

Capital Letters, Full Stops, Question Marks and Apostrophes (For Primary Ages)



Written by Lyn Catchpole. Illustrated by Rod Jefferson.

© Ready-Ed Publications - 1995.

Published by Ready-Ed Publications (1995) P.O. Box 276 Greenwood W.A. 6024

COPYRIGHT NOTICE

Permission is granted for the purchaser to photocopy sufficient copies for non-commercial educational purposes. However, this permission is not transferable and applies only to the purchasing individual or institution.

ISBN 1 86397 100 9

The activities contained in this book allow teachers to meet the requirements of the English curriculum document with regard to the **Writing** strand. The book provides opportunities for the consolidation of language skills that children should be equipped with as a result of their primary schooling.

As shown in the Contents below the approach is basic and simple - teach the skill; reinforce it in a variety of ways; use it in context as often as possible.

To help the consolidation process wall charts have been provided on the concepts treated in this book - it is suggested that they are enlarged to A3 size and displayed as a constant reference point for the class.

Our artist has used the theme of 'unusual beings' to provide a little light relief for students doing the activities in the book.

CONTENTS

'CAPITAL LETTERS' SECTION

Teacher Information Page	3
Capital letters for sentence beginnings	4
Capital letters for people's names	5
Capital letters for people's names (and some special animals)	6
Capital letters for names of places - 1, 2, 3	7, 8, 9
Capital letters to begin direct speech	10
Capital letters for days, months, holidays, special events, historical periods	11
Capital letters for names of organisations, businesses, institutions etc.	12
Capital letters in a passage - 1, 2, 3	13, 14, 15

'FULL STOPS' SECTION

Full stops 16	
Full stops to end statements - 1, 2, 3	17, 18, 19
Full stops for abbreviations - 1, 2	20, 21

'QUESTION MARKS/EXCLAMATION MARKS' SECTION

Question marks - 1, 2	22, 23
Exclamation marks	24

'APOSTROPHES FOR CONTRACTIONS' SECTION

Apostrophes for contractions - 1, 2	25, 26
-------------------------------------	--------

TESTING SKILLS COVERED IN THIS BOOK

Punctuation Test; Teacher Page & Marking Key	27, 28
--	--------

MASTERS FOR WALL CHARTS - enlarge to A3 size

Capital Letters; Full Stops; Question Marks	29, 30, 31
Exclamation Marks; Contractions	32, 33

EVALUATION SHEETS

Evaluation Of Punctuation Skills (Teacher Checklist)	34
Detailed Evaluation Of Punctuation Skills	35

Teacher Information Page

In this book...

Capital letters are used for...

- ★ Sentence beginnings.
- ★ Proper nouns.
- ★ Subject titles.
- ★ People's names.
- ★ Main words in book titles, plays, films, TV shows, songs.
- ★ Important words in titles.
- ★ Beginning of direct speech.
- ★ "I" pronoun.
- ★ Names of places e.g. towns, states, countries.
- ★ Names of organizations, businesses, institutions, brand names, ships etc.
- ★ Names of days, months, holidays, special events, historical periods.
- ★ Reference to deities.

Full Stops are used for...

- ★ End of sentence.
- ★ Indirect questions.
- ★ Abbreviations (other than those where the first and last letter are included, e.g Dr)

Question marks are...

- ★ Used for the end of a sentence which is a question asking for information.
- ★ Placed directly after the question in direct speech.

Exclamation marks are...

- ★ Used for the end of a statement which expresses a strong emotion or feeling.
- ★ Placed directly at the end of an exclamation in direct speech.
- ★ Used for some sentences which appear to be questions but don't require an answer, e.g. Wasn't that a silly thing to do!

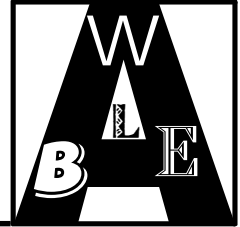
Apostrophes are used for...

- ★ Contractions to indicate that two words have been contracted into one and some letters have been left out, e.g. do not - don't; they are - they're.

Name

.....

capital letters



Capital letters for sentence beginnings

1. Rewrite these sentences putting in the missing capitals.

can we go to the beach today?

.....

mary sent a parcel through the post.

.....

yesterday we went on a picnic.

.....

who left the car parked in the driveway?

.....

you have to be at home by five o'clock.

.....

2. Write a description of yourself. Remember to use a capital to start each new sentence.

.....
.....
.....
.....

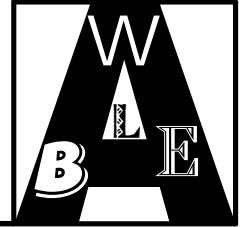
3. Write in the missing capitals in this passage.

cats are wonderful animals. in early times, cats were worshipped as gods. the early egyptians built shrines to cats. in more modern times, many people appreciate cats as pets. unlike dogs, cats don't have to be taken for walks. on cold winter nights, cats make wonderful hot water bottles! cats are very independent animals, but they can also be very affectionate. some cats give their owners dead mice as presents!

4. Use the back of this page to write a story of five sentences about your favourite pastime or hobby. Remember capitals for sentence beginnings!

Name

capital letters



Capital letters for people's names

Complete these statements.

My full name is

My father's name is

My mother's name is

A relative's name is

My pet's name is

My doctor's name is

My friend's name is

Create some imaginative names for the following. Try to make the names match their profession: e.g. Captain Sea Worthy - a sea captain.

1. An aeroplane pilot captain

2. A zoo keeper

3. A school headteacher

4. A naughty schoolboy

5. A fish and chip shop owner

6. A ballet teacher

7. A bookshop owner

8. A racing car driver

9. A politician

10. A sheep farmer

Capital letters for the pronoun "I"

..... Use the following pronouns to complete the phrases - I I'm I'll I've I'd.

..... like to visit that country

..... wish I still had my watch.

..... be there soon.

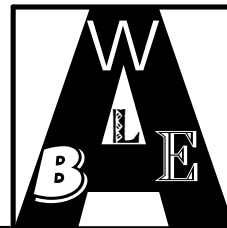
..... seen that film already.

..... 10 years old tomorrow.



Name

capital letters



Capital letters for people's names (and some special animals)



Mr Jones



Frank



Uncle Joe



Susan



Dr Green



Spot



Sylvester



Mrs Hutchin



Capt. Greenvelt



Mrs Jones



Mike

Use the names under the pictures to put in the missing words and finish the story.

My next door neighbours are and They have a daughter, and a son, Last week some very strange things happened to their household. Their favourite uncle,, had come to visit and usually his visits meant excitement and strange happenings. This visit was definitely strange! First there wasthe dog and then..... the cat who started acting very strange indeed, but when, an old seafaring friend of Uncle Joe's arrived, things really started to happen., who lives on the other side of the Jones's, was terrified by what she saw and sent her sonto fetch, whose surgery was just around the corner. You can't image his surprise when he arrived on the scene and saw ...

Continue your story on the back.

.....
.....