Name:_____ Date:

Basic Punctuation: Knowledge Check

Use this worksheet to check your understanding of capital letters, full stops, commas, and joining sentences.

Part 1: Identifying Correct Punctuation



Top Tip: Always use a capital letter for the word **I**, names of people (**Sarah**), places (**London**), and days of the week (**Friday**).

1. Tick the sentence that uses capital letters correctly:

a) i am going to london on friday.	[ ]
b) I am going to London on Friday.	[ ]
c) I am going to london on Friday.	[ ]

2. Tick the list that uses commas correctly:

a) I need eggs, milk, and, bread.	[ ]
b) I need eggs milk and bread.	[ ]
c) I need eggs, milk and bread.	[ ]

Part 2: Fixing Sentences

Rewrite these sentences. Use the hints in the boxes to help you.

3. Rewrite this sentence with **3 capital letters** and a **full stop**:

my name is sarah and i live in birmingham

My name is ...

4. Add **two commas** to this list:

For my shift I need a uniform … name badge … and locker key.

Part 3: Compound Sentences



How to join sentences:

1. Write the first sentence.
2. Add a comma **,**
3. Use a joining word: **and**, **but**, or **or**.
4. Write the second sentence.

5. Join these sentences using the word **and**:

I like tea. I like coffee.

I like tea, …

6. Join these sentences using the word **but**:

I can work on Monday. I cannot work on Tuesday.

7. Join these sentences using the word **or**:

Do you want the morning shift? Do you prefer the evening shift?

Part 4: End Marks

Choose from these marks:

* **.** (Full stop) for a statement
* **?** (Question mark) for a question
* **!** (Exclamation mark) for a strong feeling or command

8. What time does the train arrive

9. Stop right now, that is dangerous

10. The bus arrives at ten o'clock

Part 5: Writing in Context



Remember! Start a new paragraph when you change the topic.

11. Fill in the message to your manager. Use the prompts below.

Paragraph 1: Ask a question about what time you start.

Dear Manager, what time ...

Paragraph 2: List 3 things you are bringing (e.g., uniform, badge, key).

I am bringing my ...

Answers

1. b) I am going to London on Friday.

2. c) I need eggs, milk and bread.

3. My name is Sarah and I live in Birmingham.

4. For my shift I need a uniform, name badge and locker key.

5. I like tea, and I like coffee.

6. I can work on Monday, but I cannot work on Tuesday.

7. Do you want the morning shift, or do you prefer the evening shift?

8. ?

9. !

10. .

What time do I start my shift tomorrow?

I am bringing my uniform, name badge and locker key to the office.