

## Punctuation

## Worksheet 1: Capital letters, full stops, question marks and exclamation marks

## Key point

Capital letters are used to start a sentence and full stops are used at the end. A sentence is a group of words that makes sense on its own. Question marks are used when asking a question and exclamation marks are used after a command or to show surprise.

## Get started

## Guided

1. Rewrite the sentences below using full stops and capital letters correctly.

a. today, jade had eggs on toast for breakfast she always eats a big breakfast

**Today, Jade had eggs on toast for breakfast. She always eats a big breakfast.**

b. sam and maryam went to london last weekend

c. mr smith is our football coach we play football on tuesdays and thursdays

d. i live on park street near the post office

e. we went to manchester yesterday it rained all day

f. easter is often in march but sometimes it is in april

## Hint

Remember to separate sentences with full stops, not commas.

## Guided

2. Read these sentences with question marks and exclamation marks. Tick the correct version for each one.

a. Where are you going today? ☒ Where are you going today! ☐

b. Can I borrow a pen please? ☐ Can I borrow a pen please! ☐

c. Let me out? ☐ Let me out! ☐

d. Is it nearly time for dinner? ☐ Is it nearly time for dinner! ☐

## Hint

Remember to include full stops. Also use question marks and exclamation marks where you can.

## Try this

1. Complete the table by adding a sentence using capital letters and the correct punctuation.

	Example sentence
The first word in a sentence	
The days of the week and months	
The title and a name	
The name of a place	
The pronoun 'I'	

2. Rewrite the sentences below using capital letters, full stops, question marks and exclamation marks. Write your sentences on a separate piece of paper.

- a. my favourite meal is fish and chips
- b. please could you help me with my project
- c. i am over here. help
- d. st paul's cathedral is in london
- e. what time is it
- f. i wanted to go to the cinema she wanted to watch TV
- g. do you want to go for a walk on saturday

### Hint

Remember the rules for using capital letters and use the full range of punctuation.

## Aim to pass

1. Write an email to tell a new worker in your team, called Filip Balik, what he needs to know about where you work.

In your email, you should include:

- where to go when he arrives and the name of the person who will meet him
- the start and finish times
- what he should bring with him on his first day.

You should aim to write about 200 to 250 words. Complete your answer on a separate piece of paper. (21 marks)

2. Write a review of a new bag for an online forum.

You recently bought a new bag from an online shop to use for college. Generally, you like the bag but after using it for only one week you have noticed some problems. You contacted the company you bought it from but have experienced some difficulties with their customer service.

In your review of the bag, you should:

- say what you like and dislike about your new bag
- describe your experience of the company's customer service
- explain whether you would recommend the bag and the company.

You should aim to write about 150 to 200 words. Complete your answer on a separate piece of paper. (15 marks)

### Hint

Make sure you have written in full sentences, used a range of punctuation and checked your spelling.

## Rate yourself

How confident are you about using capital letters, full stops, question marks and exclamation marks?



### Got it!

Move on to the next activity.



### Not there yet...

Try one of the booster sheets for this worksheet.