

ENGLISH

Unit 12: Capital Letters & Punctuation



English for Beginners with

THE INSPIRE ACADEMY



Capital Letters

- Capital Letters or Uppercase Letters are used:
 1. to begin a sentence
 2. for names of people
 3. for addressing people
 4. for the personal pronoun 'I'
 5. for names of places
 6. for dates, months or occasions
- In book and film titles, small words like and, a, the, of, etc. do not usually have capitals, unless they're at the beginning.
- Certain words can be written either in capitals or in lower-case, for example: names of seasons, decades, jobs or directions, etc.

Full stops

- Full stops, or periods, (.) are used at the end of a sentence and in abbreviations to show that letters in a word are missing.
- Examples:
 - I went to the bank yesterday.
 - etc. (etcetera)
 - ie. (example)

Question Marks

- Question marks (?) are used to signify when a sentence is meant to pose a question.
 - Examples:
 - Where are you going?
 - What are you doing?
 - Will you bring a jacket?
 - How are you?



Exclamation Points

- Exclamation points (!) can be used to indicate when something is said with force, exclaimed loudly, or as a command.

- Examples:

- Watch out!
- Dance with me!
- Danger!
- Eat your vegetables!



Commas

- A comma (,) indicates a pause between parts of a sentence.
 - Examples:
 - I was out for a walk when it started raining, so I got wet.
 - I woke up late, not knowing I had a meeting.
- A comma also separates items within a list.
 - Examples:
 - I ate three apples, two carrots, and one peanut.
 - It was so cold that I wore two shirts, two pairs of pants, a scarf, and three jackets.

Apostrophes

- Apostrophes (') are primarily used to indicate possession and in the formation of contractions.
 - Examples
 - She's (She is, She was, She has)
 - Robert's bread
 - I'd (I would)
 - The Mills' house

Colons

- Colons (:) are used to precede a list of items.
 - Example:
 - Shopping list:
 - eggs
 - butter
 - milk

Semicolons

- Semicolons (;) are used to indicate a stronger pause than a comma.
 - Examples:
 - He likes cake; she does not.
 - The dog can't jump high; the cat can.

Quotation Marks

- Quotation marks (") are used either at the beginning or the end of a title or a quoted passage.
 - Examples:
 - In the novel, "Animals", by John Doe...
 - In his article John Doe said, "Cats and dogs do not always fight with each other".

EXERCISE



Turn these sentences into questions or exclamations:

1.) Can you go to the market to get some apples ()

2.) Please take the dog for a walk ()

3.) Run to catch the train ()

4.) Would you like anything else ()

5.) Watch out ()

6.) I can't hear you, speak louder ()

7.) What will the weather be like tomorrow ()

8.) The music is too loud ()

EXERCISE

Choose the correct form of punctuation to be used in each sentence:

1.) The dog is blue (1) the cat is green (2)

- a. (1 = ,) (2 = ?)
- b. (1 = ;) (2 = !)
- c. (1 = ;) (2 = .)
- d. (1 = ,) (2 = .)

2.) Hey you (1) can you help me with this (2)

- a. (1 = ;) (2 = .)
- b. (1 = :) (2 = .)
- c. (1 = ,) (2 = ?)
- d. (1 = ') (2 = ?)

3.) John (1) be careful (2)

- a. (1 = ") (2 = .)
- b. (1 = .) (2 = !)
- c. (1 = ;) (2 = ,)
- d. (1 = ,) (2 = !)

4.) My grandpa always says (1) (2)time is precious, don(3)t waste it (4)(5)

- a. (1 = ") (2 = ,) (3 = :) (4 = ;) (5 = ")
- b. (1 = ') (2 = ") (3 = ,) (4 = ") (5 = ?)
- c. (1 = ,) (2 = ") (3 = ') (4 = ") (5 = .)
- d. (1 = ,) (2 = ;) (3 = ') (4 = ;) (5 = .)

EXERCISE

Rewrite the sentences with full stops(.), commas(,), or apostrophes(').

1.) I()d like to go to the park() but I don()t have the time()

2.) I need to go to the market() Perhaps I()ll go tomorrow()

3.) Josh()s shoes are untied()

4.) I love going to the gym() but I don()t have enough time()

5.) It()s a good day to go to the beach()

6.) They()re going to bring a pie() the turkey() and mashed potatoes()

7.) It()s Max()s turn to clean ()

8.) I like listening to rock() jazz() and classical()

EXERCISE



Use any of the punctuation (. ? ! , ' : ; ") to fill in the blanks and add capital letters where they are needed.

1.) Grocery list() onions() carrots() bananas () tomatoes

2.) I like savory() you like sweet()

3.) In the book()()Animals()() john Doe describes cats and dogs()

4.) I would like to join you() but i can()t today ()

5.) I really enjoy cleaning() you could care less()

6.) when talking about cats() John doe says() ()they can be very loving creatures()()

7.) I need to go back there tomorrow() Would you like to join me()

AUDIO EXERCISE

Listen to the audio exercise and choose which punctuation mark(s) is being used or described.

1. Please choose one of the four options:

- a. Comma (,)
- b. Full stop (.)
- c. Semicolon (;)
- d. Exclamation point (!)

2. Please choose one of the four options:

- a. Apostrophe (')
- b. Colon (:)
- c. Question mark (?)
- d. Quotation marks ("")

3. Please choose two of the four:

- a. Full stop (.)
- b. Apostrophe (')
- c. Comma (,)
- d. Question mark (?)

4. Please choose two of the four:

- a. Exclamation point (!)
- b. Semicolon (;)
- c. Question mark (?)
- d. Comma (,)

FRIEND EXERCISE

For the friend exercise you and your friend must each write a small paragraph, or a few sentences, and use the correct punctuation.

You must then write the same paragraph again but without the punctuation.

Then you switch papers and try to fill in the punctuation that was left missing.

Finally, you give the paper back to your friend and see if you filled out all the punctuation correctly.

Good luck!

Bonne chance!



FRIEND EXERCISE

You may use this paper for the exercise.
