

MASTERING PUNCTUATION

Essential skills for clear writing in daily life.

STARTER: WHY PUNCTUATION MATTERS

Punctuation acts like road signs for your reader. It tells them when to stop, slow down, or pay attention.

Learning Objectives

By the end of this lesson, you will be able to:

- Use **capital letters** and **full stops** correctly.
- Apply **question marks** and **exclamation marks**.
- Use **commas** for lists and separate **paragraphs**.



MAIN: SENTENCE BASICS



KEY VOCABULARY

Before we start, let's look at the basic building blocks:

- **Sentence**: A group of words that makes sense on its own.
- **Proper Noun**: A specific name for a person, place, or day (e.g., London, Monday).
- **Simple Sentence**: One idea with a subject and a verb.
- **Compound Sentence**: Two ideas joined by 'and', 'but', or 'or'.

THE POWER OF CAPITAL LETTERS

We always start a sentence with a **Capital Letter**.

We also use them for names, the word **'I'**, days of the week, months, and places like 'Birmingham' or 'England'.

🧠 **Remember**

Never use a lower-case 'i' when talking about yourself!



STOPPING AND STARTING

Every sentence needs an ending. Use a **full stop** (.) to show the idea is finished.



Full Stop

Used at the end of a statement.

Example: The bus arrives at ten.



Question Mark

Used when you are asking something.

Example: What time is it?

ADDING EMOTION & LISTS



Exclamation Marks (!)

Use these for strong feelings or warnings.

Example: Stop! That is dangerous!

Commas for Lists (,)

Use commas to separate items in a list. Don't put a comma before the word 'and'.

Example: I need milk, bread, eggs and butter.

MAIN: QUICK CHECK

Answers on the next slide...

Which of these sentences is punctuated correctly?

1. i live in london.
2. I live in London?
3. I live in London.
4. I live, in London.

MAIN: QUICK CHECK

Which of these sentences is punctuated correctly?

1. i live in london.
2. I live in London?
3. **I live in London.**
4. I live, in London.

MAIN: COMPOUND SENTENCES

Use 'and', 'but', or 'or' to make a **compound sentence**. Add a comma before the conjunction.

Simple

- I like tea.
- I like coffee.

Compound

- I like tea, and I like coffee.



A MESSAGE FOR WORK

Listen to the audio and answer the questions

A phone message about a shift

▶ Play audio

1. What day is the work shift?
2. What items is Sarah bringing in her list?
3. What time does Mark want Sarah to start?
4. Why did Mark use a strong tone (exclamation) at the end?

Answers on the next slide...

A MESSAGE FOR WORK

Check your answers below

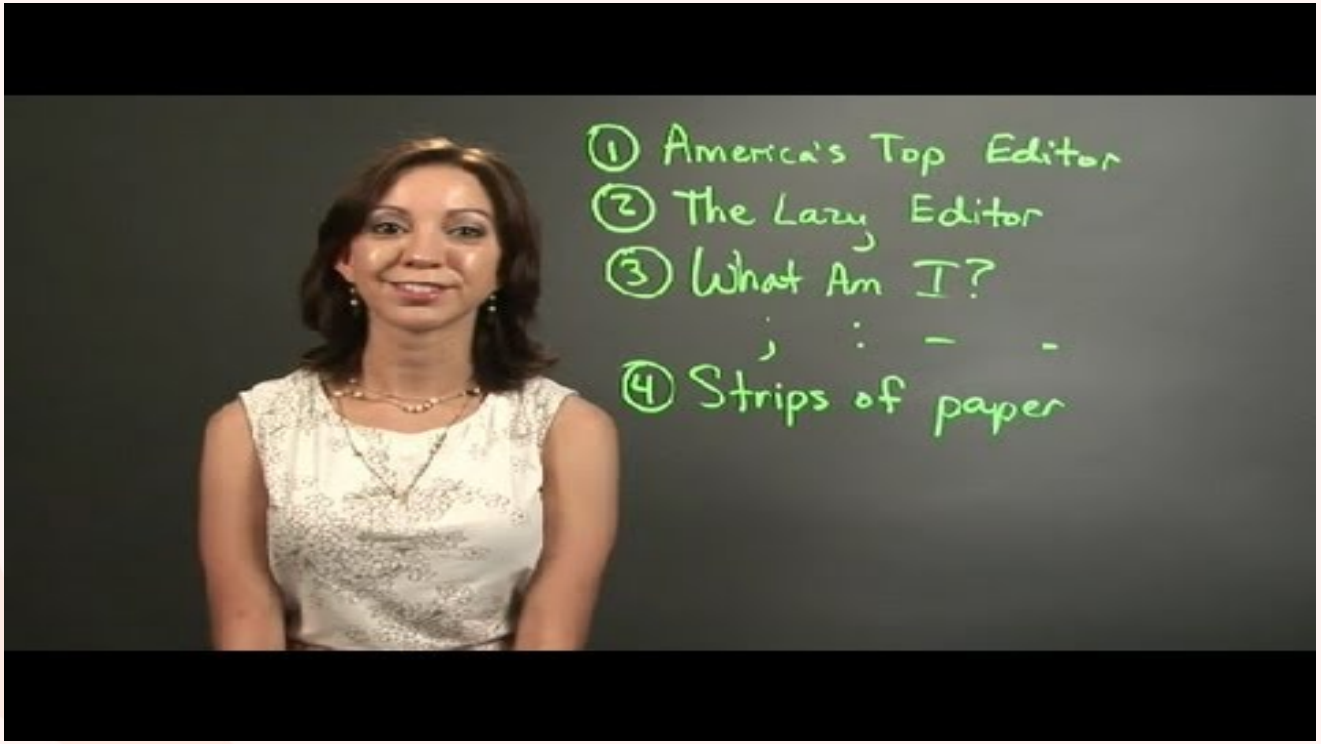
A phone message about a shift

▶ Play audio

1. Friday.
2. Uniform, name badge and locker key.
3. Eight o'clock.
4. To remind her about an important meeting.

PUNCTUATION IN ACTION

Watch this video to see how punctuation changes the meaning of a sentence.



ORGANISING WITH PARAGRAPHS

A **paragraph** is a group of sentences about the same topic. When you start a new topic, you start a new paragraph.

Paragraphs make your writing easier to read by giving the reader a 'break'.

🔍 **Example**

Paragraph 1: Describe your house.

Paragraph 2: Describe your garden.



MAIN: SENTENCE BUILDING

____ name is Sam. I live in ____ and I have a cat, a dog ____ a fish. Do you have a pet ____

Word bank 🏛️

., My, leeds, Leeds, ?, my, ,, !

Answers on the next slide...

MAIN: SENTENCE BUILDING

My name is Sam. I live in Leeds and I have a cat, a dog , a fish. Do you have a pet ?

Word bank 🏛️

., My, leeds, Leeds, ?, my, ,, !

PLENARY: REVIEW YOUR WORK



Let's recap what we have covered today:

- **Capitals** for 'I', names and start of sentences.
- **Full stops** for statements and **Question marks** for asking.
- **Commas** to separate items in a list.
- **Paragraphs** for new ideas.

PLENARY: REFLECTION



Why is it important to use punctuation when sending a formal email to an employer?

PLENARY: REFLECTION

You might have said...

It makes the message easier to read.

It shows that you are professional.

It prevents misunderstandings about dates or times.

It shows you have good attention to detail.