

# Unit 13 More about punctuation

Some other frequently used punctuation marks include *question marks*, *exclamation marks* and *apostrophes*.

- 1 The *question mark*, *?*, indicates a question.

**Example**

Where are you going for your holidays?

- 2 The *exclamation mark*, *!*, emphasises a sentence or a word and can make something seem funny.

**Examples**

How you do go on!

Go home!

Ouch!

I'm lucky!

- 3 The *possessive apostrophe*, *'*, is used to show ownership (possession). For *one thing or person*, the apostrophe is placed after the noun and before the *s*.

**Examples**

girl's dress

cat's dish

monkey's tail

For names ending in *s*, in modern usage the apostrophe is placed after the *s*, though both examples below are acceptable.

**Examples**

James' hat

James's hat

For *more than one thing or person*, the apostrophe is placed after the *s*, which shows that there are more (plural).

**Examples**

girls' dresses

cats' dishes

monkeys' tails

For words that end in *y* after consonants (all letters except *a, e, i, o, u*), the *y* changes to *ie* and *s* is added in plurals. The apostrophe comes after the *s*.

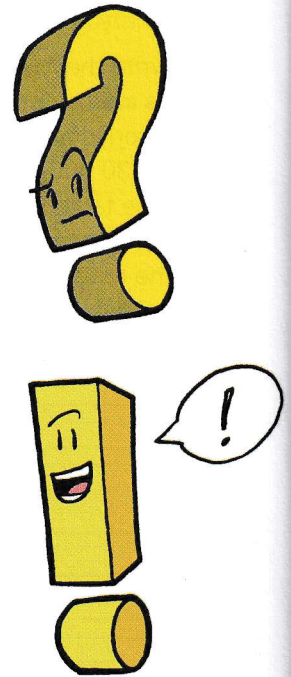
**Examples**

(one family) family's home

(two or more families) families' homes

(one lady) lady's shoes

(two or more ladies) ladies' shoes





- 4 The *contraction apostrophe* is used to show that one or more letters have been left out in **contracted** words. The apostrophe is placed in the position where the letter(s) is/are left out. <sup>▲</sup>

#### Examples

##### One letter left out

did not = didn't (*o* left out)

does not = doesn't (*o* left out)

I am = I'm (*a* left out)

you are = you're (*not your = owner*)

where is = where's (*i* left out)

##### More than one letter left out

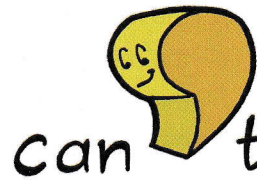
I had = I'd (*ha* left out)

I would = I'd (*woul* left out)

cannot = can't (*no* left out)

I shall = I'll (*sha* left out)

they will = they'll (*wi* left out)



#### contracted

to draw together or make smaller (for example, to draw two words together to make one word)

#### ▲ Hint

It can be tempting to over-use exclamation marks, especially when writing short stories, but this should be avoided. Don't use multiple exclamation marks unless you want to seem like you are shouting!!!

# 1 Test yourself

1 Add full stops, question marks and exclamation marks where needed.

- a What a lovely view \_\_\_\_\_
- b Will you come to my party \_\_\_\_\_
- c Ouch You stood on my toe \_\_\_\_\_
- d Would you like to play a game of tennis \_\_\_\_\_
- e Come here at once \_\_\_\_\_

2 Insert apostrophes to complete these possessives.

Note: Words that are already plural (children, mice, men, women, etc.) or those that are the same for singular or plural (sheep, deer, etc.) follow the apostrophe before the s rule.

- a the ladys hat \_\_\_\_\_
- b the mens coats \_\_\_\_\_
- c the horses stable \_\_\_\_\_
- d the womans dress \_\_\_\_\_
- e the mices tails \_\_\_\_\_
- f the ladies hats \_\_\_\_\_
- g the donkeys tails \_\_\_\_\_
- h the sheeps wool \_\_\_\_\_

3 Write the contractions in full.

- a I wasn't ready in time. \_\_\_\_\_
- b There's a fly in my soup. \_\_\_\_\_
- c They're at our house. \_\_\_\_\_
- d He could've told me. \_\_\_\_\_
- e Let's go to the beach. \_\_\_\_\_

4 Rewrite the following sentence, adding commas, question marks or exclamation marks where required. Do not worry about *talking marks* unless you are sure about them.

- a What an exciting holiday I exclaimed.  
\_\_\_\_\_
- b Are you going to see the new Harry Potter film I asked my friend.  
\_\_\_\_\_
- c You must be on time for school our teacher announced.  
\_\_\_\_\_
- d Where are you going on Saturday I asked my best friend.  
\_\_\_\_\_
- e Come here at once ordered the commanding officer.  
\_\_\_\_\_

Writing task

Write the dialogue of a discussion between two students about a film they have seen. (Remember that a new speaker means you start dialogue on a new line.) You need to use at least one of each of the following punctuation marks: exclamation mark, question mark, possessive apostrophe, contraction apostrophe.

## 2 Extend yourself

- 1 Punctuate the following passage. Use a red pen.

As we watched the water being sucked into great pipes, the manager of the pumping station at Mundaring Weir said, that water will travel 560 kilometres, all the way to the goldfield towns of Kalgoorlie and Coolgardie What keeps it running all that distance asked Peter. well, it has to be helped along by pumping stations at several points, said the manager. The water you are watching now will probably arrive in Kalgoorlie in a months time. Gosh that must be an expensive way of getting water exclaimed Peter

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- 2 Add apostrophes to show possession. Use a red pen.

- a the flies legs \_\_\_\_\_  
b the roads end \_\_\_\_\_  
c the deers antlers \_\_\_\_\_  
d the teams coach \_\_\_\_\_  
e the childrens cubby houses \_\_\_\_\_  
f the babies playpens \_\_\_\_\_  
g the horses (or horses) hoofs \_\_\_\_\_  
h the turkeys (or turkeys) food \_\_\_\_\_  
i the birds cages \_\_\_\_\_  
j the families cars \_\_\_\_\_

- 3 Rewrite these sentences using contracted words.

- a He does not like milk.  
\_\_\_\_\_  
b You are not invited.  
\_\_\_\_\_  
c I would like to go to town.  
\_\_\_\_\_  
d They will come over after school.  
\_\_\_\_\_  
e Where is my maths book?  
\_\_\_\_\_

### Writing task

Write a dialogue between two fans of opposing football teams. Remember that a new speaker needs a new line. Include all the punctuation marks covered so far.