

# Planner Punctuation

Find this page  
in your planner

**LITERACY**

## Punctuation

When you write, it is punctuation that helps you to make the meaning clear. Reading your work aloud, to see how your voice pauses or falls, will help you to find points where punctuation is needed.

- Full Stop** Place a full stop at the end of a sentence that is not a direct question or exclamation.  
*Our example:* The door was closed.  
*Your example:*
- Comma** Use a comma to indicate a natural pause in direct speech and to separate three or more items in a list or series.  
*Our examples:* I bought a CD, several books, a pen and a watch. "Yes, the game will be played today."  
*Your example:*
- Semi-colon** Use a semi-colon to connect independent clauses in a compound sentence.  
*Our example:* She came hurtling round the corner; the accident wasn't a surprise.  
*Your example:*
- Colon** Place a colon before a list of items and preceding an explanation or example. Several have been used on this page.  
*Our example:* I like the following colours: purple, pink and yellow.  
*Your example:*
- Inverted commas** Use inverted commas to enclose direct speech.  
*Our example:* "We've made a mistake," she said, "we must go back."  
*Your example:*
- Apostrophes** Apostrophes are used where letters have been omitted, or to indicate possession.  
*Our examples:* I'll (I shall) try to get finished. He can't (cannot) run very fast. Men's clothes are on sale today. These are the girls' toys.  
*Your example:*

### Exam Focuses

These are some of the main skills needed for exams that test reading.

EXAM SKILL	TYPE OF READING NEEDED
Identify relevant points or information.	<b>Skimming</b> quickly through a text to pick out the material needed to form an answer to a question.
Follow arguments & explain the writer's viewpoints.	<b>Reading 'between the lines'</b> to find the clues, then using your own words to summarise or explain the writer's ideas.
Comment on the effects of layout, structure and presentation.	<b>Scanning</b> to form an impression of how the text as a whole affects the reader. 'Reading with a writer's eye' to analyse the effects of individual devices used.
Comment on the effects of language techniques.	<b>Reading 'with a writer's eye'</b> to analyse the different techniques a writer uses and explain the effect that they have on the reader.

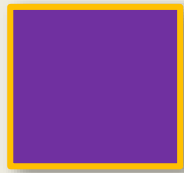
Design Right and Copyright © 1992: 2000 Levels Bookset Publishing Company

# Planner Punctuation

When you write, it is punctuation that helps you to make the meaning clear.

Reading your work aloud, to see how your voice pauses or falls, will help you to find points where punctuation is needed.





# Full Stop

Place a full stop at the end of a sentence that is not a direct question or exclamation.

## Our Example:

The door was closed.

## Your Example?



# Comma

Use a comma to separate three or more items in a list or series and to indicate a natural pause in direct speech.

## **Our Examples:**

I bought a CD, several books, a pen and a watch.

“Yes, the game will be played today.”

## **Your Example?**

# ■ Semi-colon



Use a semi-colon to connect independent clauses in a compound sentence.


each part of the sentence must make sense on its own

## Our Example:

She came hurtling round the corner;  
the accident wasn't a surprise.

## Your Example?

# Colon

 Place a colon before a list of items and preceding an explanation or example.

## **Our Examples:**

I like the following colours: purple, pink and yellow.

You only have one option: leave this place immediately.

## **Your Example?**

# “ Inverted commas

Use inverted commas to enclose direct speech.

”

**Our Example:**

“We’ve made a mistake,” she said, “we must go back.”

**Your Example?**

# ’ Apostrophes

Apostrophes are used where letters have been omitted, or to indicate possession.

## Our Examples:

letters omitted → I’ll (I shall/I will) try to get finished.

The teacher’s pen. ← apostrophe before the s for singular nouns

All students’ books. ← apostrophe after the s for plural nouns

## Your Example?