

## Apostrophes

**Rule One: apostrophes of possession** – these show that something belongs to something, e.g. Mia's book, the cat's tale

**Rule Two: apostrophes of omission** – these shorten two words into one word, e.g. do not = don't, it is = it's, you are = you're

### Task One

- a) Write three sentences each of your own for apostrophes of possession.
- b) Write three sentences each of your own for apostrophes of omission.

### Task Two

Write out the sentences below with the apostrophes in the correct place.

1. The cats collar has fallen off.
2. Im afraid we wont be able to help you today.
3. As Jo opened the box, she knew shed found her grandmothers missing note.
4. The mens boots were covered in thick, slimy mud.
5. I didnt see her take James note.
6. Youll need to park opposite Dave and Emilys house.
7. My brothers friend can speak French but he cant speak Spanish.

## Sentences – using commas in clause

Commas can be used to separate items in a list, e.g. I went to the shops and bought books, raspberries, cookies and pie. Commas can also be used to separate a part of a sentence that doesn't make sense on its own – the subordinate clause. The rest of the sentence should make sense on its own. The words below will help to make sure that you write complex sentences with the comma in the correct place.

Examples

1. *When we decide to act together, we decide to make a better future.*
2. *After we have considered all options, only then can we make an informed choice.*
3. *Before it is too late for our planet, we must change how we behave.*
4. *Unsure of how to behave, we have only created further problems for ourselves.*
5. *Although the future is uncertain, it is undoubtedly a better future if we work together.*
6. *Until we act together, we cannot possibly make change.*
7. *Despite the warnings we have ben given about climate change, the world is still at danger-point.*

**Task one** – write your own examples using the sentence starters above.

**Task two** – what is the issue in the sentences below?

- a) My perfect day, would be not going to school and just staying at home and relaxing.
- b) When I am fully dressed and ready to conquer the day I might go back to bed for a nap, well that is if I'm not going out somewhere with my friends.
- c) After my mum is done cooking we eat our food.
- d) My perfect day would be to get breakfast go to the bus start listening to music and the bus is really quick.
- e) It was a fine sunny day, I woke up peacefully.

### **Semi-Colon ;**

- A semi colon can be used to replace a connective or full stop to connect two sentences that are closely related to one another. E.g. They love football. However, I can't stand it = They love football; I can't stand it.
- A semi-colon can also be used to separate lists with more than one word. E.g. Things that might seem tiny to others can signal the end of the world: the trauma of not having a date for the school prom; the agony of a bad hair day when your GHDs have packed in; the disaster of losing your mobile phone on the bus as your social life collapses around you.

### **Colon :**

- A colon can be used to introduce an itemised list when the sentence before it makes sense. E.g. David Walliams has written a number of wonderful novels: 'Grandpa's GreatEscape', 'Demon Dentist' and 'Ratburger' to name a few.
- A colon can also be used to isolate words or phrases to create emphasis; it allows us to see that something will follow of importance. E.g. She knew what she was feeling: fear.

### **Task One**

Can you correct the punctuation below **where needed**?

- The teachers were in favour of extra homework. The pupils, however, were not.
- England played their last four matches abroad against: the following Argentina, USA, Russia and Italy.
- I nominate the following people for parts Anne, Bill and Fred.
- The recipe needed bacon, smoked not unsmoked, risotto rice, which is also labelled as arborio rice, stock cubes, preferably chicken but vegetable will do, and spinach to serve.
- It was intense, and all his stomach could feel was one thing butterflies.
- Dickens has written many classics 'Great Expectations', 'Oliver Twist' and 'Nicholas Nickleby'.

### **Task Two**

Can you rewrite and correct the punctuation in the following paragraph?

I am here before you today as a human being, not as a lecturer or authority figure. I need three things from you to be successful in this field of study, caring, trust and communication. As a great woman once said "we can only do this if we are a united front". Therefore I ask you to think, what can we do for one another? I can support your education, you can push yourself to your limits. Together, we can dream big, together, we can make it big. All it takes is the following, blood, sweat, tears and love of your subject. I want you to do your best, can you meet the challenge?