

# Practising Punctuation

## Book 1

Sue Graves

Illustrated by Hilda Offen

## Contents

Unit	Page
Capital Letters 1	1-2
Capital Letters 2	3-4
Full Stops	5-6
Test 1(capital letters, full stops)	7
Commas 1	8-9
Commas 2	10-12
Commas 3	13-14
Test 2 (commas)	15
Question Marks	16-17
Exclamation Marks	18-19
Test 3 (question marks, exclamation marks)	20
Puzzle 1	21
Puzzle 2	22
Puzzle 3	23
Puzzle 4	24
Quick Reference Guide	25
Answers	26-27
Pupil Record Sheet	28

No part of this publication may be reproduced in any form other than by the original purchaser. Only direct photocopies from this master are permitted. No sale of these photocopies is permitted. No copyright rights are extended or implied to secondary users.

ISBN 978 1 84198317 2

© Learning Materials Ltd 2010

Published by Learning Materials Ltd, Dixon Street, Wolverhampton, WV2 2BX

[www.learningmaterials.co.uk](http://www.learningmaterials.co.uk)

Tel: 01902 454026 Fax: 01902 457596

e-mail:[learning.materials@btinternet.com](mailto:learning.materials@btinternet.com)

# Practising Punctuation

## Book 2

Sue Graves

Illustrated by Hilda Offen

## Contents

Unit	Page
Apostrophes 1	1-2
Apostrophes 2	3-4
Apostrophes 3	5-6
Test 1 (apostrophes)	7
Apostrophes 4	8-9
Apostrophes 5	10-11
Test 2 (apostrophes)	12
Inverted commas 1	13-14
Inverted commas 2	15-17
Inverted commas 3	18-19
Test 3 (inverted commas)	20
Puzzle 1	21
Puzzle 2	22
Puzzle 3	23
Puzzle 4	24
Quick Reference Guide	25
Answers	26-27
Pupil Record Sheet	28

No part of this publication may be reproduced in any form other than by the original purchaser. Only direct photocopies from this master are permitted. No sale of these photocopies is permitted. No copyright rights are extended or implied to secondary users.

ISBN 978 1 84198318 9

© Learning Materials Ltd 2010

Published by Learning Materials Ltd, Dixon Street, Wolverhampton, WV2 2BX

[www.learningmaterials.co.uk](http://www.learningmaterials.co.uk)

Tel: 01902 454026 Fax: 01902 457596

e-mail: [learning.materials@btinternet.com](mailto:learning.materials@btinternet.com)

# Practising Punctuation

## Book 3

Sue Graves

Illustrated by Hilda Offen

## Contents

Unit	Page
Phrases	1-2
Sentences 1	3-4
Sentences 2	5-6
Test 1	7
Sentences 3	8-9
Sentences 4	10-11
Test 2	12
Paragraphs 1	13-14
Paragraphs 2	15-16
Paragraphs 3	17-18
Test 3	19
Writing template	20
Puzzle 1	21
Puzzle 2	22
Puzzle 3	23
Puzzle 4	24
Quick Reference Guide	25
Answers	26-27
Pupil Record Sheet	28

No part of this publication may be reproduced in any form other than by the original purchaser. Only direct photocopies from this master are permitted. No sale of these photocopies is permitted. No copyright rights are extended or implied to secondary users.

ISBN 978 1 84198319 6

© Learning Materials Ltd 2010

Published by Learning Materials Ltd, Dixon Street, Wolverhampton, WV2 2BX

[www.learningmaterials.co.uk](http://www.learningmaterials.co.uk)

Tel: 01902 454026 Fax: 01902 457596

e-mail: [learning.materials@btinternet.com](mailto:learning.materials@btinternet.com)

# Practising Punctuation

## Book 4

Sue Graves

Illustrated by Hilda Offen

## Contents

Unit	Page
Colons	1-2
Semi-colons	3-4
Colons and semi-colons	5-6
Test 1 (colons and semi-colons)	7
Brackets	8-9
Dashes	10-11
Test 2 (brackets and dashes)	12
Hyphens 1	13-14
Hyphens 2	15-16
Hyphens 3	17-18
Test 3 (hyphens)	19
Puzzle 1	20
Puzzle 2	21
Puzzle 3	22
Puzzle 4	23
Quick Reference Guide	24
Answers	25-26
Pupil Record Sheet	27

No part of this publication may be reproduced in any form other than by the original purchaser. Only direct photocopies from this master are permitted. No sale of these photocopies is permitted. No copyright rights are extended or implied to secondary users.

ISBN 978 1 84198320 2

© Learning Materials Ltd 2010

Published by Learning Materials Ltd, Dixon Street, Wolverhampton, WV2 2BX

[www.learningmaterials.co.uk](http://www.learningmaterials.co.uk)

Tel: 01902 454026 Fax: 01902 457596

e-mail: [learning.materials@btinternet.com](mailto:learning.materials@btinternet.com)

## Teacher's Notes

# Practising Punctuation Book 1

Practising Punctuation is a series of 4 books of photocopiable worksheets designed for pupils at Key Stage 2 and 3, who need additional support to identify and use punctuation correctly in everyday situations. However, pupils should be made aware that it is likely that they will see differing styles of punctuation in books and magazines.

Each book addresses a wide range of punctuation rules arranged in units of two pages. The first page explains the punctuation rule and gives clear examples, together with a simple exercise for the pupil to complete. The second page provides a more complex task and / or extension exercise. This allows for the teacher to provide differentiated material in accordance with each pupil's needs and abilities.

In addition each book provides regular test pages to check the pupil's understanding of the rules addressed. A pupil record sheet at the back of the book allows the teacher to plot progress and record comments on individual achievement. There are also four Punctuation Puzzle pages to reinforce and revisit what the children have learned in each book.

A Quick Reference Guide at the back of the book summarises the punctuation rules addressed in the book.

### BOOK CONTENTS:

- Book 1: Capital letters, full stops, commas, question marks and exclamation marks
- Book 2: Apostrophes and inverted commas
- Book 3: Phrases, sentences and paragraphs
- Book 4: Colons, semi-colons, brackets, dashes and hyphens