xx Yy Zz

# Sentences Revision 2

Add capital letters to begin the sentences and add full stops to end the sentences.

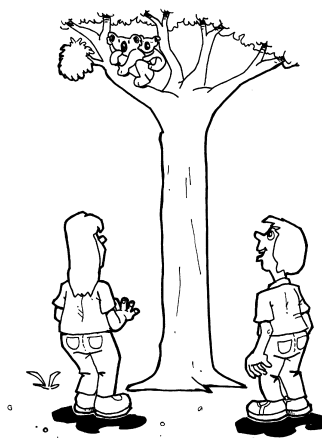
- a. first they went to the library to get some books then they went to get a drink and a snack after that they went to the markets to get some things they had a good day



- b. the man looked at the carrots he saw that one carrot was bigger than the others he was hungry so he tried to pull it out of the ground he pulled and pulled it didn't come out



- c. when we went on the bushwalk we saw a few koalas we also saw an echidna walking across the path it was looking for some ants for its lunch after that we saw some white cockatoos



# Capital Letters 8



## Check It Out

Use a capital letter for special days, holidays and celebrations. Some special days are Anzac Day, Mother's Day and Father's Day.



1

What do you do for your mum on Mother's Day?

Draw a picture to show what you do

There are other special times in the year like Christmas, Easter, NAIDOC Week, Eid ul Fitr, Divali and Hanukkah.

2

What special day do you celebrate?

\_\_\_\_\_  
Draw a picture to show what you do to celebrate.

# Question Mark 2

## Check It Out

Questions often begin with these words:

who what when where why

**1** Write a question to ask your teacher.

**2** Write the answers to the questions.

What planet do you live on? \_\_\_\_\_

What is your favourite movie? \_\_\_\_\_

Who is your friend? \_\_\_\_\_

**3** Read this story then answer the questions, using capital letters where needed.

On Sunday Jack and Lilly went to the beach with their parents. They took a picnic lunch with them. They went to the beach because it was a hot day.

a. Who is Jack's sister? \_\_\_\_\_

b. Where did they go? \_\_\_\_\_

c. When did they go? \_\_\_\_\_

d. What did they take? \_\_\_\_\_

e. Why did they go? \_\_\_\_\_

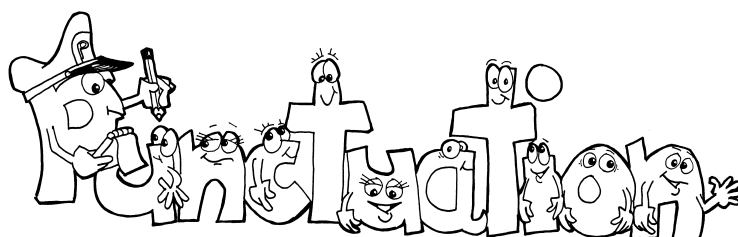
# Punctuation Revision 1

## Remember

Punctuation helps sentences make sense.

Tick the rules that you remember.

- ☐ Start a sentence with a capital letter and end with a full stop.
- ☐ End a sentence with a question mark when asking a question.
- ☐ End a sentence that shows strong feelings or that is a command with an exclamation mark.
- ☐ Use a capital letter when using the word 'I'.
- ☐ Use a capital letter for names of people or places.
- ☐ Use capital letters for the days of the week, the months of the year and special days and celebrations.
- ☐ Use a capital letter for the titles of books and movies and for the names of the planets.



# Comma 3

Write the sentences again and add a comma to separate groups of things.

- a. We saw a wallaby an echidna a possum and two koalas.

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- b. She likes peas pumpkin potato and carrots.

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- c. James Mai Anna and Ahmad are in my class.

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- d. The sky was pink red orange and yellow.

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- e. Are your eyes green blue brown or grey?

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# Apostrophe 1

## Check It Out

Use an apostrophe before the s ('s) to show that one person/thing owns something.

- \* the girl's book → the girl owns the book
- \* the boy's bag → the boy owns the bag
- \* Jack's pencil case → Jack owns the pencil case
- \* Lilly's lunch box → Lilly owns the lunch box
- \* the man's boots → the man owns the boots
- \* Grandma's scarf → Grandma owns the scarf

Read the sentences and add an apostrophe in red.

- a. The girls bag was blue.
- b. Is that Johns dog?
- c. The boys books are green.
- d. Mr Smiths car is new.
- e. Is that Tims house?
- f. The ladys hat is pretty.
- g. The babys hand is little.
- h. Are you going to Sams party?



# Answers

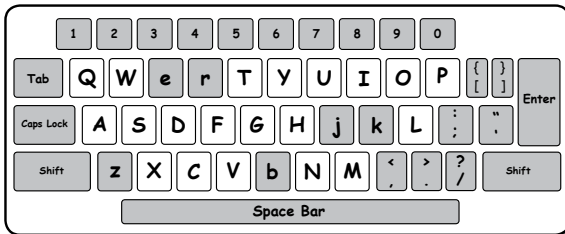
## Alphabet 1, page 6

d h l p u y

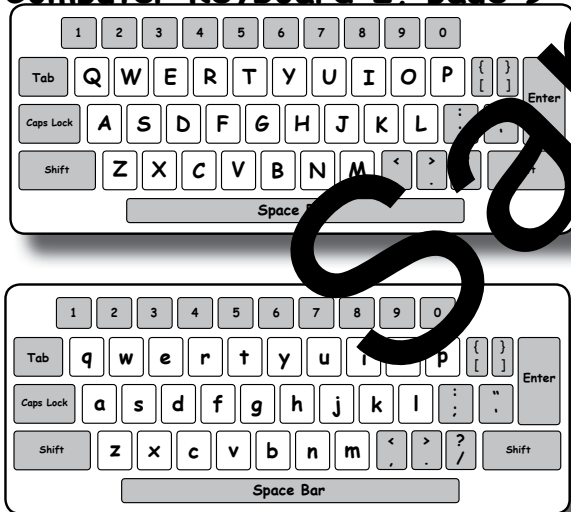
## Alphabet 2, page 7

- cat (a) pen (e) dish (i) on(o) mum(u)  
leg (e) doll(o) up(u) wish(i) sat(a)  
dog (o) hen (e) dig(i) ant(a) jump(u)  
orange(o,a,e) apple (a,e) peach(e, a)  
watermelon(a, e, e, o) strawberry(a, e)
- dad (did), egg, jump, hat(hot, hit), pen  
(pin, pan)  
mum, hen, girl, boy (bay), can
- mum, dad, boy, girl, cat (can), dog

## Computer Keyboard 1, page 8



## Computer Keyboard 2, page 9



## Beginning a Sentence 1, page 10

- A B C D E F G H I J K L M N  
O P Q R S T U V W X Y Z
- Once, They, Every, The, Every

## Beginning a Sentence 2, page 11

- bB xX gG aA tT kK vV eE  
nN jJ yY fF pP qQ sS iI lL wW  
cC zZ hH rR mM oO dD uU

- It's a sunny day. We're going to the beach.  
The girl sat down. She ate an apple.  
Mum has short hair. I have long hair.  
They saw a car. It was red.

## Ending a Sentence 2, page 13

- They ran to the shop. Then they ate an ice cream.
- At the park Lilly and Sam played on the swings. It was a sunny day.
- She packed her jeans and t-shirt. After that she packed her hairbrush and her toothbrush.
- Every day the sun warmed the little seeds. Some days the rain watered the little seeds.

## Sentences Revision 1, page 14

- Jack and Lily are very happy today. Auntie Rose is coming to visit at 2 o'clock.
- It was nearly 8 o'clock and Lilly was dressed for school. She went to find Sam but he was still in bed.
- On Saturday morning Lilly and Grandma got up early and Grandma drove to the station. Then they got on the train to the city.

## Sentences Revision 2, page 15

- First they went to the library to get some books. Then they went to get a drink and a snack. After that they went to the markets to get some things. They had a good day.
- The man looked at the carrots. He saw that one carrot was bigger than the others. He was hungry so he tried to pull it out of the ground. He pulled and pulled. It didn't come out.
- When we went on the bushwalk we saw a few koalas. We also saw an echidna walking across the path. It was looking for some ants for its lunch. After that we saw some white cockatoos.

## Capital Letters 1, page 16

- On Saturday I I Ahmad Jack  
Ahmad Then Jack's Then I
- On I Tom's I Anna Sam  
We Then I Tom's