

Level-Up Your Punctuation (UKS2)

L4 comma 2	,		<i>A comma is also used to separate parts of a sentence into clauses. A clause is a mini sentence inside another sentence. If the clause is in the middle of the sentence two commas are used.</i>	
	The dog was dirty. I gave the dog a bath.	The boy was watching. He started to laugh.		
	As the dog was dirty, I gave it a bath.	The boy, who was watching, started to laugh.		

L4 speech marks	“ ”		<i>Speech marks are used to show the actual words spoken by a character. They are used at the beginning and end of the actual words spoken.</i>	
	“What do you want?” I asked.	Helen said, “I’m going home”.		
	Note: Use a new line for each speaker.	Use a comma before the spoken words.		

L4 apostrophe 1	,		<i>An apostrophe is used with ‘s’ to show possession (who owns something). If the owner is more than one (plural) and already ends in ‘s’ the apostrophe is added to the end of the word.</i>		
	Singular	Dad’s car	The girl’s hat	David’s hair	A bird’s egg
	Plural	My parents’ house	The girls’ coats	Boys’ football team	Birds’ eggs

L4 apostrophe 2	,		<i>An apostrophe is also used to show were a letter is missing when two words are joined. It is used to show the actual words spoken by someone and should not normally be used in formal writing.</i>		
	Do not	He will	should not	have not	We had
	Don’t	He’ll	shouldn’t	haven’t	We’d

L4 ellipsis	...		<i>An ellipsis is three dots (never 2 or 4). It creates a long pause that can help build tension in a story; show confusion or hesitation; or make the reader slow down and emphasise the words.</i>		
	“Er... well... all right then. But... make sure you’re home early.”				
	The crowd began to count. ‘One... two... three...’				

L5 colon	:		<i>A colon can be used to introduce a list or an example that follows afterwards. It makes the reader pause.</i>		
	To bake a cake you will need: flour, milk, eggs and butter.				
	Many holidays are Christian festivals: Christmas for example.				

L5 semi-colon	;		<i>A semi-colon is used to separate two main parts (clauses) of a sentence. It can also be used to separate items in a list if the items are phrases rather than single words.</i>		
	To bake a cake you will need: 1kg of self-raising flour; a pint of full-cream milk; four fresh eggs and a pound of butter.				

L5 brackets	()		<i>Brackets are very useful for giving the reader extra details such as characters thoughts, without breaking the flow of a sentence or making it too complicated.</i>		
	The calculator (that wasn’t really a calculator) started beeping.				
	“Hello Auntie Joan, (please don’t kiss me) it’s lovely to see you.”				

L5 dash	-		<i>A dash is used instead of other punctuation marks such as , ; : to show the reader where to pause.</i>		
	It was a great day out - everyone loved it.				
	He saw red eyes burning in the darkness – the pack of hounds.				

L5 hyphen	-		<i>A hyphen is used to join two or three words which you want to be read as one longer word.</i>		
	well-known	break-in	mix-up	passer-by	a ten-year-old
	text-book	no-one	skipping-rope	hold-up	hair-raising