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PART A USING WORDS



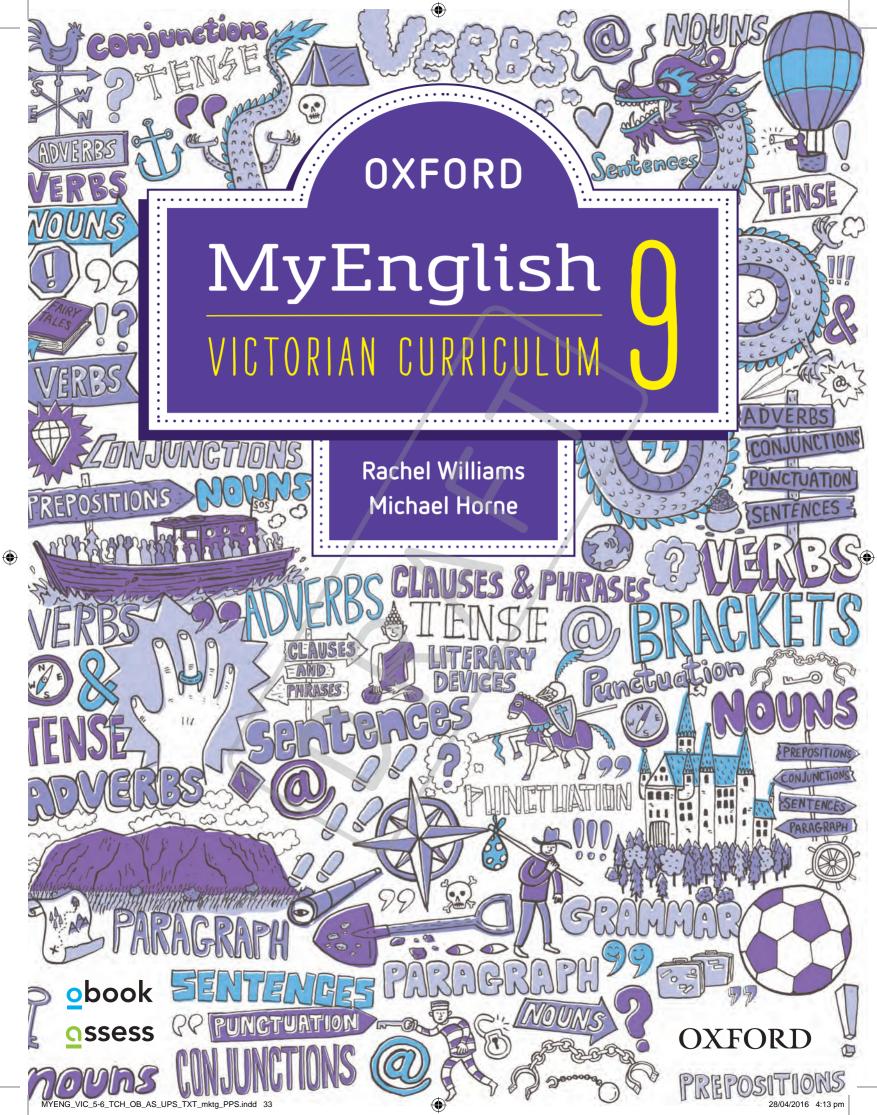
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UNIT 11A: PUNCTUATION REVIEW

By now, you should be completely familiar and confident with using each of the following punctuation marks.

A **full stop** (.) is used at the end of a sentence.

We are going to the swimming pool this afternoon.

A **comma** (,) indicates a pause or a break in a sentence.

We could catch the bus, walk, or get a lift.

A question mark (?) ends a sentence when a question is being asked.

Did you want to join us?

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Apostrophes of possession (') indicate that something belongs or is owned by to someone.

Sophie's contact lenses fell out into the wash basin.

Apostrophes of contraction show that two words have been joined to form a contraction.

We couldn't leave the house on time because Georgia had lost her keys.

A **colon** (:) introduces a list or announces something.

I've packed my bag already: towel, bathers, sunscreen and a hat.

There's one thing about swimming that's guaranteed: it's wet.

A **semicolon** (;) is used to connect two related clauses that could each stand alone as individual sentences. It can also be used to break up information in a complex list.

There are so many people at the pool today; it's pretty much one big party.

I saw Stephen, Henry and Monica Cho; Louis and Whitney Phillips; and the entire Singh family.

Brackets () and dashes are used to include additional information in a sentence.

As the pool was so busy (it was a very hot day) they extended the opening hours until 9 pm.

Look at your skin – it's bright red – you're sunburnt already!

34 PART B: PUNCTUATION

IN FOCUS

YOUR TURN 11.1

Correct each of the sentences so that they no longer contain punctuation errors.

- 1 After we went to the market there wasnt much time to sit down for a coffee?
- 2 Everyone will tell you if you ask that the best way to get there: is on the bus.
- 3 We bought a bunch of flowers to take to Clare; in hospital rose's, tulip's and freesia's.

YOUR TURN 11.2

Errors have been made with apostrophes in each of these sentences. Rewrite the word or words correctly in the third column.

			Corrected word(s)
1		Loves' like that – you do'nt know when its going to hit you.	
2		Margaret and Alans dog ran away last week. Thankfully they found it with some help from their neighbours'.	
3	}	Persimmons' and pear's are two of Anyas favourite fruits.	

YOUR TURN 11.3

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Add punctuation marks to this passage as needed. Make sure capitals are used for proper nouns as well as at the beginning of each sentence.

eleanors exam results were quite disappointing while her mother pointed out that shed had a difficult year she didnt think that was any excuse for her appalling mark for the history exam she had let down mr davis her favourite teacher as well as herself other low results were english, 66% geography 62% and french 59% the one bright spot was 89% for mathematics which was the second highest mark in the class

UNIT 11B: PUNCTUATION REVIEW

Romeo and Juliet

William Shakespeare

ACT I, PROLOGUE

Two households, both alike in dignity, In fair Verona, where we lay our scene, From ancient grudge break to new mutiny, Where civil blood makes civil hands unclean. From forth the fatal loins of these two foes A pair of star-cross'd lovers take their life; Whose misadventured piteous overthrows Doth with their death bury their parents' strife. The fearful passage of their death-mark'd love, And the continuance of their parents' rage, Which, but their children's end nought could remove, Is now the two hours' traffic of our stage; The which if you with patient ears attend, What here shall miss, our toil shall strive to mend.

(Oxford School Shakespeare, 1993)

YOUR TURN 11.4

Comprehension

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- 1 Where is the play set?
- 2 What happens to the 'pair of star-crossed lovers'?
- 3 What consequence does this have for their parents?

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36 PART B: PUNCTUATION

IN CONTEXT

Context

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- 4 Highlight all of the punctuation marks in the extract.
- 5 Find two examples of apostrophes of contraction and two of possession. Mark with C or P.
- **6** The sentences in the prologue are very long. What punctuation marks has Shakespeare used to ensure that the sentences are still coherent?

7 Rewrite the passage in modern English, using exactly the same punctuation marks as the original text. You can be a little creative, and don't worry about writing an exact match!



UNIT 11A: PUNCTUATION REVIEW 37

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Quotation marks, also known as **inverted commas**, are used to punctuate **direct speech** which shows that a character in a text or speech is speaking. Quotation marks can be single (") or double ("").

Direct speech refers to the exact words said by a person or character in a piece of writing. These words are always placed in **quotation marks**.

'Excuse me, I'm looking for the homewares department,' the lady asked Joel, 'Could you tell me which floor it's on?'

In contrast, **indirect speech** or reported speech also refers to the words said by someone, but is a secondhand account of them.

The lady asked Joel whether he could direct her to the homewares department.

Direct speech is more immediate than indirect speech and conveys a sense of action. Fiction authors use it to add drama to their writing and to allow readers to really get to know the characters involved, as it allows the characters to speak for themselves. Indirect speech often summarises a conversation and does not convey as much emotion.

When you use quotation marks there are some additional punctuation rules that apply.

- Begin a new paragraph each time the speaker changes.
- Capitalise the first word because you are starting a new sentence on a new paragraph.
- Place punctuation inside the quotation marks when it is part of the spoken words.

'Do I take the escalator?' she asked.

'It will be quicker to get the lift,' Joel replied.

• If you begin a sentence with information about the person talking, and then continue with direct speech, introduce the direct speech with a comma.

Joel continued, 'The lift is down that corridor and to the left.'

YOUR TURN 12.1

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Add quotation marks as well as other appropriate punctuation and capitalisation to the following sentences to indicate direct speech.

- 1 Have you seen my pencil case Jeremy asked.
- 2 I'm not sure where the house is said my mother should we telephone them first to find out.

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38 PART B: PUNCTUATION

3 Really she snapped I should have expected as much from someone with your limited intellect.

YOUR TURN 12.2

Each sentence includes direct speech. Change it to indirect speech.

- 1 'Which was sent into space first,' she wondered, 'a monkey or a dog?'
- 2 After Lisa dropped her ice-cream, Judy said, 'Don't worry. We can always buy you another one.'
- 3 'I hope the rain goes away,' whined Janet, 'I want to go to the beach.'

YOUR TURN 12.3

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Rewrite this passage using direct speech instead. Be careful with your punctuation and try to use verbs other than *said* to give your writing variety.

Even though he asked her three or four times, Eric's sister Shana wouldn't tell him where she had been. Nor would she explain what she had done to the car. While he could see the damage quite clearly, he needed to know whether or not it was her fault and whether another car had been involved as he wouldn't be able to make an insurance claim without this information. However, when he pointed this out to her, she still refused to come clean. The conversation escalated into a shouting match, each accusing the other of being selfish and uncaring. Eventually their mother had to step in, telling them both to calm down, that they could sort everything out in the morning.

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UNIT 12A: QUOTATION MARKS AND DIRECT SPEECH 39

UNIT 12B: QUOTATION MARKS AND DIRECT SPEECH

Romeo and Juliet

William Shakespeare

ACT I, SCENE 5

JULIET	Come hither, nurse. What is yond gentleman?
NURSE	The son and heir of old Tiberio.
JULIET	What's he that now is going out of door?
NURSE	Marry, that, I think, be young Petruchio.
JULIET	What's he that follows here, that would not dance?
NURSE	l know not.
JULIET	Go ask his name – If he be married,
	My grave is like to be my wedding bed.
NURSE	His name is Romeo, and a Montague;
	The only son of your great enemy.
JULIET	My only love sprung from my only hate!
	Too early seen unknown, and known too late!
	Prodigious birth of love it is to me,
	That I must love a loathed enemy.

(Oxford School Shakespeare, 1993)

YOUR TURN 12.4

Comprehension

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- 1 Who are the three young men that the nurse identifies for Juliet?
- 2 Juliet is only really interested in Romeo. Why do you think she asks about the other two men?
- 3 What does Juliet mean by the line 'too early seen unknown, and known too late'?
- **4** Given the identity of Romeo, what would Juliet be thinking about the possibility of a relationship with him?

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40 PART B: PUNCTUATION

IN CONTEXT

Context

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- 5 Highlight all the punctuation marks in the extract.
- 6 Rewrite the extract, but this time as a passage using direct speech, rather than in script form. Pay careful attention to your use of punctuation. The first line has been done for you.

'Come hither, nurse. What is yond gentleman?' Juliet asked.

7 Rewrite the passage again, but this time as indirect speech. You can use modern English if you prefer.



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