

# WRITING SKILLS

## Worksheet

### Punctuation and capitalization



#### WRITING TIP

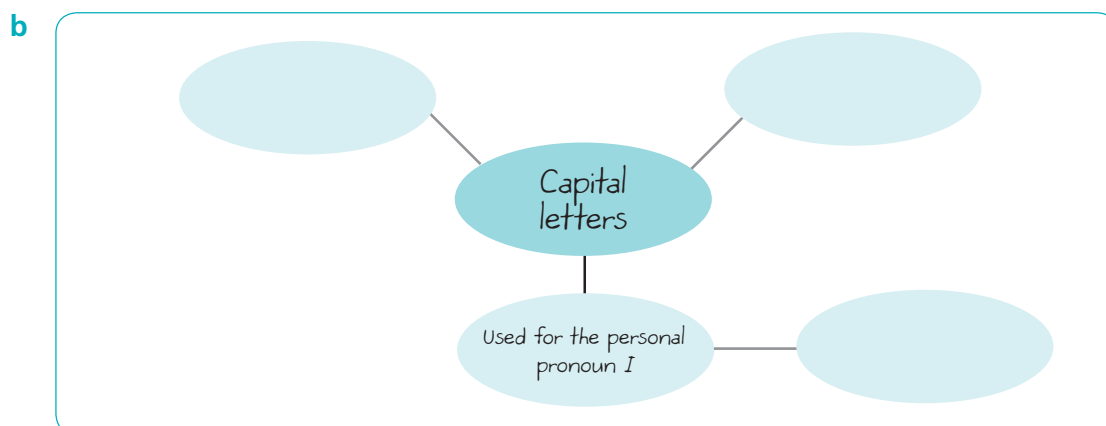
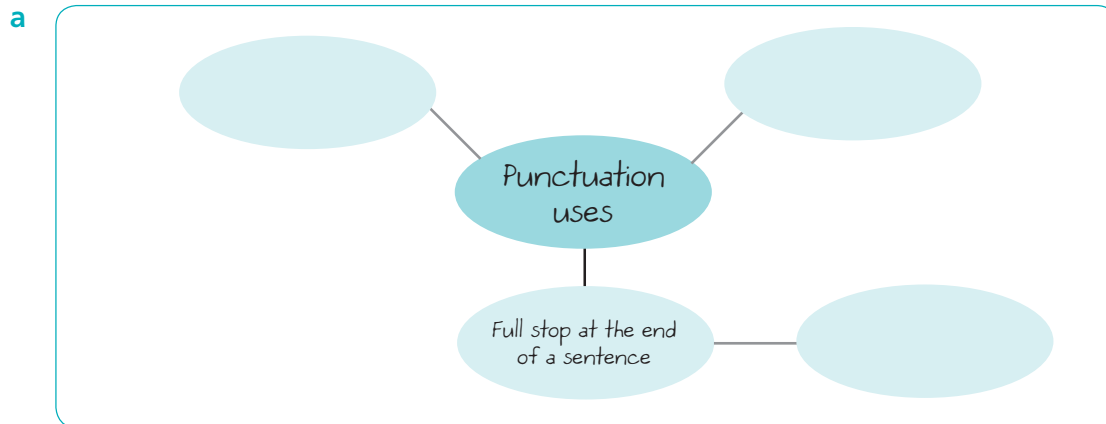
#### STUDY SKILLS: Check your work

When you write an essay, text, report, etc., always read through your work carefully before giving it in. Check grammar and spelling, and don't forget to check punctuation and capitalization, too.

This Writing Worksheet is about punctuation and capitalization. It gives you some tasks that will remind you about the rules for punctuation and for using capital letters.

### Practice

**1** Here are two mind maps. See if you can complete them with uses of punctuation and capitalization.



- 2** A student has written this text. They have made some mistakes with capital letters and full stops. Rewrite it correctly.

Great Britain is an island surrounded by many small islands to one side is the north atlantic ocean, and to the other, the north sea

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- 3** Read Ben's shopping list. Complete the sentence which describes what he bought. Pay attention to commas.

eggs  
grapes and lychees  
rice  
pak choi  
mushrooms  
minced beef  
washing liquid

Ben bought some \_\_\_\_\_

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- 4** Match the endings (1–6) to the beginnings (a–f) to make sentences. Add a full stop, question mark or exclamation mark at the end of the sentences.

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|--|---|
| <b>a</b> Wow, that was _____                   | <b>1</b> the best birthday cake ever.____ |
| <b>b</b> Did they have electric cars _____     | <b>2</b> scored another goal.____         |
| <b>c</b> Shanghai is a very _____              | <b>3</b> large city.____                  |
| <b>d</b> Isn't Louise the person _____         | <b>4</b> birds that mate for life.____    |
| <b>e</b> People say that swans are _____       | <b>5</b> who works in your HR office.____ |
| <b>f</b> And, oh my days, Tottenham have _____ | <b>6</b> in the 1960s.____                |

**5 The apostrophes are missing. Add them where they are needed.**

- a** Gemma wont give me the flowers because she says theyre hers.
- b** Forest High School hasnt won a rugby match since hes been a student there.
- c** We didnt bring the childrens suitcases from the car!
- d** Do you have Charlies email?
- e** Ive found the womens football kit.
- f** Our parents house is very old.

## Reflect

**6 Write a sentence including as many examples of the uses of punctuation and capital letters as you can.**

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