**Punctuation** – **Part 1**

An easy, simple and efficient way to gain extra marks - in GCSEs - is to use a range of punctuation:

**The Comma** (,) is used to separate the main part of a sentence from any extra information that could not be a sentence on its own. Commas are also used in lists.

Teacher’s example: Yoni**,** who needs to set himself high standards, is capable of producing excellent work.

* Notice how if you take out ‘who needs to set himself high standards’, the sentence still makes sense.

Teachers example: Although it rained all weekend, we had a wonderful time in Wales.

* Again, notice how the main part of the sentence could still stand along without the words separated by the comma: ‘We had a wonderful time in Wales.

**Task 1**

**Copy out all of the following sentences and put commas in the correct places. Sometimes you will need only one comma, sometimes you will need two.**

1) Although Bianca had tones of homework to do she still worked really hard on her English essay.

2) Reece whose smile could brighten up any room was in a playful mood during PE today.

3) Despite being the youngest member of the team Benji still scored the most points.

4) Robbie’s new basket ball which he wouldn’t let anyone touch without permission had cost a small fortune.

5) Rachel who is always incredibly polite will be showing the guests around the school.

6) Even though only a page of work was asked for David still produced three.

7) Rafi the lead singer of the best band in the North West was buzzing for Wednesday night’s concert.

8) Cautiously Oscar slipped out of the haunted house.

9) Miss Blaney who never doubted him for a second gladly hung the ‘fiction prize’ medal around Warren’s neck.

10) Without stopping for a single minute Alex finished the work in less than twenty minutes.

11) As he walked out of the gates Daniel sighed with relief that another day of school was over.

**Extension: Write 4 sentences of your own that include accurately used commas.**

**Colon (:)** means a list or an example is to follow.

Teacher’s example: Jane had a good time at the party. She ate: six doughnuts, 15 fairy cakes, six sausages and nine jelly babies.

Teacher’s example: There is only one way to make Mark interested in English**:** let him write stories about vampires!

Teacher’s example: There is so much to do in Manchester**:** go shopping, swimming, skateboarding, go to one of the many cinemas, restaurants and much more.

**Task 2)**

**Copy out all of the following sentences and put colons in the correct places.**

1) You need four things for a successful camping trip a tent, a sleeping bag, a friend and pillow.

2) As long as you follow the golden rule you’ll be fine stay out of the forest.

3) There are only three things to do in Langdale look at the view, go to the pub and feed the ducks.

4) Just look out for the most serious dangers rattlesnakes in your boots, stingrays on your gas tank and armadillos in your car boot.

5) There is only one possible outcome if I continue working hard a good result in my English GCSEs.

**Extension**

**Write a number of sentences of your own, using colons for variety.**

**Year 10 – Writing with accuracy**

**Choose at least one of these tasks to complete.**

**Make sure you include correctly-used commas and at least one colon per letter.**

1. Your best friend is going through a bad time at home and is thinking of leaving home to live in London. Write a letter to your friend in which you try to persuade him or her not to leave.

Tell them about why it will be worth staying – the good things about living here.

Tell them that things will improve in time and they just need to stay strong.

Persuade them that moving to London will not be a good idea.

Encourage them to stay because you will make it worth them staying – what things could you do together?

2. Your family have won a little bit of money on the lottery. It is enough for them to pay for one of your best friends to join you on a holiday of a lifetime. All your friend has to pay for is their flight. Write a letter in which you try to persuade them to come on holiday with you.

Tell them how the opportunity arose

Tell them where and when you’ll be going and what the accommodation will be like

Tell them about all of the activities you can do on holiday

Remind them of some of the good times you have had together and persuade them that you’ll now be able to have many more.

REMEMBER TO INCLUDE:

Your address (capitals), the date, a greeting and a comma, a friendly introduction, 3 or 4 middle paragraphs, a friendly conclusion, love from/ hope to see you soon, your first name.

ALWAYS CHECK

Your spelling, punctuation, paragraphing, structure, word choices.