

Introduction

Punctuation shows which words go together to form chunks of meaning. This helps the reader to understand the exact sense of what is written.

In this book, you will find information on all the main punctuation marks, starting with basic sentence punctuation and ending with more complex punctuation, such as colons and semicolons. You will also learn more about writing sentences, because understanding how sentences work helps you understand when and why punctuation is needed.

Finding your way around this book

Before you start using this book, write your name in the name box on the first page.

Then decide how to begin. If you want a complete course on punctuation, you should work right through the book from beginning to end. Another way to use the book is to dip into it when you want to find out about a particular topic, such as apostrophes. The Contents page will help you to find the pages you need.

Whichever way you choose, don't try to do too much at once – it's better to work through the book in short bursts.

When you have found the topic you want to study, look out for these icons, which mark different parts of the text.



This icon shows you the activities that you should complete. You write your answers in the spaces provided. After you have worked through all the activities on the page, turn to pages 38 to 48 to check your answers. When you are sure that you understand the topic, put a tick in the box beside it on the Contents page.

On page 37 you will find suggestions for some projects (**Now you try**), which will give you even more opportunities to improve your understanding of punctuation.

Explanation

This text explains the topic and gives examples. Make sure you read it before you start the activities.



This text gives you useful background information about the subject.