Capital Letters and Full Stops



Sentences always start with a capital letter and often finish with a full stop.
Use capital letters for names of particular people, places or things, and for I.

Tomorrow I am going to Aunt Sarah's wedding.

1 **Rewrite the sentences below with capital letters and full stops in the correct places.**

the train to manchester takes two hours

.....

mr jones married miss newton on 1st july

.....

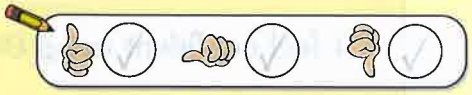
i have a cat it's called meg

.....

2 **This passage is missing full stops and capital letters. Add full stops in the correct places and circle the words that should have a capital letter.**

tomorrow is mr frimley's birthday mr frimley is our teacher we have planned a surprise party for him at lunchtime everyone is bringing in something different for us to eat will is making a cake and i am bringing party hats and streamers i hope the party is a success it took ages to organise

"I can use capital letters and full stops."



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Question Marks and Exclamation Marks

Question marks are always used at the end of **questions**. → Where are you?

Exclamation marks can be used for **commands** or to show when something is said **loudly** or with **strong emotion**. → He lied to me!

Ellipses can also be used to end a sentence. They are three dots that show an idea is **incomplete**. → I'm not angry...

1 **Draw lines to match each sentence to the correct punctuation mark.**

Those lights look amazing	?
Do you want me to help you	.
I enjoy going out for dinner	!
I don't want to go, but	...

2 **Use the punctuation marks to write sentences which include each of these words.**

magic tricks Jimmy ?

.....

rocket moon .

.....

zombies garden !

.....

friendly neighbours ?

.....

"I can use question marks and exclamation marks."



Commas in Lists



Use commas to separate items in a list. There should be a comma between each thing in the list except the last two. These two are separated with 'and' or 'or'.

Bring your swimming trunks, a sun hat and a waterproof jacket.

1 **Add commas in the correct places in the passage below.**

Yesterday, I went to a theme park with Jordan Carl Elijah and David. We went on three roller coasters a log flume a Ferris wheel and some bumper cars. At lunchtime, we had cheeseburgers with chips big cups of fizzy pop and a chocolate bar each. We left with big smiles full tummies and happy memories.

2 **Write a list of four things to complete each sentence. Remember to use commas in the correct places.**

My mum bought me .....

.....

.....

Emily's favourite foods are .....

.....

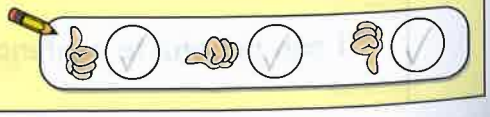
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In my bedroom, I have .....

.....

.....

"I can use commas to separate items in a list."



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Commas to Avoid Ambiguity

You can use commas to make the meaning of a sentence clear.

After walking Milly James had a nap. ← Without a comma, the meaning is ambiguous.

After walking Milly, James had a nap. ← Adding a comma makes the meaning of the sentence clearer.

After walking, Milly James had a nap. ←

Moving the comma changes the meaning of the sentence. The first sentence suggests James had a nap after walking a dog called Milly. The second sentence suggests a girl called Milly James had a nap after taking a walk.

1 Add a comma to each sentence below to change the meaning.

Before fighting Claudia, Lisa and Moe were playing together.

We should really start cooking Prisha.

Is it time to leave Raj?

Dad likes cleaning cats and riding bikes.

2 Read the two sentences below. Explain how the meaning of the sentence changes when the comma is added.

I invited Sherry Cooper and Fozia to the beach party.

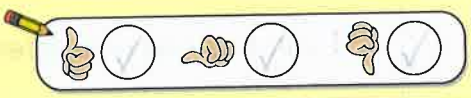
I invited Sherry, Cooper and Fozia to the beach party.

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"I can use commas to avoid ambiguity."



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Commas After Subordinate Clauses



Commas separate subordinate clauses from main clauses in complex sentences.
Only use a comma if the subordinate clause comes first.

subordinate clause → Once you've laid the table, you can watch TV. ← main clause

1 **Tick the sentences that use commas correctly.**

Although he can't dance, my dad is usually quite cool. ☐

The shark had very good teeth since, he brushed them every day. ☐

Even when it's the weekend, I like to have breakfast at 7 am. ☐

2 **Match the subordinate clause to the correct main clause. Then write out the complete sentences with commas in the correct places.**

Subordinate Clauses	Main Clauses
As Ben hates coffee	I'd like to swim in the lake.
Before you start eating	we still had fun.
Even though it was raining	you should wash your hands.
Although it is winter	I've made him a hot chocolate.

.....

.....

.....

.....

"I can use commas after subordinate clauses."



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Commas After Introductions

Use a comma after an adverbial phrase at the beginning of a sentence.
Adverbial phrases tell you where, when, how or how often something happens.

Next week, Elif is going to a music concert.

1 **Add commas in the correct places in the sentences below.**

For ten minutes Lewis tried to solve the puzzle.

With a big smile Richard greeted his exchange partner.

Every evening I practise the piano.

In Ancient Egypt the rulers were called pharaohs.

On Monday I'm playing tennis for the county.

2 **Complete the sentences below by adding main clauses.**
Remember to put commas in the correct places.

Before breakfast .....

As quickly as possible .....

Every Wednesday evening .....

In a large bowl .....

At the zoo .....

For twenty minutes .....

"I can use commas after adverbial introductions."



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