

Up-Stage Your Punctuation

(UKS2)

S5 , comma	A comma is used to separate parts of a sentence into clauses . A clause is a mini sentence inside another sentence. Commas tell the reader to pause, but not for as long as a full stop.	
	<i>The dog was dirty. I gave it a bath.</i>	<i>As the dog was dirty, I gave it a bath.</i>
	A comma is used after an interjection, a short word at the start of sentence expressing emotion.	
	<i>Oh, that was fantastic!</i>	<i>Oops, sorry about that.</i>
S5 , comma	A commas is used after a fronted adverbial . A fronted adverbial is word or phrase acting like an adverb at the front of a sentence which tells us more about the verb in the sentence.	
	<i>Before we begin, make sure you have all you need.</i>	
	<i>Without warning, the dog leapt up at the postman.</i>	
S5 , comma	A comma is used at the start and end of a relative clause , to separate it from the rest of the sentence. A relative clause adds more detail about the noun in the main clause .	
	<i>The boy, who was watching, started to cry.</i>	
	<i>The trousers, which made him look like a clown, were far too small.</i>	
S5 , comma	A comma is used to help make the meaning of a sentence clear, and avoid confusion.	
	<i>When we eat, my gran makes us sit at the table.</i>	
	<i>To Laura, Billy was the best friend anyone could have.</i>	
S5 , comma	A comma is used to separate two adjectives that are interchangeable.	
	<i>He is a strong, healthy man.</i>	<i>He is a healthy, strong man.</i>
	A comma is used to separate a statement from a question .	
	<i>I can go, can't I?</i>	<i>You will let me know, won't you?</i>
S5 () parenthesis	Parentheses are very useful for adding extra information into a complete sentence without breaking the flow of the sentence or making it too complicated.	
	<i>The calculator (that wasn't really a calculator) started beeping.</i>	
S5 () parenthesis	Parentheses can add extra details such as a character's thoughts, asides and afterthoughts	
	<i>"Hello Aunty Joan (please don't kiss me) it's lovely to see you."</i>	
	<i>What he needs (according to my sister) is a good friend.</i>	
S5 () parenthesis	They are be used to provide explanation of acronyms and abbreviations. You can put the full or shortened version in parentheses but you must be consistent throughout.	
	<i>AM (Assertive Mentoring) has been popular with Y6 (Year Six).</i>	
	<i>Assertive Mentoring (AM) has been popular with Year Six (Y6).</i>	
S5 () -- , , parenthesis	Brackets are used if we do not wish to distract the reader from the main idea or break the flow.	
	<i>The pyramids (of Egypt) are truly amazing.</i>	<i>Next Friday (25th January) will be my birthday.</i>
	Dashes are used for parentheses if we wish to emphasise or stress the additional information.	
	<i>He already owed me money – over £50 – and he wasn't getting any more.</i>	
	Commas give a stronger emphasis than brackets but less than dashes. They are the most common but brackets should be used in sentences with other commas to avoid confusion.	
	<i>Billy, the boy next door, cannot get enough of my cakes.</i>	

S6 ; semicolon	A semicolon is used to separate items in a list if the items are phrases rather than single words or contain a comma. It marks a pause longer than a comma but shorter than a full stop.
	<i>To bake a cake you will need the following ingredients: 1kg of self-raising flour; a pint of full-cream milk; four fresh eggs; and a pound of butter.</i>
S6 ; semicolon	A semicolon is used to link closely related independent clauses without using a connective.
	<i>Some people write using a word processor; others write with a pen or pencil.</i> <i>Simon likes cake; Susan prefers salad.</i>

S6 : colon	A colon is used to introduce a list (avoid using after a verb or a preposition). It tells the reader to pause for longer than a comma or semi-colon but not for as long as a full stop.
	<i>You will need the following: socks, boots, gloves and a coat.</i>
S6 : colon	A colon is used to separate main clauses in a sentence where the second clause helps explain the first. It is used in more formal writing where a dash is more common in informal writing.
	<i>My secret for a healthy life: eat plenty of fruit and vegetables.</i>

S6 - hyphen	A hyphen links two or three words together to make a compound adjective . The hyphen is noticeably shorter than a dash and has no spaces before or after it.			
	<i>a well-known actor</i>	<i>a hot-water bottle</i>	<i>a state-of-the-art car</i>	<i>a ten-year-old boy</i>
S6 - hyphen	A hyphen is used to join a prefix ending in a vowel to a root starting with a vowel.			
	<i>co-operate</i>	<i>re-enter</i>	<i>pre-arrange</i>	<i>de-ice</i>
	A hyphen is used to avoid confusion with homophones when using the prefix 're'.			
	<i>re-form</i>	<i>re-cover</i>	<i>re-sent</i>	<i>re-press</i>

S6 — dash	A dash can be used instead of other punctuation marks such as , ; : to mark a pause; added emphasis; an interruption or a change of thought. It is more common in informal writing.			
	<i>It was a great day out – everyone loved it.</i>			
	<i>He saw red eyes burning in the darkness – the pack of hounds!</i>			
S6 — dash	Dashes are used for parenthesis if we wish to emphasise the additional information. The dash is noticeably longer than a hyphen and can have a space before or after it.			
	<i>He already owed me money – over £50 – and he wasn't getting any more.</i>			
	<i>Let's not tell Dad – he won't believe it anyway – until Mum gets home.</i>			

S6 ... ellipsis	An ellipsis is three dots (never 2 or 4). It creates a long pause that can help build tension in a story; show confusion or hesitation; or make the reader slow down and emphasise the words.			
	<i>The crowd began to count. "One ... two ... three"</i>			
	<i>"Er ... well ... all right then. But ... make sure you're home early."</i>			
S6 ... ellipsis	An ellipsis is used to show that words have been omitted from quoted sources when précising information.			
	<i>"One small step ... a giant leap for mankind."</i>			