

Punctuating Speech

Speech always ends with a punctuation mark.
The punctuation mark goes inside the speech marks.

If the sentence carries on after the speech, put a comma.

If the sentence ends when the speech ends, use a full stop. You also need to add a comma before the speech starts and begin the speech with a capital letter.

"We're coming," he said.

He said, "We're coming."

1 Add one comma in the correct box to complete each sentence.

- "You can't have any more " my aunt said.
- "Tonight there'll be a comet " said Mr Hoad.
- "I can play five instruments " said Tomek.
- "Sometimes I wear Mum's shoes " Fiona said.
- "We're going as far as the tree " said Peter.

2 Add commas and full stops in the correct places in these sentences.

- Gemma said " This is very wobbly jelly "
- Amelia thought " I would love to visit Japan one day "
- Luis said " Grapes can be purple or green "
- My dad said " Let's make a list of everything we need "
- Jill thought " I hope Jack has found some water by now "
- Stephen whispered " I don't like mushy peas "

3 Tick the box to show which punctuation mark would complete the sentence.

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| "I'm so tired ?" he said as he sat down. | <input type="checkbox"/> | comma | <input type="checkbox"/> | full stop | <input type="checkbox"/> |
| Ivy said ? "The train is ten minutes late." | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| "I hate brushing my hair," said Max ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nick said, "Gran is knitting me a cardigan ?" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| "Your kitten will be fine ?" said the vet. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| "It's taken us five years," said the builder ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The teacher said ? "Please sit quietly now." | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4 Put the punctuation in the boxes into each of the sentences. They are in the correct order already, and the first one has been done for you.

- " , " . "My dad is an excellent baker," said Erin.
- , " . " Felix said I support Manchester United
- " , " . I've made a daisy chain for you said Holly
- , " . " Aidan said This is my favourite book
- " , " . Now the rabbit will vanish said the man
- , " . " Heather said Here's the cake I made

"I can punctuate speech with full stops and commas."

Answers

Pages 54 and 55 — Apostrophes for Plural Possession

- You should have circled these phrases:
two cakes' cases
five cherries' stalks
- the mice's home
the men's toilets
the feet's toes
the children's pictures
- You should have crossed out these phrases:
the wives's
the stories's
the dice'
the people'
- You should have ticked these phrases:
The fish's fins
The rabbits' warrens
The socks' heels
The otters' dams
The cushions' tassels
The apples' stalks
The leeks' stems

Pages 56 and 57 — Its and It's

- You should have ticked these sentences:
It's nice to sing carols at Christmas.
The station sounded its alarm.
It's good to have cereal for breakfast.
- You should have added apostrophes to these sentences:
If I go to the shops, will you call me when it's ready?
It's been so nice to see you.
- You should have matched these pairs:
It's been tiring — it has
It's massive! — it is
Its paw is muddy — belonging to it
- This week, ___ been very wet. — it's
The church rang ___ bells. — its
___ Thursday today. — it's
The bank lost all ___ money. — its
I don't like this because ___ tea. — it's
The bird has built ___ nest. — its
- It's been a wonderful holiday.
The lizard flicked its tongue.
It's so nice to be home at last.
I love rugby because it's fun.
Its eyes shone like stars.
The goat looked at its horns.

Pages 58 and 59 — Apostrophe Practice

1.

could not	couldn't	that will	that'll
he has	he's	might not	mightn't
how is	how's	would have	would've
were not	weren't	we are	we're
are not	aren't	he had	he'd

- The bananas' skins
The pianos' pedals
The gardens' roses
The pencils' leads
The pillows' feathers
The books' pictures
- for missing letters: it's better, that's a fact, he didn't, I couldn't
to show possession: Meg's dad, Tim's bear, a mole's tunnel, the parrots' cage
- it's
Nikita's
name's
he's
we'd
dad's

Section 10 — Inverted Commas

Pages 60 and 61 — Punctuating Speech

- You should have added these commas:
"You can't have any more," my aunt said.
"Tonight there'll be a comet," said Mr Hoad.
"I can play five instruments," said Tomek.
"Sometimes I wear Mum's shoes," Fiona said.
"We're going as far as the tree," said Peter.
- Gemma said, "This is very wobbly jelly."
Amelia thought, "I would love to visit Japan one day."
Luis said, "Grapes can be purple or green."
My dad said, "Let's make a list of everything we need."
Jill thought, "I hope Jack has found some water by now."
Stephen whispered, "I don't like mushy peas."
- "I'm so tired ___" he said as he sat down. — comma
Ivy said ___ "The train is ten minutes late." — comma
"I hate brushing my hair," said Max ___ — full stop

Answers

Nick said, "Gran is knitting me a cardigan ____"

— full stop

"Your kitten will be fine ____" said the vet. —

comma

"It's taken us five years," said the builder ____ — full stop

The teacher said ____ "Please sit quietly now." —

comma

4. Felix said, "I support Manchester United."
 "I've made a daisy chain for you," said Holly.
 Aidan said, "This is my favourite book."
 "Now the rabbit will vanish," said the man.
 Heather said, "Here's the cake I made."

Pages 62 and 63 — Punctuating Speech with ! or ?

1. You should have ticked these sentences:
 "I don't want to go to bed yet!" yelled Mario.
 Sara asked, "Do you want to help us pick berries?"
 "Why are you rolling in the dirt?" my mum asked.
2. "Please can I paint my new bedroom orange?" asked Violet.
 "Don't you dare touch my new computer!" Jamie shouted.
 Rachel asked, "How long have you lived in this house?"
 The giant roared, "I smell the blood of an Englishman!"
 "Can I stay inside and play board games?" Josh asked.
3. "Will I get everything ready in time?" I **thought** to myself.
 "This is the best theme park ride ever!" **yelled** Scott.
 "Isaac Smith, put that down right now!" his mum **ordered**.
 "Oh, but why do I have to clean the cage?" **moaned** Max.
4. "Would you like to learn French?" asked Colin.
 I shouted, "Stop walking on my paintings!"
 "Where is a good place to eat?" we asked.
 Grace yelled, "Move out of my way now!"

Section 11 — Paragraphs and Layout

Pages 64 to 66 — Paragraphs

1. You should have written three of these four reasons:
 When you're writing about a new time
 When you're writing about a new person
 When you're writing about a new subject
 When someone new speaks

2. You should have matched these pairs:
 My family tree is very complicated. — My mother has eight brothers and sisters.
 My friend Daisy is a brilliant piano player. — She has been learning since she was five.
 There are lots of good films out at the moment. — I'd like to see the one about the kids in space.
 William Shakespeare is a famous writer. — He wrote lots of plays and some poetry.
3. Any sentences about the same subject. Examples:
 Today I learnt how to add up big numbers.
 She lives just down the road from me.
4. You should have added these paragraph markers:
 The swimming pool on Green Street is going to close. This will probably happen by Christmas.
 // "We are all very upset by the news because we will lose our jobs, and the people of this town will lose their lovely swimming pool," said a member of staff. // After the pool has closed, the nearest swimming centre will be an hour away in Jutton. This will be too far for many people. // "I won't be able to go to Jutton because I don't have a car, and there is no bus," said one elderly swimmer. "This means I won't be able to swim at all."
 You should have written these reasons:
 2nd paragraph: new person speaks
 3rd paragraph: new time
 4th paragraph: new person speaks
5. You should have circled **new subject**.
6. "Today, I learnt about paragraphs," said Rafiq.
 "Well done," said his gran. "Have some cake as a reward."
 "Stop that boy!" shouted the guard. "He's getting away!"
 "You'll never catch me," laughed Tom.

Page 67 — Headings and Subheadings

1. You should have written these labels:
 CLEANER WANTED — heading
 When and where? — subheading
 Who do I call? — subheading
2. You should have matched these pairs:
 Monday — We will start the week learning some cooking basics, including health and safety in the kitchen.
 Wednesday — By the middle of the week, you will have learnt to make simple and tasty meals for the whole family.
 Friday — At the end of the cookery course, we will learn to make the most difficult dishes.