

POLISH UP YOUR PUNCTUATION

Help sheet one: full stops and capital letters.

RULES

1. Always begin a sentence with a capital letter and finish with a full stop.

2. Capital letters are also used for:

- The names of people and places, eg Mr Wiblin; Sporty Spice.
- The titles of people, e.g. Father Cornforth.
- The titles of books, films, plays, e.g. Mathilda.
- The word "I".

A. Write out these sentences putting in capital letters and full stops:

1. please do not feed daffodils to my pet stegosaurus
2. loving parents buy their children nike trainers
3. my favourite film is gone with the wind
4. my younger sister amanda loves the teletubbies
5. the most popular book written by roald dahl is charlie and the chocolate factory
6. the crowd went wild when sunderland won the premier league
7. in 10 years no one will have heard of the spice girls
8. you cannot beat a steaming bowl of curry and rice pudding

B. Rewrite the following jumbled sentences so that they make sense:

1. the newcastle largest city in the north east is
2. are the colours of the black and white toon army
3. put mr o' hara on the wall Julie's story

Help sheet one continued: full stops and capital letters.

4. and felt sick I ate three bars during break of chocolate
5. metro centre to get lost easy it is in the
6. august to on holiday I am going disney land in
7. rex is as tall a tyrannosaurus house as a
8. lots of homework Fridays we always get on

C. There are two sentences in each question below. Write them out correctly using capital letters and full stops:

1. on saturday I always clean out my pet ferret he needs new water and fresh sawdust
2. when it is dad's turn to cook he sometimes cannot be bothered he rings up and orders us a take-away pizza
3. when mum has been working nights at the hospital we have to creep round the house she is a light sleeper and is very easily disturbed
4. i like going to stay with my aunt louise she never makes me eat my peas
5. we had to travel on a coach over night to get to our holiday villa in spain the coach driver put on a video to help to pass the time
6. the girl who works in the fish and chip shops never smiles she must be sick of people shouting orders at her
7. i am very nervous about my school exams we had a whole week off and i did not revise
8. our dog chased the next door neighbour's cat yesterday she has threatened to poison him if he ever goes into her garden again