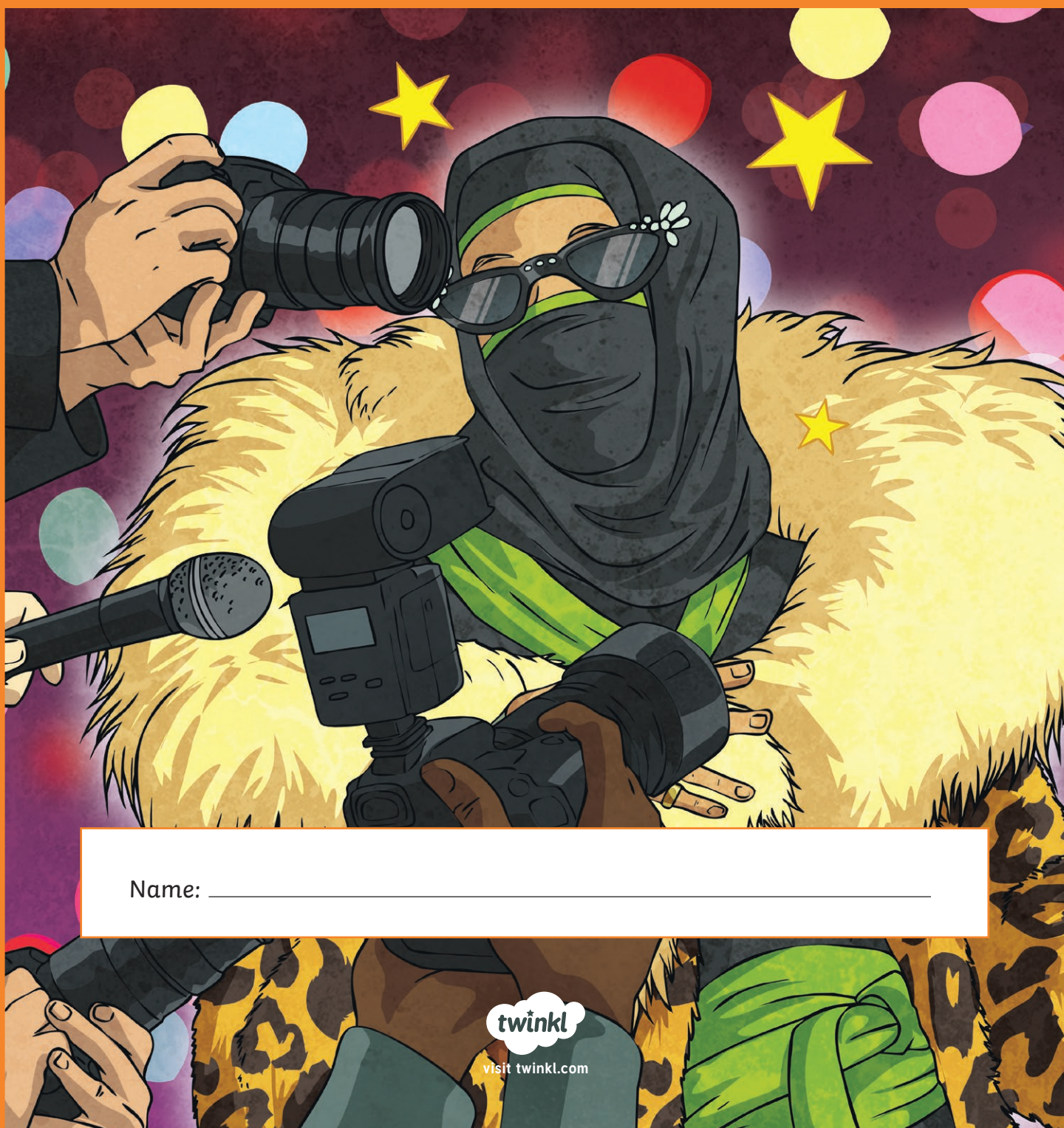


Year 6 SATs

Grammar, Punctuation &
Spelling Revision & Practice
Booklet 4: Punctuation



Name: _____

What is a capital letter?

A **capital letter** is always used to **start a sentence**.

For example:

He loves to eat cake.

Proper nouns must also begin with a **capital letter**.

For example:

Micha visited **P**aris with her friend, **C**hloe.

The **personal pronoun 'I'** is always written as a **capital letter**.

For example:

Shall **I** put the books away?

What is a full stop?

A **full stop** is the most common way of **ending a sentence**. Full stops are used at the end of statements and at the end of most commands.

For example:

The boat sailed on the azure sea.

- 1 Circle each word in the sentence below that should begin with a **capital letter**.

I've always wanted to visit india, where i would go to agra to see the taj mahal and go to delhi to experience the markets.

- 2 Which sentence uses **capital letters** correctly?

Tick **one**.

we went to Birmingham for huw's skiing party. ☐

We went to birmingham for huw's skiing party. ☐

We went to Birmingham for Huw's skiing party. ☐

We went to Birmingham for Huw's Skiing Party..... ☐

- 3 Insert **full stops** and **capital letters** in the passage below so it is punctuated correctly.

my cousin, mikel, is a talented sportsman he has played cricket for bristol since he was nine years old and he hopes to play for england one day if he does, i'll be there to cheer him on

- 4 Circle all the words in the sentences below that should start with a **capital letter**.

prince harry married meghan in may 2018. they were married at windsor castle in england.

- 5 Which sentence uses **capital letters** correctly?

Tick **one**.

I had to visit the Dentist with a sore tooth. ☐

We had a class trip to the Museum last week. ☐

I would like to visit the Isle of Wight. ☐

We went to the Cinema to watch a great film. ☐

- 6 Tick **one** box in each row to show whether the **capital letters** and **full stops** are used correctly or incorrectly in the sentence.

Sentence	Correct use of capital letters and full stops	Incorrect use of capital letters and full stops
We will visit my uncle this christmas		
I read an interesting book about the Second World War.		
Kaya has a new baby brother called Kamal		



What is a question mark?

A **question mark** is used to **end a sentence that is a direct question**.

For example:

Would you like a piece of cake?

HINT: Do not use a question mark after an indirect question or a reported question.

For example: Jamal asked Amira to marry him.

What is an exclamation mark?

An **exclamation mark** is used to **end a sentence that is an exclamation** (a sentence beginning with 'What' or 'How' that includes a verb).

For example:

What a tasty cake we made!

An exclamation mark can also be used:

- for an **exclamation phrase**. For example: **How wonderful!**
- to show **strong emotion**. For example: **It's amazing!**
- if someone is **shouting**. For example: **"Go away!" she shouted.**
- if the sentence is a **command**. For example: **Don't touch it!**

Remember!

Only use one exclamation mark at a time!

1 Which sentence must end with a **question mark**?

Tick **one**.

- How we made it I'll never know ☐
- How will we make it across the river ☐
- Someone must know how to get across ☐
- I'd like to know how to get across the river ☐

2 Tick **one** box to show where you would use an **exclamation mark** in the following passage.

I was fortunate to visit Norway last year We arrived during a blizzard but as the

weather cleared I knew we'd be lucky What a great experience we had



- 3 Which sentence must **not** end with an **exclamation mark**? Tick **one**.

How beautiful ☐

What stunning scenery we saw ☐

Open the window now ☐

How many miles have we driven ☐

- 4 You are helping a friend to correct the punctuation in the following sentence:

"Go away" shouted my sister!

Which **two** pieces of advice should you give your friend to correct the punctuation? Tick **two**.

There should be an exclamation mark after the word 'shouted'. ☐

There should be a question mark after the word 'away'. ☐

There should be an exclamation mark after the word 'away'. ☐

More exclamation marks after the word 'sister' would show she shouted loudly. ☐

The sentence should end with a full stop instead of an exclamation mark. ☐

- 5 Alfie wants to know if the cinema has an access ramp for wheelchairs.

Write a **question** he could ask to find out.

Remember to punctuate your sentence correctly.



What is a comma?

A **comma** is used to **separate units of meaning in a sentence**.

Commas in lists

A **comma** can be used to **separate items in a list**.

For example:

Ahmed bought some crisps, pizzas, cakes and sweets for his party.

Commas to clarify meaning

A **comma** can be used to **clarify the meaning** of a sentence.

For example:

Hatti is a pretty tall girl. This tells us that Hatti is quite tall.

Hatti is a pretty, tall girl. This tells us that Hatti is pretty and tall.

Commas after fronted adverbials

A **comma** is always used **after a fronted adverbial**.

For example:

Despite feeling tired, Keisha stayed up to watch the match.

1 Tick the option that correctly completes the sentence below.

_____ the prime minister of the United Kingdom.

In 2016 Theresa May, became..... ☐

In 2016 Theresa May became, ☐

In 2016, Theresa May became..... ☐

In, 2016 Theresa May became ☐

2 Insert a **comma** in the correct place in the sentence below.

Despite finding it difficult Julian always perseveres at sport.

- 3 Add **two commas** to the sentence below to make it clear that Amal has four favourite toys. Amal's favourite toys are unicorns babies building blocks and slime.

- 4 Which sentence is punctuated correctly? Tick **one**.

Hattie went downstairs, put on her coat picked up the door key and left the house. ☐

Hattie went downstairs, put on her coat, picked up the door key and left the house. ☐

Hattie went downstairs, put on her coat, picked up the door key, and left the house. ☐

Hattie went downstairs put on her coat, picked up the door key and left the house. ☐

- 5 Tick **one** box in each row to show whether the **commas** are used correctly or incorrectly in the sentence.

Sentence	Commas used correctly	Commas used incorrectly
My lunchbox, overflowing with treats fell on the floor.		
My favourite foods are pizza, pasta, fruit, and cake.		
The beaver, which was wiped out 400 years ago, has been reintroduced to the UK.		
My schoolbag is filled with reading books, pens, notepads and snacks.		



What are inverted commas?

Inverted commas are used around the speech in **direct speech**.

It is also important to include a comma (or ? or !) inside the **speech marks**.

For example:

“Are you feeling better?” Dad asked.

Inverted commas can be used to show that words are being **quoted**.

For example: **He described the book as ‘the must-read book of the year’.**

Inverted commas show that a word is being used **ironically**.

For example:

Maya couldn’t hide her disgust as the so-called ‘expert’ got all of the facts wrong.

Inverted commas can be used when referring to the title of a **book** or a **film**.

For example:

We watched the film ‘Fantastic Mr Fox’ after reading the book.

- 1 Tick **one** box in each row to show whether the **inverted commas** are used correctly or incorrectly in the sentence.

Sentence	Inverted commas used correctly	Inverted commas used incorrectly
“Can I have a cup of tea?” called Dad.		
“Put that back said Moira.”		
“Leave me alone” Will shouted.		
“Please tidy up,” said Ms Kamal.		

- 2 Rewrite the sentence below as **direct speech**.

Remember to punctuate your sentence correctly.

I asked him if he would like to play with us.

I asked, _____

- 3 Tick two boxes to show where the missing inverted commas should go.



The most common tools found in the Neolithic era were axes, said Mr Box.

- 4 Which sentence is punctuated correctly?

Tick **one**.

“Where are you all” asked Manish? ☐

“where are you all?” asked Manish. ☐

“Where are you all?” asked Manish. ☐

“Where are you all”? asked Manish. ☐

- 5 Rewrite the sentence below as **direct speech**.

Remember to punctuate your sentence correctly.

I asked Misha if she would like to come to my house after school.



What is an apostrophe?

An **apostrophe** is used to show the **omission of letters** or it can be used to show **possession**.

What is an apostrophe for omission?

An **apostrophe for omission** shows that **letters are missing**.

For example:

I am – I'm

do not – don't

they will – they'll

What is an apostrophe for possession?

An **apostrophe for possession** shows **ownership**.

For example:

Freya's hat blew off in the wind.

Be careful! Plural words (that end in 's') have the apostrophe after the 's'.

For example:

The boy's coat was muddy. (one boy)

The boys' coats were muddy. (more than one boy)

The children's coats were muddy. ('children' is already plural)

1 Which sentence uses the **apostrophe** correctly?

Tick **one**.

The childrens' books were all over the floor. ☐

The children's books were all over the floor. ☐

The childrens book's were all over the floor. ☐

The childrens books' were all over the floor. ☐

2 Explain how the position of the **apostrophe** changes the meaning of the second sentence.

1. My sister's favourite books are all about horses.

2. My sisters' favourite books are all about horses.

- 3 Rewrite the words in the boxes with their expanded forms.

_____ excited that _____ my
 ↓ ↓
 I'm it's
 birthday in a few days. _____ asked for a football cake.
 ↓
 I've

- 4 Tick **one** box in each row to show whether the **apostrophe** is used for a **contracted form** or for **possession**.

Sentence	Apostrophe for a contracted form	Apostrophe for possession
"I'm hungry," said Dana.		
I think it is Mikel's coat.		
Suki's feeling ill.		
Where is Julie's book?		

- 5 Rewrite the words in the boxes with their **contracted forms**.

My brother _____ like pizza but
 ↓
 does not
 _____ my favourite food.
 ↓
 it is



What is parenthesis?

Parenthesis is the addition of **extra information** or an **afterthought** in writing. It can be a word, a phrase or a clause. There are three possible ways to punctuate parenthesis:

- a pair of commas;
- a pair of brackets;
- a pair of dashes.

When the parenthesis is removed, the sentence still makes grammatical sense.

For example:

I moved to Sheffield in 2011 (I was six years old).

still makes sense as:

I moved to Sheffield in 2011.

1 Which sentence is punctuated correctly?

Tick **one**.

I am 1.54 metres (5 feet tall). ☐

I am 1.54 metres (5 feet) tall. ☐

I am 1.54 metres (5) feet tall. ☐

I am 1.54 metres (5 feet tall.) ☐

2 Insert a **pair of commas** in the correct place in the sentence below.

James a boy in my sister's class is an amazing tennis player.

3 Which punctuation could be used instead of commas in the sentence below?

Later, after we've finished our homework, we will go to play in the garden.

4 Insert a pair of **brackets** in the correct place in the sentence below.

The longest river in the world is the Nile 6,695 kilometres long in Africa.

- 5 Which two of the sentences below use punctuation to show **parenthesis**? Tick **two**.

We have a toybox – it is overflowing with toys – in our playroom. ☐

Without a sound, we tidied the books, pens and whiteboards away. ☐

The little owl, it is around 20cm long, is usually seen during the day. ☐

Carrying a large box, the delivery driver tripped over my scooter. ☐

- 6 Insert a **pair of dashes** in the correct place in the sentence below.

My dogs Cass and Jess love finding lost balls.



What is a colon?

A **colon** is used to **separate two independent clauses** when the second clause **explains** or **illustrates** the first clause.

For example:

Jamal was late for school: his alarm hadn't gone off.

What is a semi-colon?

A **semi-colon** is used to **separate two closely related independent clauses** instead of using a conjunction. It is often used in more **formal** writing.

For example:

Jenna is a pleasure to teach; she always tries hard in every lesson.

What is a single dash?

A **single dash** is used to **separate two independent clauses** that are **closely related** to each other. It is often used in more **informal** writing.

For example:

I enjoy playing on my trampoline – I can jump higher than my sister.

1 Which sentence uses a **dash** correctly?

Tick **one**.

I play football weekly I am in – my local team. ☐

I play football weekly – I am in my local team. ☐

I play football – weekly I am in my local team. ☐

I play – football weekly I am in my local team. ☐

2 Insert a **colon** in the correct place in the sentence below.

I earned two new Brownie badges last term first aid and home safety.



- 3 Which punctuation mark should be used in the place indicated by the arrow?

Greta is very sporty she plays football and hockey for the county.



Tick **one**.

- comma ☐
- hyphen ☐
- full stop ☐
- semi-colon ☐

- 4 Which sentence uses a **colon** correctly?

Tick **one**.

- Last summer, we visited: three different cities Bristol, Bath and Cardiff. ☐
- Last summer, we visited three: different cities Bristol, Bath and Cardiff. ☐
- Last summer, we visited three different cities: Bristol, Bath and Cardiff. ☐
- Last summer, we: visited three different cities Bristol, Bath and Cardiff. ☐

- 5 Insert a **semi-colon** in the correct place in the sentence below.

This year Hassan has made good progress he works hard in all lessons.



What is a hyphen?

A **hyphen** is punctuation that is used to avoid ambiguity by joining two words together.

A hyphen can be used to create a **compound noun** where it would be confusing if we did not.

For example:

I saw a young passer-by staring through the window.

A hyphen can be used in a **compound adjective** before a noun.

For example:

The tired-looking teacher slumped at his desk.

We sometimes need to use a hyphen with a word that has a **prefix**, to avoid doubling up a vowel and changing the pronunciation.

For example:

We will re-enter the Earth's atmosphere soon.

- 1 Insert **two hyphens** in the correct places in the sentence below.

I didn't enjoy the film because there was a man eating shark chasing a red faced boy through the deep blue sea.

- 2 Which sentence uses the **hyphen** correctly?

Tick **one**.

There are twenty-five year olds in year one. ☐

There are twenty-five-year olds in year one. ☐

There are twenty five-year olds in year one. ☐

There are twenty five-year-olds in year one. ☐

- 3 Tick **one** box in each row to show whether the **hyphen** is used correctly or incorrectly.

Sentence	Hyphen used correctly	Hyphen used incorrectly
There are twenty-six people in our class.		
My little-brother is very strong willed.		
The vet needed to re-examine my dog when she hurt her paw.		

- 4 Tick **one** box to show where the **hyphen** should go.

The well known author came to our school during book week.

- 5 Which sentence uses the **hyphen** correctly?

Tick **one**.

My red haired cousin has a fiery-temper. ☐

My red-haired cousin has a fiery temper. ☐

My red haired-cousin has a fiery temper. ☐

My red haired cousin-has a fiery temper. ☐

- 6 Insert **two hyphens** in the correct places in the sentence below.

The space ship will re enter the Earth's atmosphere when it has completed its death defying mission.





Ten-Minute Test

Use a stopwatch or a timer to give yourself ten minutes to complete the following questions. Use the answer sheet to check your work and take some time to revisit any areas you need to improve on.

- 1 Which sentence uses **capital letters** and **full stops** correctly? Tick **one**.

My cousins, Freya and sophie, will visit us in the Summer. ☐

My cousins, Freya and Sophie, will visit us in the summer ☐

my cousins, Freya and Sophie, will visit us in the summer. ☐

My cousins, Freya and Sophie, will visit us in the summer. ☐

- 2 Insert a pair of **brackets** in the correct place in the sentence below.

Justin is the tallest boy 1.7 metres in our class.

- 3 Rewrite the sentence below as **direct speech**.

Remember to punctuate your sentence correctly.

I asked my mum if I could have a new phone for Christmas.

- 4 Insert **one comma** and **one hyphen** in the correct places in the sentence below.

Travelling to France we went on the high speed ferry.

- 5 Which sentence must **not** end with an **exclamation mark**? Tick **one**.

What a shock ☐

How amazing to see the tallest building in London..... ☐

What are we doing next ☐

Shut the door quickly ☐

- 6 Which punctuation mark should be used in the place indicated by the arrow?

Yesterday, we held a cake sale we raised over £50 for charity.



Tick **one**.

- colon ☐
- hyphen..... ☐
- full stop..... ☐
- comma..... ☐

- 7 Tick **one** box in each row to show whether the **apostrophe** is used for **singular** or for **plural** possession.

Sentence	Apostrophe for singular possession	Apostrophe for plural possession
The dog's bones were buried in the garden.		
My brothers' favourite sports are gymnastics and skiing.		
The teachers' cars were washed for charity.		
My cousin's toys were all over the floor.		

- 8 Alma wants to know what time the new toy shop will be open.

Write a **question** she could ask to find out.

Remember to punctuate your sentence correctly.

- 9 Which sentence is punctuated correctly?

Tick **one**.

- "Can you come to play" asked Lee? ☐
- "Can you come to play?" asked Lee. ☐
- "Can you come to play? asked Lee." ☐
- "can you come to play?" asked Lee. ☐

10

Rewrite the words in the boxes with their contracted forms.

Gita _____ completed her homework

has not

because _____ been ill.

she has

