

STARTER UNIT 7

punctuation review

speakout WRITING TIP

We use punctuation in writing to help the reader understand our ideas more clearly.

We use a full stop (.) at the end of a sentence.

I was at a party last night.

We use a comma (,) to separate things in a list.

At the weekend I went swimming, skiing and skating.

We also use commas after linkers like *first, after that, finally.*

After that, I went to bed!

We use a question mark (?) instead of a full stop when we ask a question.

Where were you last night?

We use an exclamation mark (!) to show enthusiasm.

My holiday was great!

We use CAPITAL LETTERS at the start of sentences, the word *I* and for some nouns (see Unit 1).

My name is Lucy. I'm from Germany.

1 Match the punctuation mark to the example.

- 1 full stop
 - 2 comma
 - 3 question mark
 - 4 exclamation mark
- a) See you soon!
 - b) Were you at a party last Saturday?
 - c) I was with Caroline, Sarah and Simon.
 - d) I was at work yesterday.

2 Tick (✓) the words which always start with a capital letter.

- | | |
|----------------------------------|--------------------------|
| 1 Three | <input type="checkbox"/> |
| 2 He | <input type="checkbox"/> |
| 3 Paris | <input type="checkbox"/> |
| 4 I | <input type="checkbox"/> |
| 5 The first letter in a sentence | <input type="checkbox"/> |
| 6 The last letter in a sentence | <input type="checkbox"/> |
| 7 Chicken | <input type="checkbox"/> |
| 8 Monday | <input type="checkbox"/> |
| 9 Morning | <input type="checkbox"/> |
| 10 David | <input type="checkbox"/> |
| 11 English | <input type="checkbox"/> |
| 12 Spain | <input type="checkbox"/> |

3 Complete the email with punctuation marks. Also change six letters to capital letters.

hi dave ¹ __
 how are you ² __ i'm in rome with Natalie ³ __ Rick and
 Veronica. We're having a great time ⁴ __ Where are you
 now ⁵ __
 See you soon ⁶ __
 best wishes ⁷ __
 Charlie

4 Rewrite the email with correct punctuation/capital letters. There are fourteen mistakes.

hi Steve,
 How are you! happy New Year! Where were you for New
 Year. Were you with your family or with friends?
 i was in sydney with my sister and her husband. It was
 fantastic. First, we went to the beach and played volleyball
 with her friends, Everyone else was great but I was terrible.
 Then we had a barbecue on the beach It was great and the
 food was excellent. We had burgers sausages chips.
 After that we travelled into the centre of Sydney and watched
 the fireworks. The journey back to my sister's flat was really
 bad. The buses and trams were very crowded and there were
 no taxis. We waited for two hours for a bus. Finally we arrived
 back at her flat at 4am and went to bed!
 Write soon?
 Take care,
 helen.



5 Write an email to a friend about a holiday or celebration. Check your punctuation. Write 60–80 words.