



'How to be Top' *English Work Book*

CHAPTER 3

- **PUNCTUATION**
 - ❖ Sentence & Full stop
 - ❖ Abbreviations & acronyms
 - ❖ Commas
 - ❖ Colon
 - ❖ Semi-colon
 - ❖ Exclamation mark
 - ❖ Question mark
 - ❖ Inverted commas
 - ❖ Ellipsis
- **COMPREHENSION (Rikki-Tikki-Tavi)**
 - ❖ Apostrophe – omission and possession
- **READING (The Elephant's Child)**
- **SUMMARY**
- **Revision Tests**
- **WRITING – a short story**

PUNCTUATION

The SENTENCE

1. Begins with a **capital letter**.
2. It ends with a **full stop**.
3. It must contain a **subject** (or an implied one) e.g. **John sits down.**
Sit down. (**You** is understood

subject.)

4. It must contain a **finite verb**. (Remember what a finite verb is?)
5. **Do not begin with and** unless for a specific effect. (*He shouted at me. And he threatened me.*

And he put his fist in my face.)

The FULL STOP

1. **End a sentence.** [Sentences cannot end with a comma. A **comma splice** is when a comma is **incorrectly** used in place of a full stop.] *John went to the shop, he bought cigarettes.* (wrong)
John went to the shop. He bought cigarettes. (correct)
2. Are used in **abbreviations**. (We shall deal with these later)

Exercise 1 This passage has not been punctuated. Decide which words make up the 5 complete sentences and then write them down, punctuating them correctly. No mark if there is any mistake whatsoever.

he trudged wearily along the road his feet hurt and his head throbbed
there was not a soul for miles and he wondered what to do next then he
saw someone waving at the top of the hill it was a tall man in a large
hat



a.

b.

c.

d.

e.

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ABBREVIATION and ACRONYMS

Abbreviations **RULE**

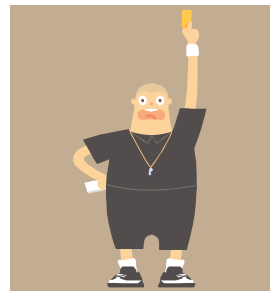
- If the abbreviation ends with the **same letter** as the word that is shortened - **NO full stop** Mister = Mr Missus = Mrs street = St road = rd
- If the abbreviation ends with a **different letter** it needs a full stop.
Limousine = limo. Especially = esp. General = Gen. *exempli gratia* = e.g. (given example)
South Africa = S.A. professor = prof.

Acronyms The initial (**first**) letters of a name or phrase formed a **pronounceable word. NO FULL STOPS** are used.

- *University of South Africa* = **UNISA** (here Uni is a common abbreviation for a university.)
- *self contained underwater breathing apparatus* = **SCUBA**
- *National Union of Mineworkers of South Africa* = **NUMSA**
- *radio detection and ranging* = **RADAR**
- *Australian and New Zealand Army Corps* = **ANZAC**
- *Port out, starboard home* = **POSH** (This refers to return sea voyages through the Red Sea. Cabins on the port side (left) were cooler on the way out and on the starboard side (right), cooler on the way home. Only rich people could book these sought after cabins.)
- *Congress of the People* = **COPE**
- *South African Development Community* = **SADEC**

Exercise 2 Say whether the following are **abbreviations or acronyms?** After each answer write **yes or no** to indicate whether **full stop(s)** are needed.

- | | |
|---|---|
| <p>a. ref _____</p> <p>b. Ave _____</p> <p>c. Mrs _____</p> <p>d. USA _____</p> <p>e. NATO _____</p> <p>f. Gen _____</p> <p>g. Dr _____</p> | <p>h. COSAS _____</p> <p>i. Rev _____</p> <p>j. IOC _____</p> |
|---|---|



COMMAS are used:

- to separate items in a **list** *My shirts are blue, green, beige, white and black.*
- to give **extra information** *My shirts, which are very expensive, are imported.*
- to **separate clauses and phrases**. (NB clauses contain one finite verb each – phrases have no verb)
 The men, who broke into my house, have been arrested. (CI)
 The men were arrested, after breaking into my house. (P)
- to indicate a **pause** around people's **names**, and words like **yes, no, please, thank you]**
 Joe, why are you here?
 I was wondering, Rachel, if you'd like to come with me?
 Yes, please, I would.
 No, thank you, I would not.
- before **question tags** *It's beautiful, isn't it?*

Exercise 3 Why have these commas been used?

- Good morning class, sit down and open your books, please.
- The book was, without doubt, the best she'd ever read.
- He stayed late, until he had finished.
- You don't know what I'm talking about, do you?
- For Christmas he asked for a model boat, an electric train and a bugle.

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COLON :

It introduces a list, or an explanation or expansion of the first part of the sentence. It is followed by a **small, lower case letter** NOT a capital letter.

Karen said, " Go out and buy: pens, kokis, jotters and a ruler."

Eventually, he told us his secret: the old bergie was in fact, a millionaire.

SEMI-COLON ;

- **joins** 2 closely linked sentences **replacing a conjunctions and, but, for.**
*The door swung open **and** a man strode in.*
*The door swung open; **a** man strode in.*
*Joe went to school **but** his sister stayed at home.*
*Joe went to school; **his** sister stayed at home.*
- used in a **list to separate phrase** rather than single words.
At the circus we saw a dwarf, a man juggling with knives; an eight-year-old lion tamer; a fire-eater and a clown.

EXCLAMATION MARK ! [Use only one – never more. Wow!!!! is incorrect.]

Used to **express emotion.** *Thank goodness!* (relief) *Aw!* (disappointment) etc.

QUESTION MARK ?

- must be used when a **question is asked.** *“Where have you been?”*
- is **NOT** used in an indirect question – indirect speech. *I wondered where I was.*

INVERTED COMMAS ‘...’ “...”

- used to show the **exact words** someone has spoken. *Fred said, “You have won the car.”*
- single inverted commas used to indicate irony – something which is not true or should not be true..
According to him it is ‘illegal’ to look for work here.
- single commas indicate a speech within a speech.
Joe said, “I could not believe what I heard on television last night. The president said, ‘Schools will close on 24 December next year.’”

Exercise 4 Name the missing punctuation marks and then place them in their correct positions.



- So, said he, here's Jim Hawkins dropped in to see us.
- “Shiver my timbers”
- The parrot sat preening her plumage on Long John's shoulders.
- The sixth pirate had risen on his elbow he was deadly pale.
- “Why have you come to see us

- f. The pirates had a cask of rum pork and bread a barrel of dynamite and guns.
- g. His clothes were the worse for wear They were dirty and torn.
- h. "Long-John-Silver you're the most dastardly scoundrel I have ever met."

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ELLIPSIS ... These 3 dots show:

- a pause
- words have been left out
- an incomplete sentence

APOSTROPHE

- **Omission** There is = there's (the **i** has been omitted)
- **Possession** Teddy's mongoose. (The mongoose belongs to Teddy.)

RULES and EXCEPTIONS for possession

- * **singular noun** **s** add 's' (The girl's toy.)
- * **plural nouns ending in s** add 's' (Wynberg Boys' High but.)
- * **plural nouns not ending in s** add 's' (children's names)
- * **Nouns ending with a buzz sound** add ' ' (Jesus', Charles', Moses' etc)
- * **Nouns ending in ss** Follow rules above. A princess's palace.
(singular) Three princesses' palaces. (plural)

Exception

- BUT** The cat licked **its** paws. (no apostrophe - **possession**)
It's a sunny day. (use the apostrophe for **omission**)



Exercise 5 Insert the apostrophe (where it is needed) in the correct place.

- | | |
|---------------------------|-----------------------------|
| a. The childrens parents. | g. The princes home. |
| b. A monkeys tricks. | h. Siphos clothes. |
| c. Four lions home. | j. Its a good idea. |
| d. Jesus stories. | k. The dog wagged its tail. |
| e. The stations names. | l. The ladys husband. |
| f. The animals foot. | m. The ladies husbands. |

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Exercise 6 Write out the words that have been contracted in full.

- a. I could've done that. _____
- b. I'll see to it. _____
- c. "'Vantage number one....."' _____
- d. The Elephant's child was full of 'satiabile curtiosity. _____
- e. "'Scuse me," said the Elephant's Child. _____

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REVISION

Exercise 1 Complete these proverbs:

- a. Actions speak louder than _____
- b. His bark is worse than his _____
- c. Set a thief to catch a _____
- d. Where there's a will there's a _____
- e. None so blind as those who _____

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Exercise 2 Answer the questions by writing: 1st 2nd or 3rd.

That is the best performance seen all season?

That is the best performance seen all season.

That is the best performance seen all season!

- a. Which sentence is spoken with disappointment? _____
- b. Which sentence is spoken with the most enthusiasm? _____
- c. Which sentences simply states a fact? _____
- d. Which two sentences are spoken by someone who has seen every match so far?

- e. Which sentence is probably spoken most loudly? _____
- f. Which sentence is probably spoken most softly? _____
- g. Which sentence suggests that the next best performance was nowhere near
as good as this one? _____

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"Can anyone, *anyone*, tell me how a semicolon is used other than in emoticons?!"