

Punctuation

Worksheet answers

Remember, you are not expected to give yourself a mark for these answers. The Aim to pass sections have been given suggested marks to simulate an exam question.

Worksheet 1

Get started

- 1a. Today, Jade had eggs on toast for breakfast. She always eats a big breakfast.
 1b. Sam and Maryam went to London last weekend.
 1c. Mr Smith is our football coach. We play football on Tuesdays and Thursdays.
 1d. I live on Park Street near the Post Office.
 1e. We went to Manchester yesterday. It rained all day.
 1f. Easter is often in March but sometimes it is in April.
 2a. Where are you going today?
 2b. Can I borrow a pen please?
 2c. Let me out!
 2d. Is it nearly time for dinner?

Try this

1. Your sentences must include the correct use of capital letters and punctuation. Some examples are:

	Example sentence
The first word in a sentence	No, she said!
The days of the week and months	The weather is usually good in Scotland in May.
The title and a name	Mrs Duncan always cooks Sunday lunch for her family.
The name of a place	The family went to America last autumn.
The pronoun 'I'	Can I come tomorrow?

- 2a. My favourite meal is fish and chips.
 2b. Please could you help me with my project?
 2c. I am over here. Help!
 2d. St Paul's Cathedral is in London.
 2e. What time is it?
 2f. I wanted to go to the cinema. She wanted to watch TV.
 2g. Do you want to go for a walk on Saturday?

Aim to pass (36 marks available)

1. In your email, you could:
- say where Filip Balik should go and the name of the person who will meet him, for example, go to reception and ask for Mrs Snow

- explain the start and finish times, for example, we work from 9 a.m. to 5 p.m. every day except Friday when we finish at 3.30 p.m.
 - explain what he should bring with him, for example, you will need to bring two forms of ID such as a passport, a driving licence or a utility bill.
2. In your review, you could:
- say what they like and dislike about their new bag, for example, if they like the pockets at the side with the zips, but one of the zips is broken
 - describe their experience of the company's customer service, for example, the lady in the customer service department was very friendly but she couldn't help and didn't offer to exchange the bag
 - explain whether or not they would recommend the bag and the company, for example, because the bag broke within one week of using it they wouldn't recommend it, because the company would not exchange the bag, they wouldn't recommend the company.

Worksheet 2

Get started

- 1a. The weather was warm, sunny and calm.
- 1b. The girl has long, brown, curly hair, blue eyes and a lovely smile.
- 1c. The dog has long, scruffy, brown fur, black eyes and a curly tail.
- 1d. I like lots of different types of music: rock, pop, hip hop, drum and bass and soul.
- 2a. The book, Cookery for Students, was really helpful.
- 2b. The apprentices, Jamil and Helen, were studying in the library.
- 2c. Meet me at the café, The Cup and Saucer, at 2 o'clock.
3. A: For the walk you will need to wear a waterproof jacket, walking boots, a hat and gloves.

Try this

- 1a. I am reading a detective novel. The story takes place in many locations, including: London, Paris, Rome, Cairo and New York.
- 1b. Anytown College offers students a wide range of subjects to choose from. We offer courses in Health and Social Care, Bricklaying, Carpentry, Health and Beauty, Childcare and many others. Come and see us for more information.
- 1c. The museum was really interesting. We looked at the display of precious jewellery that included the biggest rubies, diamonds, sapphires and emeralds that I have ever seen. The lights made them sparkle, glisten and dazzle. After that, we went to have a look at the biggest diamond in the world, The Cullinan Diamond.
2. Your own responses. You should write in full sentences and describe at least three of your favourite foods.
- 3.
- Hi,
- I've decided to make an Italian meal – what do you think? We'll have olives, garlic mushrooms and breadsticks to start. For the main I am going to make vegetable lasagne with salad, garlic dough balls and roasted broccoli. I would like to invite my friend Asha to come too. I think you'll really get on. I will ask her to bring dessert with her. Would you prefer tiramisu, ice cream or chocolate cake?
- Let me know what you think!
- Amy

Aim to pass (15 marks available)

1. Your own response. In your email, you could:

- explain what work the charity does, for example, it helps children with learning disabilities by funding staff to work with them, paying for special equipment to help support the children
- remind those taking part where and at what time the run starts, for example, the run will start at 9.30 a.m. in the countryside park
- tell those taking part what they need to bring with them, for example, they should bring a completed entry form and a water bottle.

Worksheet 3**Get started**

1a. I go to the gym on Monday, Wednesday, Thursday and Friday.

1b. You will need a pen, pencil, notebook and calculator.

1c. The apartment has one bedroom, a kitchen, a bathroom and a sitting room.

2a. cannot

2b. I would / I had

2c. you would / you had

2d. you will

2e. was not

Try this

1b.

Hi Helena

Just to let you know, I have got the crisps, fizzy drinks, some fruit and some sandwiches for our picnic. Can you bring the cakes, cups, plates and something for us to sit on?

Thanks. Chat later.

2. Credit any valid sentence that contains a list of three things the person did, and which uses commas correctly. For example:

Yesterday I went to the gym, revised for my driving theory test and had dinner with my family.

3b.

Hi Jo

I'm going to the cinema on Wednesday. Will you come with me? **You'll** love the film. **It's** a sci-fi. Let me know.

Can't wait to see you.

Pete

4a. I'm going to a party on Friday night.

4b. She **can't** come to the party.

4c. I **don't** know how to get there.

4d. He **wasn't** in a good mood this morning.

4e. They **weren't** happy with the service at the restaurant.

Aim to pass (9 marks available)

1.

We were going on holiday and we **couldn't** wait. Everything was packed and we were ready to leave.

'Have we got the tickets, passports, swimwear and sun cream?' my brother asked.

'Yes, but where have you put the passports?' I asked.

'I **don't** know, you had them last. I hope you **haven't** lost them!' he replied.

'I **can't** have done,' I said. '**They're** here somewhere.'

2.

I'm really looking forward to starting my course in September. I've always wanted to be a chef and really enjoy cooking. I have some specialities: puddings, cakes, bread, pastry and anything sweet.

I will be going to college on Mondays, Wednesdays and Thursdays and I will be on placement in a restaurant on Tuesdays and Fridays. It'll be fantastic to learn new skills and I can't wait!

Worksheet 4**Get started**

1.

should not: shouldn't

will not: won't

cannot: can't

we have: we've

would have: would've

2a. couldn't

2b. should've

2c. could've

2d. they've

2e. they're

2f. I'll

3a. The **cat's** tail3b. The **student's** bag3c. The **band's** music3d. The **boys'** football3e. **David's** laptop3f. The **student's** timetable3g. The **car's** tyres3h. **Anne's** mobile phone

Try this

1.

A: Incorrect

B: Correct

C: Incorrect

D: Correct

E: Correct

F: Incorrect

2. Credit any valid answer. For example:

I am: I'm tired. / I'm going to the cinema after college.

Would not: I wouldn't like to eat pasta. / I wouldn't want to watch football.

Should have: I should've remembered my umbrella. / I should've answered my phone.

3. D: The Principal likes to hear the opinions of more than one student.

4. They had the meeting at 3 p.m. It **wasn't** possible to hold it in the **Principal's** office, so instead it was held in the **students'** breakout area. The purpose was to hear **students'** opinions on the redeveloped canteen. **I'd** have liked to have heard from the canteen staff but **they'd** finished work at 2 p.m.

Aim to pass (7 marks available)

1. A: That the car belongs to Liam

2.

Liam and I went to a theme park the other day. We had a fantastic time and **could've** spent another day there. Liam was a little nervous of the rides and **didn't** go on all of them, but I did.

I took my **mum's** new phone and have got some great photos. **I'll** post them online when I get the chance. We had a lovely dinner in the café. We had the **chef's** special, which was a delicious pasta dish. After that, we looked around the gardens where there was a fantastic fountain and flower display. **We'll** definitely go there again.