



Punctuating Correctly

Use this worksheet to practice what is discussed in

- **Information Sheet 4: Punctuating Correctly – The Basics.**

Task 1 – Commas, Semi-colons, Colons

In the sentences below, almost all punctuation marks have been removed. Punctuate them and then check your answers with the Possible Answers below. If you spot differences, your answers may not be incorrect; they might simply be a different, correct alternative.

1. In general I enjoy teaching English.
2. Although I know quite a lot about English I don't have all the answers.
3. I enjoy teaching English regardless of the circumstances.
4. I like to think I am capable of speaking English, with clear pronunciation writing English with correct punctuation and teaching others about English without them hating the language.
5. I enjoy teaching English and Thomas also enjoys teaching English.
6. The English I speak the so-called Oxford English is not always easy to understand.
7. A quick easy and effective method for learning English has yet to be developed.
8. English has become a global language it is the major means of communication between people who do not have a common mother-tongue.
9. When I go to a workshop I take a laptop a notebook and my thoughts.
10. Beyond 29 words a sentence does not become harder to read it becomes harder to write.
11. There are many things I dislike about the English language the sound of it the lack of phonetic spelling and the complicated verb structures.

Possible Answers – your answers might differ

1. In general, I enjoy teaching English.
2. Although I know quite a lot about English, I don't have all the answers.
3. I enjoy teaching English, regardless of the circumstances.



Worksheet 4

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4. I like to think I am capable of speaking English, with clear pronunciation; writing English, with correct punctuation; and teaching others about English, without them hating the language.
5. I enjoy teaching English, and Thomas also enjoys teaching English.
6. The English I speak, the so-called Oxford English, is not always easy to understand.
7. A quick, easy, and effective method for learning English has yet to be developed.
8. English has become a global language: It is the major means of communication between people who do not have a common mother-tongue.
9. When I go to a workshop, I take a laptop, a note book, and my thoughts.
10. Beyond 29 words, a sentence does not become harder to read; it becomes harder to write.
11. There are many things I dislike about the English language: the sound of it, the lack of phonetic spelling, and the complicated verb structures.

Task 2 – Apostrophes

Which of the following sentences have apostrophes correctly placed?

1. The two expert's opinions were included in the papers' conclusion.
2. The world's experts were quick to criticize the three authors' conclusions.
3. The participants' illness meant he was unable to come.
4. The only figures' labels were incorrect and influenced the second peer-reviewers' decision.
5. The two authors' conclusion could not be drawn from the paper's figures.

Answers

1. Incorrect. Correct = The two experts' opinion were included in the paper's conclusion.
2. Correct.
3. Incorrect. Correct = The participant's illness meant he was unable to come.
4. Incorrect. Correct = The only figure's labels were incorrect and influenced the second peer-reviewer's decision.
5. Correct.



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