Flucie

FREE PRINTABLE

Punctuation and Sentence Building

Capital letters, full stops, commas, apostrophes and speech marks, one lesson at a time, with every answer.



13 PAGES · ANSWERS INCLUDED

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How to use this book

Marks that make writing clear

The marks that make writing clear: eight short lessons with practice, and every answer.

How to use it

1. **Read the box** at the top of the lesson aloud.
2. **Look at the examples** and the “be careful” line.
3. **Write the six sentences** correctly on the lines, in pencil.
4. **Check with the answers** on pages 12 and 13.

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A quick map

.	full stop: ends a statement	?	question mark: ends a question
!	exclamation mark: surprise or a call	,	comma: a small pause or a list
’	apostrophe: a short form or belonging	“ ”	speech marks: the words someone says

What this book is

It is a first book of punctuation and sentence building, in English only. It covers the common marks and a few simple rules. Writers sometimes choose differently, for example with a comma before the last “and” in a list, and where that is so the book says so. It is not matched to any school board or exam, and no age or level is given.

Capital letters

Lesson 1 of 8

A capital letter shows where a sentence starts, and it begins names, places, days and months. The word I is always a capital.

START OF A SENTENCE
The dog ran.

NAMES AND PLACES
Asha lives in Hyderabad.

THE WORD I
Today I am happy.

DAYS AND MONTHS
We meet on Monday in March.

Examples

- The bus is late.
- Ravi and Meena are friends.
- I like Chennai.
- Diwali is in autumn.

Look for

first word · names · places · I · days · months

BE CAREFUL

~~my friend lives in delhi.~~

My friend lives in Delhi.

Practice: Rewrite each sentence with the right capital letters.

1. my name is ravi.

2. we go to school on monday.

3. i like mangoes.

4. her birthday is in june.

5. meena lives in chennai.

6. today is friday and i am happy.

Full stops

Lesson 2 of 8

A full stop ends a sentence that tells us something or gives a command. Put a capital letter at the start of the next sentence.

A STATEMENT
I like rice.

A COMMAND
Close the door.

BETWEEN SENTENCES
It is hot. Let us go inside.

NOT FOR QUESTIONS
Where is the door?

Examples

- The cat is asleep.
- We eat lunch at one o'clock.
- Please sit down.
- It is late. We must go.

Look for

end of a statement | end of a command | before a new sentence

BE CAREFUL

~~it is late we must go~~

It is late. We must go.

Practice: Add capital letters and full stops.

1. the cat is asleep

2. we eat lunch at one o'clock

3. open your book

4. it is raining we stay inside

5. birds can fly

6. she reads every night

Question marks

Lesson 3 of 8

A question mark ends a sentence that asks something. Questions often start with who, what, where, when, why, how, do, does, is or are.

QUESTION WORDS
Where do you live?

YES OR NO
Is it raining?

NOT FOR A STATEMENT
I asked where you live.

ADD IT AT THE END
Do you like tea?

Examples

- What is your name?
- Do you have a pen?
- Why are you late?
- She asked where I live.

Look for

who · what · where · when · why · how

BE CAREFUL

~~Where are you going.~~

Where are you going?

Practice: Add the right mark at the end: a question mark or a full stop.

1. what is your name

2. I like to read

3. do you have a pen

4. she asked where I live

5. why are you late

6. he is my friend

Exclamation marks

Lesson 4 of 8

An exclamation mark shows surprise, joy or a strong feeling, or a loud call. Use it only now and then, so it stays special.

SURPRISE
What a big cake!

STRONG FEELING
I love this song!

A SHORT CALL
Help!

ONE IS ENOUGH
Stop!

Examples

- Wow, that is amazing!
- Happy birthday!
- Look out!
- What a lovely day!

Look for

surprise · joy · warning · a loud call

BE CAREFUL

~~Stop!!!~~

Stop!

Practice: Add a full stop, a question mark or an exclamation mark.

1. Wow, that is amazing

2. The bus comes at eight

3. Where is my bag

4. Stop, there is a car

5. I had rice for lunch

6. What a lovely day

Commas

Lesson 5 of 8

A comma is a small pause. Use it between things in a list, after yes or no, when you talk to someone, and after a starting phrase. Some writers also put a comma before the last “and” in a list, and both are fine if you are consistent.

IN A LIST

I like rice, dal and curd.

AFTER YES OR NO

Yes, I can.

TALKING TO SOMEONE

Ravi, please sit down.

AFTER A STARTING PHRASE

In the morning, we walk.

Examples

- I bought apples, bananas and grapes.
- No, I do not want any.
- Meena, please come here.
- On Sunday, we visit Granny.

Look for

lists · yes or no · names · starting phrases

BE CAREFUL

~~Yes I can.~~

Yes, I can.

Practice: Add the commas.

1. I bought apples bananas and grapes.

2. Yes I like tea.

3. Meena please open the door.

4. On Sunday we visit Granny.

5. She has a red blue and green bag.

6. No I do not want any.

Apostrophes

Lesson 6 of 8

An apostrophe has two jobs. It shows letters are missing in a short form, such as don't. It also shows that something belongs to someone, such as Ravi's book.

SHORT FORMS
do not → don't

MORE SHORT FORMS
it is → it's, I am → I'm

BELONGING
Ravi's book, the dog's tail

ITS OR IT'S?
it's = it is; its = belongs to it

Examples

- I don't like rain.
- It's a sunny day.
- This is Anu's bag.
- The bird cleaned its feathers.

Look for

short forms | belonging | its and it's

BE CAREFUL

~~The bird cleaned it's feathers.~~

The bird cleaned its feathers.

Practice: Add or fix the apostrophe.

1. I dont like rain.

2. This is Anus bag.

3. Its a sunny day.

4. We cant go today.

5. The dogs tail is long.

6. The bird cleaned it's feathers.

Speech marks

Lesson 7 of 8

Speech marks go round the exact words a person says. A comma, question mark or exclamation mark goes inside them. Single or double marks are both used, so choose one and keep to it.

WORDS AFTER "SAID"

Ravi said, "I am hungry."

WORDS BEFORE "SAID"

"I am tired," said Ravi.

A QUESTION INSIDE

"Where is it?" he asked.

A CALL INSIDE

"Stop!" shouted Meena.

Examples

- Mum said, "Dinner is ready."
- "Come in," said Asha.
- "What time is it?" asked Dad.
- "Help!" shouted the boy.

Look for

the exact words | said, asked, shouted | the mark inside

BE CAREFUL

~~Mum said Dinner is ready.~~

Mum said, "Dinner is ready."

Practice: Add the speech marks and any commas.

1. Mum said Dinner is ready.

2. I am tired said Ravi.

3. Where are you going asked Meena.

4. The teacher said Open your books.

5. Help shouted the boy.

6. She said Thank you.

Joining sentences

Lesson 8 of 8

Join two short sentences with and, but, so, or because. Put a comma before but and so when they join two full sentences.

AND
Ravi sings and Meena dances.

BUT
It is cold, but I am warm.

BECAUSE
I wear a coat because it is cold.

SO
It was hot, so we drank water.

Examples

- I like tea, but I do not like coffee.
- She is happy because she won.
- The shop was closed, so we went home.
- We can walk or take a bus.

Look for

and · but · so · because · or

BE CAREFUL

~~It is cold so we wear coats.~~

It is cold, so we wear coats.

Practice: Join each pair with the word in brackets.

1. It is raining. We stay inside. (so)

2. I like tea. I do not like coffee. (but)

3. She is happy. She won the race. (because)

4. Ravi sings. Meena dances. (and)

5. The shop was closed. We went home. (so)

6. I was late. The bus broke down. (because)

Review: fix the sentences

Eight sentences

Fix each sentence: capital letters, marks and commas.

1. where is ravis bag

2. i dont like rain

3. wow what a big cake

4. she bought mangoes apples and grapes

5. the teacher said open your books

6. it is cold so we wear coats

7. do you live in mumbai

8. yes i can come on friday

My own sentences

Write two sentences of your own with three different marks.

Answers

Lessons 1 to 5

1. Capital letters

1. My name is Ravi.
2. We go to school on Monday.
3. I like mangoes.
4. Her birthday is in June.
5. Meena lives in Chennai.
6. Today is Friday and I am happy.

2. Full stops

1. The cat is asleep.
2. We eat lunch at one o'clock.
3. Open your book.
4. It is raining. We stay inside.
5. Birds can fly.
6. She reads every night.

3. Question marks

1. What is your name?
2. I like to read.
3. Do you have a pen?
4. She asked where I live.
5. Why are you late?
6. He is my friend.

4. Exclamation marks

1. Wow, that is amazing!
2. The bus comes at eight.
3. Where is my bag?
4. Stop, there is a car!
5. I had rice for lunch.
6. What a lovely day!

5. Commas

1. I bought apples, bananas and grapes.
2. Yes, I like tea.
3. Meena, please open the door.
4. On Sunday, we visit Granny.
5. She has a red, blue and green bag.
6. No, I do not want any.

Answers

Lessons 6 to 8, and the review

6. Apostrophes

1. I don't like rain.
2. This is Anu's bag.
3. It's a sunny day.
4. We can't go today.
5. The dog's tail is long.
6. The bird cleaned its feathers.

7. Speech marks

1. Mum said, "Dinner is ready."
2. "I am tired," said Ravi.
3. "Where are you going?" asked Meena.
4. The teacher said, "Open your books."
5. "Help!" shouted the boy.
6. She said, "Thank you."

8. Joining sentences

1. It is raining, so we stay inside.
2. I like tea, but I do not like coffee.
3. She is happy because she won the race.
4. Ravi sings and Meena dances.
5. The shop was closed, so we went home.
6. I was late because the bus broke down.

Review

1. Where is Ravi's bag?
2. I don't like rain.
3. Wow, what a big cake!
4. She bought mangoes, apples and grapes.
5. The teacher said, "Open your books."
6. It is cold, so we wear coats.
7. Do you live in Mumbai?
8. Yes, I can come on Friday.