
Subject: English Language Arts
Level: Standard Four
Strand: Writing
Topic: Punctuation and Capitalisation



KEY POINTS
(PUNCTUATION)

Here are some punctuations marks: F A C C E Q Q

Full Stop (.)

Question Mark (?)

Apostrophe (’)

Quotation Marks (“ ”)

Comma (,)

Colon (:)

Exclamation Mark (!)

(CAPITALISATION)

We use capital letters for:

- Days of the week and months of the year
- The word, “I”
- Holidays
- Initials
- Titles of respect
- Addresses
- Titles of books, chapters and poems
- Title of proper names
- First word in a sentence
- First word in a quotation
- Important words in headlines, subject headings etc.

ACTIVITY 1

INSTRUCTIONS: There is one punctuation error in each sentence below. Rewrite each sentence, inserting the correct punctuation mark.

Example: Jamarli my cousin, is learning how to grow orchids.

Answer: Jamarli, my cousin, is learning how to grow orchids.

1. “What a beautiful sunset” exclaimed the visitor.
2. This first aid kit contains everything that I need band aid, gauze, cotton balls and iodine.
3. Dr Brown will visit the patient at ten o’clock tomorrow morning.
4. Mr. Mohammed, the weather reporter announced that it will be sunny tomorrow.
5. “Shoppers need to stand six feet apart from one another,” explained the officer, “to maintain social distancing.
6. “Stop here” shouted the passenger.
7. Persons who face hardship, due to the stay-at-home order, can access these items from the government hampers, food cards and masks.
8. The Unit Trust Corporation is located on Main St in Scarborough.
9. “Let’s read the lesson together, said mother.
10. The Prime Minister will address the nation on 10th May 2020.
11. “Green Days by the River is a novel written by Michael Anthony.
12. D. J Bravo is an entertaining and skilful cricketer.

ACTIVITY 2

INSTRUCTIONS: Rewrite the following passages using capital letters and other punctuation marks where necessary.



Hi! Can you find all the errors in punctuation and capitalisation in each passage? Rewrite each passage on the lines provided using capital letters and other punctuation marks where necessary. Thanks!

1. On May 29th 2020, the standard four students of St. Marys Government school, will commence their COVID-19 Food Drive
The following items will be collected non-perishable goods foodstuff and sanitary products. donors are reminded to wear face masks and gloves. Will you support this worthy cause

Number of errors

Adapted from "Colleges embark on food drive." Trinidad Guardian, p. 27, Friday May 1st, 2020.

2. Kayla stood close to the stove She wanted to see what was being cooked. shortly after, she smelt something burning. Looking down, she screamed, “My dress is on fire”

Don’t panic! exclaimed her mother, running with a blanket in her hand She quickly wrapped it tightly around her daughter. the blanket smothered the flames. What a narrow escape

Number of errors

Adapted from excerpt “Clothes on Fire” in Self-Help English for the Caribbean Bk. 3. Ronald Ridout and Philip Sherlock p.67.

ANSWER KEY

ACTIVITY 1

1. “What a beautiful sunset!” exclaimed the visitor.
2. This first aid kit contains everything that I need: band aid, gauze, cotton balls and iodine.
3. Dr. Brown will visit the patient at ten o’clock tomorrow morning.
4. Mr. Mohammed, the weather reporter, announced that it will be sunny tomorrow.
5. “Shoppers need to stand six feet apart from one another,” explained the officer, “to maintain social distancing.”
6. “Stop here!” shouted the passenger.
7. Persons who face hardship, due to the stay-at-home order, can access these items from the government: hampers, food cards and masks.
8. The Unit Trust Corporation is located on Main St. in Scarborough.
9. “Let’s read the lesson together,” said mother.
10. The Prime Minister will address the nation on 10th May, 2020.
11. “Green Days by the River” is a novel written by Michael Anthony.
12. D. J. Bravo is an entertaining and skilful cricketer.

ACTIVITY 2

1.

On May 29th, 2020, the Standard Four students of St. Mary's Government School, will commence their COVID-19 Food Drive. The following items will be collected: non-perishable goods, foodstuff and sanitary products. Donors are reminded to wear face masks and gloves. Will you support this worthy cause?

Number of errors 10

2.

Kayla stood close to the stove. She wanted to see what was being cooked. Shortly after, she smelt something burning. Looking down, she screamed, "My dress is on fire!"

"Don't panic!" exclaimed her mother, running with a blanket in her hand. She quickly wrapped it tightly around her daughter. The blanket smothered the flames. What a narrow escape!

Number of errors 8