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English

Entry Level 3, Book 2

GLH 3

Punctuation

Name	
Number	
Location	
Date Issued	



➤ Introduction

This booklet is part of your learning programme.

Remember to read carefully and try your best. Don't worry if you get stuck, make a note on the booklet and move on to the next task. Try coming back to it later, see if you can work it out then.

If you are still stuck, remember to make a note at the end of the booklet.

Throughout the booklet, you will see that some words have been printed **blue and bold**. You will find more detailed explanations of each of these words in the 'Glossary' at the back of the booklet.



Glossary is a list of often difficult or specialised words with their definitions, placed at the back of a book. You may also know this as a word bank.

In this booklet, you will be introduced to capital letters and full stops, question marks, exclamation marks and apostrophes. You may already be familiar with the topics covered within this workbook if you have previously completed Functional Skills at Entry Level 2 or equivalent at school or college. However, it is important to refresh and develop your knowledge to ensure you are confident with all of your skills.

What Do the Symbols in this Booklet Mean?



Where you see this symbol, there is a skills practice or activity for you to complete.



Information, explanations and case studies are shown with this icon.



This shows you there is a glossary or word bank with the meaning and correct spelling of key words.



This icon shows where to write comments for your tutor to read.



This symbol lets you know there are some key points to remember.




The Big Picture



You are studying Entry Level 3 English, which is taught over 55 Guided Learning Hours (GLH).

The programme covers the units listed below. The unit that you're working on today is ticked.

Booklet		GLH	
1	Spelling		
2	Punctuation	3	
3	Commas, Compound Sentences and Writing Detailed and Longer Texts		
4	Spelling with Prefixes, Suffixes and Homophones		
5	Finding the Meaning of Words		
6	Plurals and Grammar		
7	Use Appropriate Language for Purpose and Audience		
8	Logical Order, Paragraphs, Subheadings and Narrative Writing		
9	Using Bullet Points, Writing Reports and Using Layout Features to Find Information		
10	Text and Purpose		
11	Reading to Identify and Extract Main Points and Ideas		
12	Recap and Summary		

Outcomes

These are the outcomes you can achieve by completing the learning activities in this booklet:

1

Use capital letters in sentences.

2

Complete sentences with full stops.

3

Complete sentences with question and exclamation marks.

4

Use apostrophes for contraction words.



Recap



A **recap** is an effective way of helping you to remember and apply what you have learnt. If this is your first booklet, it may help you to think about what you know already about this subject. Can you answer the following questions?



What was the last booklet you completed?



Can you remember what you learnt about?



Can you remember three key points from the booklet?

1

2

3

What is Punctuation?

In this workbook you will learn about different types of **punctuation**. To understand the information in this workbook, you should know the meaning of pronoun, proper noun, **abbreviation** and **acronym**.



Pronoun

A word that replaces a word used for someone or something in a sentence.

Example:

He is tired.	'He' is the pronoun .
I don't drink coffee.	'I' is the pronoun.
You are tall.	'You' is the pronoun.



Proper noun

The specific name of a person, place or thing.

Example:

We drove to York.	'York' is the proper noun .
Please call Samantha.	'Samantha' is the proper noun.
I climbed Everest.	'Everest' is the proper noun.



Task
1

What do you notice about each of the proper nouns above? What do they have in common? This is something to think about that will help you later on in the booklet.



What is Punctuation?



Abbreviation

A word that is a shortened version of a longer word or **phrase**.

Example:

Jan	'Jan' is an abbreviation of 'January'.
Mr	'Mr' is an abbreviation of 'Mister'.



Acronym

A word that is made up from the first letters of other words or parts of other words to make a new word.

Example:

DIY	'DIY' is an acronym for 'Do It Yourself'.
FBI	'FBI' is an acronym for 'Federal Bureau of Investigation'.

What is Punctuation?

C	.	!
Capital letter	Full stop	Exclamation mark



A capital letter is an upper case **alphabet** letter used to show the start of a sentence or a proper noun.



A full stop is a mark to show the end of a complete sentence.



An exclamation mark is a mark used to draw attention to what you are saying and emphasise it.

?	'
Question mark	Apostrophe



A question mark is a mark used to show when a sentence is asking a question.



Apostrophes are marks used to show possession (they say what belongs to whom) and they also show when you shorten two words to one (they have becomes they've).



Feel free to look back at this list of punctuation to help you further in the booklet.



Capital Letters

Capital letters are the most common use of **punctuation** – this means that you will see and use more capital letters than any other form of punctuation.



Some people have a habit of using **only** capital letters. It can take 25% longer to read something that's written all in capitals (according to experts!).

It is also important to remember that using all capital letters looks like you are shouting. Do you want friends, colleagues, customers or your boss to think you are yelling at them all the time?



Task
2

Use the tables below to compare the letters of the alphabet in lower case and capitals. Some have been done for you; complete the table.

a	b	c	d	e	f	g	h	i	j	k	l	m
	B						H					

n	o	p	q	r	s	t	u	v	w	x	y	z
					S							

Now that you have identified capital letters for each letter of the alphabet, we will look at four different rules to show you how you should use them in your own writing.



Capital Letters



Rule #1

Capital letters are used at the start of every sentence.

Example:

We drove to their house in my new car. **T**he roads were really busy.



Task
3

Show how capital letters are used to start the sentences below. Do this by adding the missing letter to the start of the sentence.

1. ___he football game started at 4pm.
2. ___hey turned up late, so they missed the first half.



Rule #2

We use a capital letter for the personal pronoun 'I'.

The personal pronoun 'I' is used when you are talking about yourself.

Example:

What can **I** do to help?

There are so many countries that **I** want to visit.



Task
4

Write two sentences below using the personal pronoun 'I' as a capital.

.....

.....

.....

.....

.....



Capital Letters



Rule #3

Use capital letters for **abbreviations** and **acronyms**.

We sometimes shorten titles or phrases by creating an acronym. An acronym is a new word created from the first letter of each of the words.

Example:

- **ASAP** - **A**s **S**oon **A**s **P**ossible
- **AWOL** - **A**bsent **W**ithout **L**eave

You should remember your **PIN**.

You should remember your **P**ersonal **I**dentification **N**umber.

Sometimes, we shorten words. When we shorten a word, this is known as an abbreviation. Months of the year are often abbreviated.

January	Jan
February	Feb
Approximately	Approx
Temperature	Temp

Can you recognise these fun and commonly used abbreviations?

OMG	Oh My God
LOL	Laugh Out Loud
ASAP	As Soon As Possible
BRB	Be Right Back

Capital Letters



Also remember that sometimes not all letters within a phrase are used within the abbreviation or acronym.

Example:

For USA (**U**nited **S**tates of **A**merica), '**of**' is not included in the acronym of the country as it is a small word that doesn't need to be included in order for you to make sense of the acronym.



Task
5

Use capital letters to create the acronym below.

I am an astronaut for National Aeronautics and Space Administration.

I am an astronaut for _ _ _ _



Rule #4

People's names and titles should start with **capital letters**. These are called **proper nouns** and they are used to name specific people.

Example:

Mr Christopher Jones	Dr Samantha Green
Queen Elizabeth	Professor K. Smith



Task
6

Write your full name using capital letters correctly.

Capital Letters



Rule #4 proper nouns – continued

Every **proper noun** must start with a capital letter, so titles of books, magazines, newspapers, films, TV shows music, places, people and events all need to start with capital letters.

I always read **The Metro** on the train.

Did you watch **Love Island** last night?

Michael Jackson released **Thriller** in 1982.



Task
7

Write one sentence below that uses this rule correctly.

Capital Letters

Proper nouns are specific names of people, places and things. The table below shows some examples of these:

Countries, villages, cities etc.	Paris Liverpool Camden
Addresses	Brookfield Drive L9 7LH Abbey Road
Days and months	March December Monday
Train stations and airports	John Lennon Airport King's Cross
Football clubs	Arsenal Aston Villa
Special events	Christmas Hanukah
Landmarks	Niagara Falls Eiffel Tower
Rivers, lakes and mountains	River Mersey Mount Everest
Religions and beliefs	Buddhism Islam



Capital Letters



Task
8

Rewrite the following sentences using capital letters correctly.

1. we visited buckingham palace when we went to london.

.....

2. we flew to rhodes on saturday 25th august.

3. send completed forms to 15 field road, bristol, bs1 1da.

4. ben nevis is the highest mountain in scotland.

5. diwali is a holiday celebrated by hindus, buddhists and sikhs.

Capital Letters



Task
9

Create your own sentences that contain an example of capital letters used correctly. The first one has been done for you.

1. The name of a country

I want to travel to Australia next summer.
.....

2. The name of a street/road

3. The name of a town

4. The name of a landmark

5. A month

6. A day

7. A special event/holiday

8. The title of a newspaper

9. The title of a TV programme

10. The title of a film



Full Stops



Full stops are used to show the end of a complete sentence. A sentence shares an idea or action. A full stop shows the reader that you have made your point and that you are about to move onto further explanations or a related point.

For a sentence to be **'complete'** it must make sense by itself:

Incomplete sentence	Complete sentence
Reads quickly	Andy reads quickly.
Dave walked	Dave walked around the lake.



Full Stops



Task 10

Look at these incomplete sentences. They do not make sense. Decide what is missing from the sentences and rewrite them so that they are complete. Don't forget to also use capital letters. The first one has been completed for you.

1. Worst of the lot

I believe that my meal was the worst of the lot.

2. At the end of the day

3. Pushing his bike

4. Too much sun

5. In the telephone directory

6. Out of the house

7. To buy a watermelon from

Read your sentences again. Are you happy that they make sense?

Full Stops



Many people make the mistake of writing **continuous** sentences by not using full stops. This can make your writing confusing to read as the reader cannot see your complete sentences.

Continuous sentence	The dirty dog ran through every puddle he had to have a bath when he got home.
Sentences using full stops and capital letters	The dirty dog ran through every puddle. He had to have a bath when he got home.



Remember:

Sentences always begin with a capital letter and you must always start a new sentence after a full stop, using a capital letter.

Full Stops



Task
11

In this task, look for where full stops have been missed.

Rewrite the sentences correctly with full stops and capital letters. There may be more than one sentence in each question.

1. the train was late we had to wait over an hour
2. i'm writing to complain about a product it arrived broken
3. go left on regent street the post box is on the next road
4. call me when you have more information i'm free all week



You should always read what you have written to check for mistakes – we call this **proofreading**. You may spot missing full stops or incomplete sentences, which you can fix before you finish.

Read your sentences again. Are you happy that they make sense?

 **Notes**





Let's keep going

FOLLOW



WWW (What Went Well)

EBI (Even Better If)

Next steps

Learner feedback (Please provide some feedback for your tutor following the comments that you have just made on your work.)

Question Marks



We use question marks (?) instead of full stops when we write sentences that are asking questions. This may be to ask someone what their opinion is or to find out information.



Task
12

These sentences often start with question words such as:

what

how

where

does

when

why

who

Read each sentence and tick the correct punctuation (. or ?) to end the sentence. The first one has been done for you.

When are you leaving	.	?
I don't know who you are	.	?
What is your occupation	.	?
He asked if we were hungry	.	?
I wonder what they are doing	.	?
When will this nightmare end	.	?
Does your company provide PPE	.	?
I know you did	.	?
I was disappointed in my visit	.	?
Is that important	.	?
How will you spend your money	.	?



Question Marks

Imagine you are going for the interview. What questions do you think they would ask you in your interview? One question that is always popular for interviewers to ask is:

Why do you want this job?

This is your opportunity to tell them how much you want the job and to really sell yourself and your employability skills.

Use the space below to practice writing some of the questions, that you think they would ask you in your interview.

Remember to use question marks and proper nouns if required.



Task
13

Check that you have used question marks and capital letters correctly once you have finished.

Tick here after proofreading

Exclamation Marks



We use exclamation marks (!) instead of full stops when we write sentences that show strong emotion. This may be when writing with excitement, anger or fear, or when warning someone. **Authors** will also use exclamation marks to show someone is shouting.

Informal writing is chatty and friendly!

For example:

I passed my driving test!

There is a spider on my arm!

Formal writing is serious.

Exclamation marks are great to use when writing to show your emotion. They work well when you are writing **informal** letters, emails and stories to friends and family.

However, you should avoid using them when writing **formal** letters, reports and emails, as it can make your writing seem informal.



Task 14

Read each sentence and circle the punctuation (. or !) to end the sentence. The first one has been done for you.

Congratulations on your new job	.	!
We need more ink for the printer	.	!
I am going to watch TV tonight	.	!
I can't believe you said that	.	!
We are excited to finally meet you	.	!
Please pass me the cutlery	.	!
It is too hot to sleep	.	!

Exclamation Marks



Task
15

Now write a small paragraph that includes sentences that end in exclamation marks.



Task
16

Write a short letter to a friend or family member, telling them about a TV programme you have watched recently and what you thought about it.

Check that you have used exclamation marks and capital letters correctly once you have finished.

Tick here after proofreading

Apostrophes

There are two uses of apostrophes. At Entry Level 3, you are only expected to understand just one of these uses.



Apostrophes are used to create contractions. Contractions are short words that have been created by putting two longer words together. We use contractions a lot when we are speaking.

do not

becomes

don't

I will

becomes

I'll

they are

becomes

they're



We use apostrophes in this way when we are writing **informally** (when writing to your friends or family). You would not use these words in **formal** writing (when writing to your boss, tutor, the bank, the queen etc.).

The apostrophe goes where the letters have been removed.

Contractions cannot be used to join any two words. They are often used when we say/write pronouns (**I, we, they, he, she, you**).

We often join these pronouns with words such as:

had

will

have

has

is

are



Apostrophes



Task
17

Write the words that each contraction stands for. It may help if you think about saying each contraction in a sentence. The first one is done for you.

I'll	I will	we've	
they've		I'm	
he'd		we're	
she's		you're	
they're		you'd	



As we have just said, you can't just join any two words together. Only some words should be matched and then contracted together.

Other words that are commonly used to create contractions are:

should	would	does	it
can not	have	were	that
could	do	is	are
did	must	where	who

They are often joined with words such as:

not	have	is	will
-----	------	----	------



Just to confuse things:

The contraction of **will not** is **won't**.

Apostrophes



Task
18

Re-write these sentences on the lines below using the correct contractions. The first one has been completed for you.

1. He will not eat any vegetables.

He won't eat any vegetables.

2. I must not spend all of my savings.

3. You are driving your parents to the airport.

4. They will be giving a presentation in the meeting.

5. If you arrived earlier, you could have reserved a seat.

6. She does not want to renew her car insurance for another year.

Apostrophes



Task
19

Change these words into contractions. Remember to put the apostrophe in the correct place (where letters are missing). The first one has been completed for you.

are not	aren't	was not	
should have		can not	
that is		we will	
could not		where is	
it will		would not	



Task
20

Now, challenge yourself by writing four sentences, each using a different contraction. Feel free to refer to and use the contractions that you have just created in the task above.

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Writing a Letter

You have just received a letter from your friend who lives in America. In the letter, your friend told you that they are planning to move to the UK.

Write a response to this letter to give your friend more information about the town/city you think they should move to, to help them to prepare for their move.

Aim to write at least **75 words**.

You are writing **informally**, so use **apostrophes** to create contractions in this piece of writing. Think about other punctuation you could use in your informal letter that you **wouldn't** use in a formal letter. **Plan below and write your letter on the next page.**

Doing this may help you to organise your ideas.

In your letter, you should include information about:

- Which town/city you think they should move to
- Why you recommend this area
- What makes the area a good place to live



Task
21

Plan



Final Letter



Task
21

To

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From

Writing Task – Character Profile

You are going to create a character profile – imagine you are describing someone to another person who has never met him or her.

You can either write about yourself, someone you know or completely make them up. You can use the space below to plan and then write your completed character profile on the next page.

Here are some questions for you to think about when planning your writing.

What is this person's name?	Where are they from?
How old are they?	What was life like for them growing up?
Do they have a family?	Did they go to school?
What hobbies do they enjoy?	What do they dislike?
Does this person have a job?	What are their goals?



Task
22

Plan

Writing Task – Character Profile



Task
22

Make sure you use capital letters, full stops, exclamation marks and apostrophes correctly throughout your character profile. Aim to write a minimum of 100 words.

Check that you have used capital letters, full stops, exclamation marks and apostrophes correctly once you have finished.

Tick here after proofreading



Abbreviation	A shortened form of a word (ASAP – As Soon As Possible). They are often pronounced one letter at a time.
Acronym	A form of abbreviation formed from the first letters of words (NASA – The National Aeronautics and Space Administration). They are often pronounced as one word and do not always include every word in the phrase.
Alphabet	The fixed order of letters (A, B, C . . .).
Authors	An author is someone who writes a book or any other text.
Continuous	Used to describe something that does not have an end.
Formal	We use formal as a description of writing that is written with a serious, polite tone. Formal language contains no slang or chatty language.
Informal	We use informal as a description of writing that is written with a friendly and chatty tone. Informal writing is usually personal and written to a friend or family member.
Occupation	Another word for somebody's job.
Phrases	A small group of words.
PPE	PPE stands for Personal Protective Equipment. PPE is the equipment that will protect the wearer against health and safety risks at work.
Pronoun	Words used to show a person, gender, thing and number (I, you, he, she, it, we, they, me, him, her, us, and them).

Glossary



Proofreading	Checking written or printed texts and marking any errors to correct.
Proper Noun	A specific name used for a person, place or thing.
Punctuation	Symbols that are used in writing to ensure the readers can understand how the text should be read (full stops, capital letters, question marks, commas, apostrophes etc.).
Recap	Sum up, restate, state again; to repeat the main points of an explanation or a description.

Next Steps

Now you have completed Booklet 2, please return this to your tutor/trainer.

Your tutor/trainer will mark the work and provide you with some feedback showing what you have done well and suggestions on improvements.

The next booklet will be provided to you.



Have Your Say



We would be interested in your opinion of this booklet.

1. **Was there anything you found easy in this workbook?** Yes No
If you answered yes, what did you find easy?

2. **Was there anything you found hard?** Yes No
If you answered yes, what did you find hard?

3. **Is there anything that you would like your tutor to go over again?** Yes No
If you answered yes, what is this?

4. **If your tutor provided learning aids, did you use them?** Yes No
If you answered yes, how were they useful?

5. **Would you like more support?** Yes No
If you answered yes, one of our Support Staff will get in touch with you.

6. **Do you have any questions?**

7. **What have you learnt from this booklet?**

Notes



Notes

