## Nouns

## HINT

* In all grammar exercises, always ask yourself what job a particular word is doing in the sentence. One word can be different parts of speech!


## THINGS TO KNOW

- Nouns:
- are words used to name a person, place, thing, feeling or idea
- can be singular or plural. For example: girl children sheep foot feet
- are often introduced by the words "a", "an" and "the". This means these words come before the noun.

HINT

* There are four types of nouns:
- Common nouns - name the everyday things around us.

For example: boy painter school city pool paper shirt.

- Proper nouns - name special people, places or things. These nouns always start with a capital letter.
For example: I, Sally, King Henry (people); Darwin Kingsly Park Italy Suncorp Stadium (places); March Easter (things).
- Collective nouns - names given to a group of people or things.

For example: class team band bunch litter school.

- Abstract nouns - name things that exist in your mind, even though you can't see or touch them. These nouns are usually a feeling, idea, condition or quality.
For example: hope faith love anger truth.
TRAP
* Be careful! Don't forget to use capitals to begin proper nouns.

HAVE A GO! - Nouns
Show where the missing capital letter should go.


1. Fraser street is closed today so you can't go there.
$\bigcirc$

$\bigcirc$
2. Russ and jenny are lucky to have three wonderful children.
O

$\bigcirc$
3. On fridays we always have a spelling test.


## Pronouns

## THINGS TO KNOW

- Pronouns are words used instead of nouns, often taking the place of a person or thing. They are:
- used to connect ideas and refer back to nouns already mentioned in the text.
- consistent or agree with the correlating noun. They may be singular or plural, masculine or feminine.
- used to give fluency and cohesion in text.
- It is important that the pronoun refers back and is consistent with the noun in terms of number (singular or plural) and gender (masculine, feminine or neutral.) This is called pronoun-noun agreement: For example:
They were ... (both subject and verb are plural so it is correct).
They was ... (the subject is plural; the verb is singular so it is incorrect).


## HINT

* Many pronouns have three forms:
- First person pronouns - when the writer or speaker is "talking".
- Second person pronouns - when the writer or speaker is being "spoken" to.
- Third person pronoun - when a writer or speaker refers to other people or things.
* There are many types of pronouns. The most common include:
- Personal pronouns - refer to you, me, other people and things.
- Possessive pronouns - show ownership. No apostrophes are needed!

| 1st person the person speaking | Personal Pronouns | Possessive Pronouns |  |
| :--- | :--- | :--- | :--- |
|  | me person spoken to | we, us (plural) <br> you (singular) <br> you (plural) | our, ours (plural) <br> yours (singular) <br> yours (plural) |
|  | 3rd personthe person/things <br> being spoken about | she, her (feminine singular) <br> he, him (masculine singular) <br> it (neutral singular) <br> they, them (plural) | her (feminine singular) <br> his (masculine singular) <br> its (neutral singular) <br> theirs (plural) |

HINT

* Some pronouns are used to ask the questions: Who? Whose? Which? That? Whom?
- Who and whom are used for people.

For example: Who won the race?
To whom did you give your homework?

- Which and that are used for things and animals.

For example: Which pen would you like?

- Whose is use to show ownership.

For example: Whose bag is this?

* Some pronouns stand for or refer to a noun that may or may not be mentioned.

These pronouns are: that, this, those, these. They relate to:

- number (how many people or objects)
- singular (one) - that or this For example: I need this ruler.
- plural (more than one) - these or those For example: I need these rulers.
- position
- it is near - this or these For example: Put the box in this car.
- it is not near - that or those For example: Can you see that car over there?

HAVE A GO! - Pronouns
Which word completes the sentence correctly?

1. The children packed $\qquad$ bags.
2. Jane will clap $\qquad$ hands.
3. They grabbed $\qquad$ lunch and ran out the door.
4. Does this belong to $\qquad$ ?
5. think $\qquad$ teacher will take us out to sport. my
○ me mine
6. Can you pick up
$\qquad$ clothes please?
7. The cat licked $\qquad$ paws.
8. Chris is taking $\qquad$ dog with him.

| them | their | they're |
| :---: | :---: | :---: |
| your | you | yourself |
| $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |


| TEST 11: NOUNS AND PRONOUNS |  |  |  |
| :---: | :---: | :---: | :---: |
| Which two words are proper nouns so should start with capital letters? |  |  | ( $\left.\begin{array}{c}\text { M } \\ \text { Shl } \\ \text { Shade } \\ \text { bubbes. }\end{array}\right)$ |
| 1. We drove over the story Bridge until we reached greenbank. |  |  |  |
| 2. On saturday, the 9th of december we are going to Daniel's birthday party |  |  |  |
| 3. the men will go skiing in september when the snow is thick. |  |  |  |
| 4. trudi and Leanne are going to salter Ova | watch t | cricket | match. |
| 5. Do you know when I can get my friend a ticket to see the easter show? |  |  |  |
| $\bigcirc$ |  |  | $\bigcirc$ |
| Which word completes each sentence correctly? |  |  | ( $\begin{gathered}\text { cof } \\ \text { Shade } \\ \text { bube } \\ \text { buble. }\end{gathered}$ |
| 6. Jane forgot to bring $\qquad$ homework to school. | she <br> $\bigcirc$ | her <br> $\bigcirc$ | its <br> $\bigcirc$ |
| 7. This postcard has no stamp on | that | their | it |
|  | - | $\bigcirc$ | ) |
| 8. Can you help $\qquad$ carry my bag upstairs? | you | me | his |
|  | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| 9. No-one will see ___ if we hide here. | us | we | our |
|  | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| 10. That isn't his, it's ___ . | her | she | hers |
|  | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| 11. ___ tied up their shoelaces. | Them | Their | They |
|  | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| 12. I can't see the bird but Dad can see $\qquad$ . | it | its | her |
|  | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| 13. Can you remember $\qquad$ phone number? | you | mine | your |
|  | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| 14. I wish all of ___ would be quie | youse | you | yourself |
|  | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |
| 15. I listened to ___ radio all afternoon. | yours | my | mine |
|  | $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |

## Adjectives

## THINGS TO KNOW

- Adjectives describe a noun, in terms of things such as colour, size, shape, size, quality, feeling, how much, how many.
They:
- can also be used to point out which noun is being referred to. For example: this that those these.
- are often placed before a noun. However, this is not always the case. For Example: the girl's hair was brown.


## HINT

* Adjectives may show degree. Degrees tell us how much more or less. The word "than" is often used when making comparisons (not the word "then"). When comparing:
- two things/people, many adjectives have an er ending.
- three or more people/things, adjectives may often have an est ending

For example: brave, braver, bravest; soft, softer, softest; loud, louder, loudest; hard, harder, hardest; pink, pinker, pinkest; thin, thinner, thinnest; quiet, quieter, quietest; healthy, healthier, healthiest.

## TRAP

* Other comparative adjectives take different and/or irregular forms.

For example: bad, worse, worst; old, elder, eldest; many, more, most; good, better, best; little, less, least.

| HAVE A GO! - Adjectives <br> Which word completes each sentence correctly? |  |  | (1) ${ }_{\substack{\text { Shade } \\ \text { Shade } \\ \text { bubie.e. }}}$ |
| :---: | :---: | :---: | :---: |
| 1. I am the $\qquad$ tennis player in the class! | baddest $\bigcirc$ | worse <br> $\bigcirc$ | worst <br> $\bigcirc$ |
| 2. I have ___ work to do than you. | many | more | most |
| 3. My drawing is $\qquad$ than yours. | $\underset{\text { good }}{\bigcirc}$ | $\bigcirc$ <br> better | $\bigcirc$ <br> best |
|  | $\bigcirc$ | O | O |
| 4.That light is very ___. | bright <br> ○ | brighter <br> $\bigcirc$ | brightest $\bigcirc$ |

## TEST 12: ADJECTIVES

## Which word completes each sentence correctly?

1. The car alarm was very $\qquad$ .
2. That was the $\qquad$ cyclone ever.

| bad | worser | worst |
| :---: | :---: | :---: |
| $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |

3. I have the $\qquad$ amount of money compared with my brothers and sisters.

| little | less | least |
| :---: | :---: | :---: |
| 0 | $\bigcirc$ | $O$ |

4. The horse's mane felt $\qquad$ .

| silky | silkier | silk |
| :---: | :---: | :---: |
| $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |

5. My tomato plant has grown $\qquad$ than yours.

| tall | tallest | taller |
| :---: | :---: | :---: |
|  | $\bigcirc$ |  |

6. I can see $\qquad$ boys on the oval.
that this these those
7. I am three months $\qquad$ than you.
old
older
oldest
$\bigcirc$
8. My hair is $\qquad$ than Julian's but longer than Vanessa's.
short
O shorter shortest

## Verbs

## THINGS TO KNOW

- Verbs are doing, being or having words.
- "Doing" verbs:
${ }^{\circ}$ are actions of people and things. For example: cry yell party drink cover play stop say.
${ }^{\circ}$ are sensing, thinking and feeling words.
For example:
want love imagine dream doubt.
- "Being" and "having" verbs are words used to show that people and things exist.
For example:
am is are be will be been being was were had has have having.
These verbs link pieces of information.
- "Helping" (or compound) verbs are often used with other verbs. These verbs often tell us the tense and/or whether the noun is in its singular or plural form.
Examples of helping verbs are:
be been being am is are was were have has had
should could would may might must will shall can do does did.
For example: The lady was looking at her son.
My brother has been swimming in the pool for a long time.


## HINT

* The verb must always agree or be consistent with number (singular or plural) and tense. (Refer to the section "Verb Tense".)
* Singular verbs are used for one person, animal or thing. "Is" and "was" are singular verbs. For example: He is/was going ... The cat likes ...
* Plural verbs are used with two or more people, animals or things. "Are and "were" are plural verbs.
For example: They are/were going ...
* A verb may be contracted.

For example: it's (it is), he'll (he will), they've (they have), they would've (they would have).

## TRAP

* Note that a common error is to use "could of/should of/would of ..." The verb is "could have/ should have/would have ..."
For example:
"I could have told you that!" is correct.
"I could of told you that!" is not correct.


## HAVE A GO! - Verbs

Which word completes each sentence correctly?

1. We $\qquad$ playing when it started to rain.
2. Jan $\qquad$ early for school.
3. The cat $\qquad$ four kittens.
4. They $\qquad$ to start their work now.
5. He $\qquad$ he'll win the race.
was were
are is has have have has

thinks


Which sentence shows the correct use of the verb?
6. The children help each other.

The children helps each other.
The children helping each other.
7. That person are stuck in the mud.

That person were stuck in the mud.
That person was stuck in the mud.
8. You should have run quickly.

You should of run quickly.
You should has run quickly.
9. He hitting the ball for a six.

O He hit the ball for a six.
$\bigcirc \mathrm{He}$ hitted the ball for a six.

## TEST 13: VERBS

| Which word completes each sentence correctly? |  | (1) $\begin{gathered}\text { Shade } \\ \text { Shade } \\ \text { bubile }\end{gathered}$ |
| :---: | :---: | :---: |
| 1. The train___ going to arrive on time. | is | are |
|  | $\bigcirc$ | $\bigcirc$ |
| 2. The horse ___ over the fence. | jump | jumped |
|  | $\bigcirc$ | $\bigcirc$ |
| 3. You___ going to miss the show. | is | are |
|  | $\bigcirc$ | $\bigcirc$ |
| 4. It ___ a terrible nightmare. | was | were |
|  | $\bigcirc$ | $\bigcirc$ |
| 5. They ___ to tidy their room. | have | has |
|  | $\bigcirc$ | $\bigcirc$ |
| 6. I will ___ a letter to my Mum. | write | writes |
|  | $\bigcirc$ | $\bigcirc$ |
| 7. The children ___ lucky to be saved. | was | were |
|  | $\bigcirc$ | $\bigcirc$ |
| 8. The monkey ___ my hand. | bit | bits |
|  | $\bigcirc$ | $\bigcirc$ |
| 9. Mike and I___ near our school. | live | lives |
|  | $\bigcirc$ | $\bigcirc$ |
| 10. My son ____ sports practice this afternoon. | has | have |
|  | $\bigcirc$ | $\bigcirc$ |
| 11. The truck will ___ if it doesn't slow down. | crash ○ | crashes ○ |

## THINGS TO KNOW

- Verbs show tense! They tell us when an action or process is taking place.
- Verbs can be in three tenses: the present (now), past (has already happened), or future (will take place sometime in the future.)


## HINT

* Most verbs show their tense in a regular or consistent way.
- past tense
- regular verbs often end in ed.

For example: (Yesterday I ...) walked, stopped, hopped, wished, thanked.

- helper verbs are often:
- was/were + verb ending in ing.

For example: was stamping (singular), were clicking (plural).

- have/had/has + (verb ending in ed).

For example: have wiped (plural or singular) had jumped (singular or plural) has moved (singular).

- present tense
- regular verbs often end in $s$ or es.

For example: (Today he ...) eats, smiles, whinges, types, plays, reads, writes, sees, catches.

- helper verbs are often am/is/are + (verb ending in ing).

For example: I am yelling/picking/sailing (singular).
She is doing/drinking/watching (singular).
They are holidaying/driving/flying (plural).

- future tense
- regular verbs are often will + (verb).

For example: (Tomorrow I will...) will eat, shine, pick, scratch, kick, believe, stretch.

* Helper verbs are often:
$-\mathrm{am} / \mathrm{is} /$ are + going to + (verb).
For example: I am going to swim (singular).
She is going to dive (singular).
We/They are going to bend (plural).
- will have $+($ verb ending in $e d)$.

For example: I/We will have pushed (singular or plural).
You/They will have walked (singular or plural).

- will be + (verb ending in ing).

For example: (I/You/He) will be climbing (singular).
(We/You/They) will be watching (plural).

## TRAP

* Some verbs don't change at all when using any tense.

For example: cut hit hurt, let.

* Verbs may be contracted.

For example: it's (it is) they're (they are) can't (cannot).
*Some verbs are irregular because they change their spelling in the past tense - with or without a helper verb.

| Present Tense | Past Tense - Without Helper Verb | Past Tense With Helper Verb (has/ had/have; was/were) + | Present Tense | Past Tense - Without <br> Helper Verb | Past Tense With Helper Verb (has/ had/have; was/were) + |
| :---: | :---: | :---: | :---: | :---: | :---: |
| be | was, were | been | grow | grew | grown |
| become | became | become | hide | hid | hidden |
| begin | began | begun | know | knew | known |
| blow | blew | blown | lay | laid | laid |
| break | broke | broken | lie | lay | lain |
| bring | brought | brought | ride | rode | ridden |
| buy | bought | bought | ring | rang | rung |
| catch | caught | caught | rise | rose | risen |
| choose | chose | chosen | run | ran | run |
| come | came | come | say | said | said |
| do | did | done | see | saw | seen |
| drink | drank | drunk | shake | shook | shaken |
| drive | drove | driven | sing | sang | sung |
| eat | ate | eaten | swim | swam | swum |
| fight | fought | fought | take | took | taken |
| fly | flew | flown | throw | threw | thrown |
| get | got | gotten | wake | woke | woken |
| give | gave | given | wear | wore | worn |
| go | went | gone | write | wrote | written |

HAVE A GO! - Verb Tense
Which word completes each sentence correctly?

1. Last night we $\qquad$ a possum in the tree.
2. I've $\qquad$ about it for a while.
3. I am going to $\qquad$ the ball now.
4. I will $\qquad$ a plate of food with me.
5. We'll $\qquad$ it up.

see
○


|  | (ill $\begin{gathered}\text { Shade } \\ \text { shate } \\ \text { bubble }\end{gathered}$ |
| :---: | :---: |
| see | saw |
| $\bigcirc$ | $\bigcirc$ |

## TEST 14: VERB TENSE

## The mistakes in these sentences have been underlined. <br> Write the correct spelling for each underlined word in the box.

1. They could of come with us to the water slide.

2. I was singing and danced at the
 school concert.
3. I hoping I get everything right on my
 test tomorrow.
4. I buyed a new book today.

5. You should have shooked the sand off $\square$ your towel.
6. I come over to see you this morning.

7. She eat a healthy lunch.

8. The player will dropping the ball.
9. I thinked you were not going there.
10. I was so tired that I lied in bed until nine o'clock.
11. Who sayed that? $\square$
12. Dad gived me a new watch.
13. I have saw bigger surf before!
14. I writ that story by myself.
15. I don't know what you have did!
16. I have blow the candles out.

## Adverbs

## THINGS TO KNOW

- Adverbs:
- are words used to add further meaning to a verb.
- tell how, when and where actions happen.
- have different jobs to do:

Adverbs of manner - tell how something is done.
For example: angrily carefully easily gently hard loudly roughly slowly softly well.
Adverbs of time - tell when things happen.
For example: afterwards always early instantly lately never next recently soon today.
Adverbs of place - tell where things are happening.
For example: above anywhere down everywhere here inside near off over there.

## HINT

* Adverbs may show degree. Degrees tell us how much more or less. The word "than" is often used when making comparisons (not the word "then").
- When comparing two things/people, many adverbs have an er ending.
- When comparing three or more people/things, adverbs may often have an est ending:
$\begin{array}{ll}\text { hard, harder, hardest } & \text { high, higher, highest } \\ \text { For example: He hit the ball hard. } & \text { For example: I threw the ball high. }\end{array}$

John hit harder. Anne hit hardest.

Andrew threw the ball higher. Jill threw the ball highest.

* Many adverbs end in ly. Adverbs may be easily confused with adjectives. Remember that adjectives describe nouns; adverbs describe verbs.


## TRAP

* Not all $l y$ words are adverbs. Many are adjectives when they describe a noun.

For example: The early sunshine (noun) woke me.
Remember to ask yourself which part of speech the word is describing.

| HAVE A GO! - Adverbs <br> Which word completes each sentence correctly? |  |  | (ibl $\begin{gathered}\text { Shade } \\ \text { Shane } \\ \text { buble.e. }\end{gathered}$ |
| :---: | :---: | :---: | :---: |
| 1. You finished that ___. | easy $\bigcirc$ | ease <br> $\bigcirc$ | easily ○ |
| 2. They played |  | happy $\bigcirc$ | happily ○ |
| 3. He swam ___ in his race. |  | slow <br> $\bigcirc$ | slowly $\bigcirc$ |

## Prepositions

## THINGS TO KNOW

- Prepositions:
- are words that are used to tell you where somebody or something is in relation to something else in the sentence.
- are usually used with nouns or pronouns to show their relationship to other words in the sentence.
- are usually found in front of nouns and pronouns.

For example: in the room, over the sea.

Examples of prepositions are:

| about | below | like | through |
| :--- | :--- | :--- | :--- |
| above | between | near | to |
| across | beside | of | towards |
| after | by | off | under |
| against | down | on | until |
| along | during | onto | up |
| among | except | out | upon |
| around | for | outside | with |
| as | from | over | without |
| at | in | past |  |
| before | inside | round |  |
| behind | into | since |  |

## HINT

* Some words are followed by particular prepositions. You can often choose the correct preposition because you have heard it being used before and it "sounds" right.
For example:
It is under control. I rely on you. I am happy with things. I walked onto the field.
* It is more grammatically correct not to place a preposition at the end of a sentence, as in this example: I want that but.


## TRAP

Common errors when using prepositions include:
" the incorrect use of "different to" and "different than". "Different from ..." is correct.

* the incorrect use of "between" and "among". "Between" is used for two things; "among" is used for three or more things.

HAVE A GO! - Prepositions
Which word completes each sentence correctly?

1. The match is Fred and Rob.
2. Your shirt is different $\qquad$ mine.
3. Would you like a glass $\qquad$ water?
4. I am going $\qquad$ a ride on my bike.
5. Please line up one ____ a time. by
$\bigcirc$

|  | between | against |
| :---: | :---: | :---: |
| from | to | $\bigcirc$ |
|  | $\bigcirc$ | than |
|  | of | off |
|  | for | to |
|  | in | $\bigcirc$ |
|  | $\bigcirc$ | at |
|  | in |  |

HAVE A GO! - Adverbs and Prepositions Each sentence has one word that is incorrect. Write the correct word in the box.
6. You did good. $\square$
7. I did badder than I hoped.

8. She is the better in the whole team. $\square$
9. You need to carry it gentle.

10. I had the worser time at the circus last night!

11. The water ran quick from the tap. $\square$
12. I miss you terrible.

13. He spoke angry to me. $\square$
14. He did that real well.


## TEST 15: ADVERBS AND PREPOSITIONS

## Which word completes each sentence correctly?

1. I hope you finish that $\qquad$ time.
2. That fight was $\qquad$ Kelly and Pat.
3. School finishes $\qquad$ 3 o'clock.
4. I am going $\qquad$ my friend's house now.
5. We are going to Darwin $\qquad$ plane.
6. Can you hold $\qquad$ this please?
7. I am driving $\qquad$ town.
8. It's as smooth $\qquad$ silk.
9. It's $\qquad$ time you finished!

| on | for | at |
| :---: | :---: | :---: |
| against | $\bigcirc$ | $\bigcirc$ |
| $\bigcirc$ | $\bigcirc$ | between |
| of | towards | at |
| $\bigcirc$ | $\bigcirc$ | $\bigcirc$ |

 to into

by
with upon
in
at
at

| onto | into |
| :---: | :---: |
| below | down |
| $\bigcirc$ | $\bigcirc$ |


about

as
about

10. It's not safe to go there $\qquad$ yourself.
11. You need to share them $\qquad$ all of your team mates. between ○ among against by with among among $\bigcirc$

## Conjunctions

## THINGS TO KNOW

- Conjunctions: are joining words. They form links between words and parts of sentences to show how text is developing and what might come next.

Some examples of conjunctions are:

| after | before | neither | still | until | while |
| :--- | :--- | :--- | :--- | :--- | :--- |
| also | but | nevertheless | than | whatever | whilst |
| although | either | nor | that | when | whoever |
| and | for | or | though | whenever | whichever |
| as | however | since | through | where | why |
| because | if | so | unless | whether | yet. |

## HINT:

* Some conjunctions work together in pairs:
- both ... and

For example: Both you and your sister can do the dishes today.

- either ... or

For example: I'm happy if either Tim or John will help me.

- not ... but

For example: I can not go with you but Mum can.

- whether ... or

For example: I don't know whether it will be hot or cold.

- as ... as

For example: I'll do that as soon as possible.

- neither ... nor

For example: Neither Bob nor Bill is going tonight.

* Conjunctions may have different jobs to do. The following conjunctions:
- show time

For example: after as before once since till until when whenever while.

- show a result

For example: as because for if in case now (that) provided (that) since so (that) unless whether.

- list information

For example: and also.

- add information

For example: and as like.

- explain information

For example: also and as because even that too why.

- explain opposing information

For example: as although but either unlike neither nevertheless nor or though whereas while whilst yet.

HAVE A GO! - Conjunctions
Which word completes each sentence correctly?

1. I was late for training $\qquad$ I missed my bus.
2. I am much fitter $\qquad$ you.
3. You can have either biscuits $\qquad$ cake for morning tea.
$\qquad$ then I'll have to hurry.
4. I can help you
5. Don't forget to bring your pencil $\qquad$ ruler to class. . although because than like
$\bigcirc \bigcirc$

- 

2. I am much fitter ____ you
a


## Capital Letters

## THINGS TO KNOW

- Capital letters are used for:
- the first word in every sentence
- the first letter in important names of people, places, events and things
- the personal pronoun I including the contractions: I've, I'm, I'd.
- the main words in titles.

For example: people, books, movies, plays, television show titles.

- the beginning word of direct speech
- many headings.

HAVE A GO! - Capital Letters
Which two words should begin with a capital letter?

1. Jeff and liam are going to the movies next sunday.

2. big Ben is the name of a famous clock in london.
$\bigcirc$

$\bigcirc$
3. "my teacher is amazing," anna said.
$\bigcirc \bigcirc$

$\bigcirc$
4. Do you live at 45 Russell street, herston?
$\bigcirc \bigcirc$
O
O
5. My favourite movie is "star wars."
$\bigcirc \bigcirc \bigcirc$

## Full Stops

## THINGS TO KNOW

- Full stops are used at the end of most sentences (except for questions and exclamations.)


## TRAP

* Overusing the same joining words (connectives) will form a long sentence. Full stops or different connectives can be inserted in place of the connectives. Here is an example of overuse of the same joining words:
I went to see my friend and we went to the park and it was a long trip and we were tired.
By inserting full stops and other connectives, it becomes: I went to see my friend. We went to the park. It was a long trip. We were tired.


## HINT

* Re-reading is a strategy to work out where full stops may be inserted so that the text makes sense.

HAVE A GO! - Full Stops
Which sentence has the correct punctuation?

1. $\bigcirc$ I need to buy some grapes, apples and bananas. I hope I have enough money.
O I need to buy some grapes. Apples and bananas I hope I have enough money.
O i need to buy some grapes, apples and. Bananas I hope I have enough money.
$\bigcirc$ I need to buy some grapes apples and bananas I hope. I have enough money.
2. $\bigcirc$ i am so tired. I can hardly keep my eyes open I will sleep well tonight.
O I am so tired I can hardly keep my eyes open and I will sleep well tonight.
○ I am so tired. I can hardly keep my eyes open. I will sleep well tonight.
O I am so tired I can hardly. keep my eyes open and I will sleep well tonight.
3. $\bigcirc$ that music is too loud and it's hurting my ears.

That music is too loud. It's hurting my ears.
That music. is too loud It's hurting my ears.
That music. Is too loud it's hurting my ears.

| TEST 8: CAPITAL LETTERS AND FULL STOPS |  |
| :--- | :---: |
| Show which two words should begin with a capital letter. | (M) <br> Shade <br> bubo <br> bubles. |

1. Jack smith and his friend went to perth last November by plane.
$\bigcirc$
$\bigcirc$
$\bigcirc \bigcirc$
$\bigcirc$
2. The rock star sang to a large crowd at green park.
$\bigcirc$
$\bigcirc \bigcirc \bigcirc$
3. jan bought balloons, streamers and sparklers to john's birthday party.

4. "can you please drive me to school?" i asked.
○

$\bigcirc \bigcirc$
5. Jenny said, "please take this to Royal parade."

$\bigcirc$

## Which sentence has the correct punctuation?

6. When we go to cairns. Next year l'm going rafting it will be exciting.
when we go to Cairns. next year l'm going rafting and it will be exciting.
When we go to Cairns next year l'm going rafting. It will be exciting.
when we go to cairns next year I'm going rafting. and it will be exciting.
7. $\bigcirc$ I feel sick today my throat burns. and my eyes sting. I'm going to bed.
〇 i feel sick today. My throat burns and my eyes sting. i'm going to bed.
O i feel sick today my throat. burns and my eyes sting l'm going to bed.
$\bigcirc$ I feel sick today. My throat burns and my eyes sting. I'm going to bed.

## TEST 8: CAPITAL LETTERS AND FULL STOPS (continued)

## Which sentence has the correct punctuation?


8. $\bigcirc$ Jo, Shane and David are going to watch the football. It should be a close game.
$\bigcirc$ Jo, shane and david are going to watch the football and it should be a close game.
O Jo, shane and David are going to watch the football. It should be a close game.
Jo, Shane and David are going to watch the football and it should be a close game.
9. $\bigcirc$ My little brother plays baseball. I went to watch him play. he hit a home run
O My little brother plays baseball and I went to watch him play and he hit a home run.
O My little brother plays baseball. I went to watch him play. He hit a home run.
My little brother plays baseball. i went to watch him play and he hit a home run.
10. My dog loves to eat bones he buries them in the garden Later he digs them up.
O My dog loves to eat bones. He buries them in the garden. Later he digs them up
O My dog loves to eat bones. he buries them in the garden. Later he digs them up.
My dog loves to eat bones and he buries them in the garden and later he digs them up.

## Question Marks

## THINGS TO KNOW

- Question marks are used at the end of a sentence to show that a question is being asked. Answers are normally required. Questions often begin with these words: who, what, where, when, why, which and how.


## TRAP

*A question mark can be used at the end of direct speech or the "spoken" part of a sentence. In this example a full stop is also used to indicate the end of the written sentence: "What time is it?" he asked.

## HAVE A GO! - Question Marks

Show where the missing question mark (?) should go.


1. "Should I turn left $\qquad$ or right at $\qquad$ the lights $\qquad$ Pam asked.



2. __What__colour is your car $\qquad$ $\bigcirc \bigcirc \bigcirc$
3. __Matt asked $\qquad$ , _"Can you run faster than me__" $\bigcirc$ $\bigcirc$ $\bigcirc$
4. When $\qquad$ will my present get here $\qquad$ $\bigcirc$

5. " __who is making__ all that noise $\qquad$ " Mum yelled.
 $\bigcirc$
6. The teacher asked the class, $\qquad$ today__ "
$\qquad$ Who is away
$\square$$\bigcirc$

## Exclamation Marks

## THINGS TO KNOW

- An exclamation (or shouting) mark is used:
- to stress the importance of words in a sentence
- at the end of a sentence or direct speech to show high volume, strong feeling or emotion such as anger, excitement, surprise or disappointment.
For example: Help! That's great! Oh No! Wow!


## TRAP

* When an exclamation mark is used in direct speech, it is placed straight after the "exclaimed" words.
For example: "Australia is winning!" the coach yelled.

HAVE A GO! - Exclamation Marks
Show where the missing exclamation mark (!) should go.

1. "That's wonderful $\qquad$ she exclaimed
 $\bigcirc$
2. Stop_that__right now_

$\bigcirc$
3. "Throw it here $\qquad$ " the pitcher shouted

4. I ordered $\qquad$ "Come here $\qquad$ "$\bigcirc$ $\bigcirc$
5. "Ring__the ambulance $\qquad$ she called out $\qquad$ $\bigcirc$
$\bigcirc$ $\bigcirc$
6. "Look out__There's a snake on the path $\qquad$ " he yelled.


## Commas

## THINGS TO KNOW

- A comma is used to indicate a short pause when reading:
- to separate items in a list.

For example:
I had to buy pears, grapes, apples and oranges.

- to separate two or more adjectives describing a noun.

For example:
The wild, grey and dangerous sea roared in the storm.

- to separate two or more adverbs describing a verb.

For example:
Bob crawled quietly, painfully and shakily out of the cave.

- to make sentences clearer to the reader by separating parts of the sentence.
For example:
Our new teacher, Mrs O'Connor, smiled warmly at us.
- in direct speech (the words are spoken aloud) when:
- the spoken words are statements. For example: "I'm going home now," I said.
- the statement is separated by words used to explain direct speech. The spoken words are separated by commas.
For example:
"I'm in a hurry now," I explained, "but I'll see you soon."

TRAP

* A comma is not needed at the end of direct speech if an exclamation or question mark is included.
* If a listed item has the word "and" before it, there is no need for a comma:

For example: I saw fish, turtles, stingrays and a shark on the boat trip.

HAVE A GO! - Commas
Show where the missing comma (, ) should go.

1. I am going shopping__in the city__with Mum__Dad__and__my sister now. $\bigcirc$
$\bigcirc$ $\bigcirc \bigcirc \bigcirc$
2. "Don't go__now_-"_he answered, "you're__too late."

$\bigcirc$
3. "I love reading_ $\qquad$ " Anne $\qquad$ said.
$\bigcirc \bigcirc \bigcirc$
4. My favourite ice-cream is $\qquad$ chocolate vanilla and strawberry.

$\bigcirc$


Show where the two missing commas (, ) should go.
5. You do $\qquad$ know _of course _ that the plane $\qquad$ has already gone.
$\bigcirc$
$\bigcirc$

$\bigcirc$
6. Tom who is only_ three $\qquad$ can climb that _wall by himself.
$\bigcirc$


7. My favourite subjects at school at $\qquad$ music art science _and maths.
$\bigcirc$

8. I answered__all the questions _although some were hard and $\bigcirc$

$\bigcirc$
 finished the test.


## Apostrophes

## THINGS TO KNOW

- An apostrophe is used:
- in a contraction to show one or more letters have been left out.

For example: wasn't means "was not". In this case the letter "o" has been omitted.

- to show ownership with nouns, the apostrophe says "of" or "belonging to". For example: the dog's tail = the tail of the dog or the tail belonging to the dog.

Consider whether there are one or more owners. This consideration also determines where the apostrophe will be placed.

- The simplest rule to learn is: When something is owned, insert the apostrophe after the last letter of the owner.
- If there is one owner, the apostrophe is placed between the noun and "s".

For example: the dog's tail the girl's score the teacher's room.

- If there is more than one owner, the apostrophe is placed after the " $s$ ".

For example: the dogs' tails the girls' scores the teachers' rooms.

## TRAP

* An apostrophe is also added to any personal name ending in " s ".

For example: Miss Harris's books Moses's shoes.

* Possessive pronouns ending in the letter " $s$ " do not need an apostrophe.

For example: hers its his yours.

* The word "its" is a contraction meaning "it is"; it is not a possessive. Look at this example: Its tail was long and bushy. (No apostrophe was needed to show that "it" owns the tail.)
* A common mistake is to confuse plurals with possession.

For example: ponies (plural and no apostrophe) and pony's tail (singular possessive).

HAVE A GO! - Apostrophes
Show where the missing apostrophe (') should go.

1. May I borrow Frank $\bar{\bigcirc} \mathrm{s}$ _pen $\overline{O_{\bigcirc}}$ ?
2. Please take these book__s back to Kim__s__house.
3. Did you see Chris__s_new shirt__s?

4. That kitten is Janet and Bob s.

5. It__s_about to build it $\qquad$ nest.

## Speech Marks

## THINGS TO KNOW

- Speech marks (" ") are placed around direct speech.
- The words that are spoken (underlined here) are found between the speech marks: "I want to go home now," she said.
- At the end of direct speech, the speech mark is placed after the punctuation mark. This punctuation mark may be either a full stop, comma, question mark or exclamation mark.
For example:
"Stop!" he shouted.
"Why are you doing that?" I asked.
She said, "I am not going with you."

TRAP

* Speech marks are not used in indirect speech.

For example: The girl asked why they weren't allowed to go to the park. (The girl's actual words are not included so no speech marks are necessary.)

HAVE A GO! - Speech Marks
Show where the missing speech marks (" ") should go.

1. __Can you__please help me__?__I asked.
$\bigcirc$ $\bigcirc$
$\bigcirc$
2. She answered $\qquad$ No thanks. .__I don't like it $\qquad$

$\bigcirc$
3. "I can't do it__, __said Don__,__because it's too high." ○○ ○○
4. __l'm not going there $\qquad$ _ _H Henry shouted.
$\bigcirc$

5. Dad warned $\qquad$ _were slippery $\qquad$ . _
$\bigcirc$
 $\bigcirc$

## TEST 10: APOSTROPHES AND SPEECH MARKS

Show where the missing apostrophe (') should go.

1. I hope it is__n_t__going to rain when we go to the beach.
$\bigcirc \bigcirc \bigcirc$
2. Are they Russ $\qquad$ s_ thing $\qquad$ s or your s? $\bigcirc \bigcirc$ $\bigcirc$ $\bigcirc$
3. 1 II__get i__II if I eat all of that!
 $\bigcirc$
4. Mum doe $\qquad$ s__n n t think you should go. $\bigcirc \bigcirc \bigcirc$
5. I think it__s__going to build it $\qquad$ s burrow in the river bank.


Show where the missing speech marks (" ") should go.
6. __I don't want to go home now,__the little girl cried $\qquad$ $\bigcirc$ $\bigcirc$
$\bigcirc$
7. Mr Green said that he liked oranges $\qquad$ .
$\bigcirc$
 $\bigcirc$
8. David shouted $\qquad$ Yes! ld love to go.
$\bigcirc \bigcirc \bigcirc$
$\qquad$
9. "Yes please__,_Gail said.__I would like some."
10. "I don't understand__,_Sophie replied,__why__you won't come with me."
$\bigcirc \bigcirc$
$\bigcirc \bigcirc$

