

Punctuation

A Basic rules

1. **Capital letters** are used for the following. Add examples in the spaces:
 - The first word in each sentence (in this sentence the first word is ____).
 - Names of people (_____) and places (_____).
 - Names of countries (_____) and nationalities (_____) and languages (_____).
 - Days of the week (_____) and months of the year (_____).
2. Between each word we have _____ space.
3. Before a comma (,) we have _____ space, after a comma we have _____ space.
4. Before a full stop (.) we have _____ space, after a full stop we have _____ space(s) and the next word has a _____ letter.
5. When we put two words together, we need to show the letters we take out with an apostrophe ('):

do not → _____; can not → _____; I am → _____

what is → _____; does not → _____; that is → _____

Now punctuate the following sentences.

a. i dont like football → _____

b. where does betty live → _____

c. my favourite place is galway → _____

d. i ll come on friday if thats alright →

e. angela is from romania she speaks romanian →

f. what is the capital of the republic of ireland →

B Punctuate the following sentences and save them in a Word document.

1. i dont live here i live in dublin 15
2. she doesnt visit michael on sundays
3. martha lives in castleknock dublin 15
4. where does florence live
5. my favourite county is wicklow
6. he cant speak french or spanish
7. isaac is from angola he speaks portuguese
8. what is the capital of somalia
9. he doesnt like northern ireland especially belfast

Check your sentences with the sentences below.

The correct changes are highlighted using **bold** in Microsoft Word.

1. **I** don't live here, **I** live in **Dublin** 15.
2. **She** doesn't visit **Michael** on **Sundays**.
3. **Martha** lives in **Castleknock**, **Dublin** 15.
4. **Where** does **Florence** live?
5. **My** favourite county is **Kerry**.
6. **He** can't speak **French** or **Spanish**.
7. **Isaac** is from **Angola**, he speaks **Portuguese**.
8. **What** is the capital of **Somalia**?
9. **He** doesn't like **Northern Ireland**, especially **Belfast**.

C Punctuate the text below using a red pen. Then type the text and save it in a word document. Correct your text when you are finished.

my name is john and i m from bucharest romania i came to ireland in january 2004 i m 44 years old and speak romanian russian and my english is not bad i am a chef and worked in a restaurant for 10 years in bucharest before coming to ireland

i live with my wife sonia and 2 children in cabra dublin 7 it s a very nice house with 2 bedrooms my children go to the local school

i study english at IILT in the afternoons from monday to friday on fridays we usually do a review of the week my teachers name is michael the other students are from somalia angola iraq and ukraine

in the future i would like to do a FÁS course in cooking and then i want to get a job in a restaurant in dublin i m optimistic about the future

Check your work.

The correct changes are highlighted using **bold** in Microsoft Word.

My name is **J**ohn and **I**'m from **B**ucharest, **R**omania. **I** came to **I**reland in **J**anuary 2004. **I**'m 44 years old and speak **R**omanian, **R**ussian and my **E**nglish is not bad. **I**'m a chef and worked in a restaurant for 10 years in **B**ucharest before coming to **I**reland.

I live with my wife, **S**onia, and 2 children in **C**abra, **D**ublin 7. It's a very nice house with 2 bedrooms. **M**y children go to the local school.

I study **E**nglish at IILT in the afternoons from **M**onday to **F**riday. **O**n **F**ridays we usually do a review of the week. **M**y teacher's name is **M**ichael. **T**he other students are from **S**omalia, **A**ngola, **I**raq and **U**kraïne.

In the future, **I** would like to do a FÁS course in cooking and then **I** want to get a job in a restaurant in **D**ublin. **I**'m optimistic about the future.