

SECTION D - Punctuation

When we write we have to rely on punctuation signals to help get meaning across. () : ; “ ” ? ‘ ’
If a text is not correctly punctuated we can get very confused about what it means.

1 Beginning & Ending Sentences

i One of the most important purposes of punctuation is to show the reader where sentences begin and end. This is important because the purpose of punctuation is to help readers understand the text. The sentence is the basic unit of meaning so it is important that readers know where each sentence begins and ends.

A. Add the full stops, question marks and exclamation marks that are needed in this page. The capital letters should help you.

During the school holidays I like to get into town with my friends We usually meet up
at about ten o'clock Sometimes we go in by bus, but usually we get a ride from someone's
Mum At lunch time we get take-aways Do you prefer KFC or Macdonalds I like Burger
King Their burgers taste awesome



B. Write capital letters over the top of small letters where they are needed and add any full-stops, question marks or exclamation marks that are needed. There are five sentences in total.

on wednesday i left wellington and travelled on the arahura to picton when i got there i
caught the coastal pacific to christchurch have you ever been on that train it is great i
particularly enjoyed travelling along the kaikoura coast.

i **Capital letters - A B C D E F ...**
These are used to begin new sentences and to begin proper nouns.

Full stops - .

These are used to show the end of a sentence which is a command or a statement.

Question marks - ?

These are used to show the end of a sentence which is a question.

Exclamation marks - !

C. Write your own story of travelling from town to town. Use capital letters for the names of the towns. Write at least five sentences with correct punctuation.

2 Commas

i Comma - ,

Commas are used for four main reasons:

1. to separate items on a list e.g. I could see and hear tuis, bellbirds, sparrows and thrushes.
Notice that you should not write a comma before the word *and* at the end of the list.
2. to separate phrases and clauses e.g. *If you see him before I do, tell him his tea is ready.*
3. to divide off a part of the sentence that could be left right out (sometimes dashes or brackets are used for this) e.g. *I would like to know if Tom, your brother, will be playing.*
4. to give more detail or explanation e.g. *I am going to London, the capital of England.*

A. Add commas in the correct places in these sentences.

1. Would John Jean Albert Michael Tamahi and Sione please wait behind?
2. The bird which was flying towards me landed on the branch.
3. Sieve the dry ingredients mix in a bowl and then add the butter eggs and milk.
4. My favourite food chocolate is too expensive to buy often.
5. If you would like more information please ask the guide the driver or the conductor John.
6. Unless it rains we should be able to cross the flooded river.
7. Raspberry orange lime especially lime and pineapple are my favourite flavours.
8. If I won Lotto I would love to visit Rome Paris which is the city of love London and Madrid.
9. It was a very hot day over 30°C so I decided to go for a swim.
10. Please give these letters parcels and stamps to Mrs Brown the lady in the dairy.



B. Two possibilities! Use commas differently to change the meaning of this sentence. In one of them the river will definitely be going down tomorrow. In the other, they might cross the river tomorrow.

1. Unless it rains again we should be able to cross the flooded river which is going down tomorrow.
2. Unless it rains again we should be able to cross the flooded river which is going down tomorrow.

C. Write sentences of your own which show the use of commas as indicated.

1. Write a list of your favourite meals.

2. Write a list of ingredients for making a drink.

3. Write a sentence with two clauses separated by a comma. Begin one of the clauses with **if**.

