

Unit 4

Punctuation

This unit will help you to:

- Use capital letters and full stops correctly
- Understand how to use commas and apostrophes to aid meaning

Booster sessions are included should you need extra support on any part of this unit.

Raising Skills
English Language
Online Study Course



Session 1

Task	Suggested time	Resources included	Additional resources
1. Open U4_02_PPT 1. Read each slide and any notes carefully. Read through U4_03_Worksheet 1 and complete the questions if you feel you need more practice. You do not need to do the 'aim to pass task'.	20 minutes	U4_02_PPT 1 U4_03_Worksheet 1	
2. If you feel confident at this level, move up to the U4_05_Worksheet 2 and complete the questions. You do not need to do the 'aim to pass' tasks unless you want the extra practice.	10 minutes	U4_05_Worksheet 2	
3. Open U4_07_PPT 2. Read each slide carefully and then complete the review activity on the final slide.	15 minutes	U4_07_PPT 2	
4. Read through U4_08_Worksheet 3 and U4_09_Worksheet 4, and complete the questions if you feel you need more practice. Complete the 'aim to pass' task on U4_09_Worksheet 4, ensuring that you use apostrophes correctly.	10 minutes 15 minutes for 'Aim to Pass' task	U4_08_Worksheet 3 U4_09_Worksheet 4	
5. Assess your progress using U4_11_Quiz. Check your answers and then use the relevant booster worksheets for any areas where you still need further support.	10 minutes	U4_11_Quiz	

Skills practice session

Task	Suggested time	Resources included	Additional resources
Open the extract from <i>20,000 Leagues under the Sea</i> by Jules Verne. On the first page of the resource is a short extract from the main text. Add any necessary exclamation marks, questions	30 minutes	U4_12_20000 Leagues	

marks and capital letters. When you have finished, check your work against the full extract on page 2 of the resource. Does your edited version match the original?					
Booster worksheets for U4_03_Worksheet 1 U4_04a_Booster 1: Complete sentences U4_04b_Booster 2: End of sentence markers U4_04c_Booster 3: Capital letter for starting a sentence U4_04d_Booster 4: Upper and lowercase letters U4_04e_Booster 5: Capitals for proper nouns	Booster worksheets for U4_05_Worksheet 2 U4_06a_Booster 6: Avoiding run-on sentences U4_06b_Booster 7: What type of sentence? U4_06c_Booster 8: Using capital and lowercase letters for proper and common nouns	Booster worksheets for U4_08_Worksheet 3 & U4_09_Worksheet 4 U4_10a_Booster 9: Possessive apostrophes U4_10b_Booster 10: More possessive apostrophes U4_10c_Booster 11: Commas to set information apart U4_10d_Booster 12: Commas acting as brackets			