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# **Commas, Quotation Marks and Apostrophes (For Primary Ages)**

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The activities contained in this book allow teachers to meet the requirements of the English curriculum document with regard to the **Writing** strand. The book provides opportunities for the consolidation of language skills that children should be equipped with as a result of their primary schooling.

As shown in the Contents below the approach is basic and simple - teach the skill; reinforce it in a variety of ways; use it in context as often as possible.

## **CONTENTS**

### **'COMMAS' SECTION**

Teacher Information Page	3
Commas (1) and (2) - using commas in lists	4,5
Commas (3), (4), (5) - separating items in a list	6,7,8
Commas (6) - separating events in a list	9
Commas (7) - separating words of further explanation	10
Commas (8) - separating a person spoken to from the rest of the sentence	11
Commas (9) - in an address	12
Commas (10) - in days and dates	13
Commas (11) - separating clauses	14
Commas (12) - using after signal words	15
Commas test and answers	16,17
Checklist of skills	18

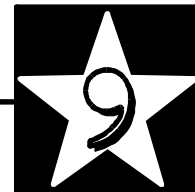
### **'QUOTATION MARKS' SECTION**

Teacher Information Page	19
Quotation marks for direct speech Activity Pages (1) to (7)	20 - 28
Quotation marks for split quotations (1), (2), (3)	29 - 31
Quotation marks - Revision	32
Quotation marks test	33
Checklist of skills	34

### **'POSSESSIVE APOSTROPHES' SECTION**

Teacher Information Page	35
Possessive apostrophes (1), (2)	36,37
Crazy possessives	38
Punctuation Revision	39
Checklist of skills	40

# Teacher Information Page



## Commas

Commas are used...

1. To separate items in a list, e.g.
  - ★ *It was a cold, frosty day.*
  - ★ *The dog traipsed mud over the kitchen floor, lounge room, rug and onto the bedroom carpet.*
2. To separate a word or words in a sentence, which give further explanation, e.g.
  - ★ *The zoo keeper, who came from Ireland, enjoyed his work here.*
3. To separate a person spoken to from the rest of the sentence, e.g.
  - ★ *John, wait near the door.*
4. To separate parts of an address when used in a sentence, e.g.
  - ★ *Their address is 24 Park Street, West Auckland, New Zealand.*
5. In dates to separate days and dates, e.g.
  - ★ *It is Friday, 27th July, 1995.*
6. After the greeting and the conclusion of a letter, e.g.
  - ★ *Dear Sam,*  
.....  
.....  
*Your friend,*  
*Joe.*
7. To separate clauses, e.g.
  - ★ *When the last people arrive, we can all go inside.*
8. After 'yes' or 'no', e.g.
  - ★ *No, it is not allowed!*
9. After signal words at the beginning of a sentence, e.g.
  - ★ *Therefore, we shall have to leave early.*
10. In direct speech, at the end of a quotation which is a statement, e.g.
  - ★ *"I saw him yesterday," Gail said.*

Name .....

# Commas

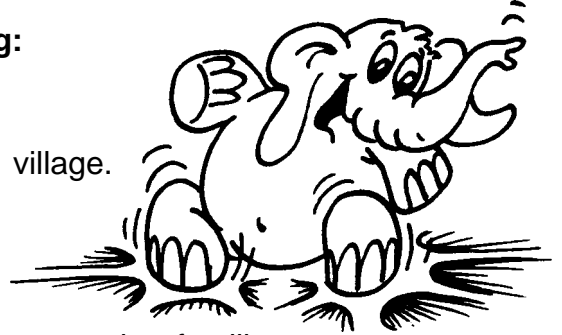


## Commas (1) - using commas in lists

Commas are used to separate items in a list (if 'and' or 'or' are used, no comma is needed).

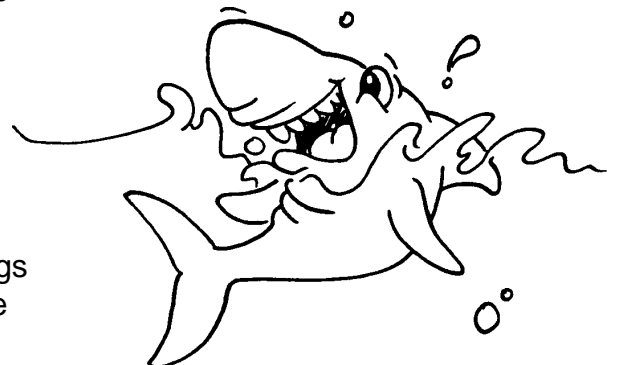
**Insert commas in the correct places in the following:**

1. We washed and wiped and put away the dishes.
2. The elephants stampeded charged and trampled the village.
3. The ocean was crystal blue calm and peaceful.
4. It was a long scary dark night.
5. Many small lonely orphaned children were sent to happy caring families.
6. The severe cyclonic storm left a trail of devastating unrepairable damage.
7. Many children enjoy reading long detailed novels.
8. The pink grey and white galah sat on the top branch of the old gnarled tree.
9. The children were on camp last Friday Saturday Sunday and Monday.
10. After I come home from the shop I have to ring Auntie Sue Mrs Graham Telstra and the school.



**The list can be a series of events or actions. Insert the commas in these:**

1. Mary stood on a bee yelled and ran to her mother.
2. The Browns travelled via the coast road over the mountains and through the valley.
3. Christmas is a time for giving presents receiving presents and visiting family and friends.
4. The car engine made a strange noise let out steam and then stalled.
5. During the night Dad got up when he heard the dog bark a crash in the backyard and a number of voices.
6. We camped under a shady tree below a knoll next to the river.
7. The lone sailor left on Sunday sailed towards Africa made good progress for the first five days then lost the wind and was becalmed for a week.
8. The divers collected shells seaweed and some crustaceans before they were scared off by a small shark.
9. The child looked around couldn't find his parents and realized he was lost.
10. The rock concert was loud crowded and started late but the group sang their best songs performed for two hours and had the audience totally involved.



Name .....

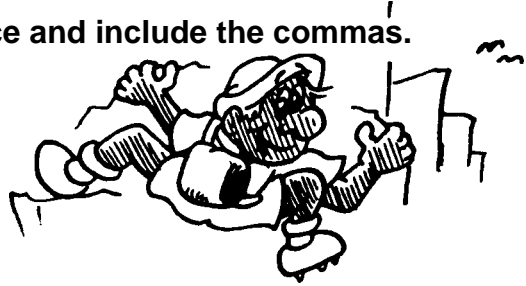
# Commas



## Commas (2) - using commas in lists

Rewrite these statements as one sentence and include the commas.

1. John liked fishing.  
John liked sailing.  
John liked hiking.



2. The book is new.  
The book is interesting.  
The book is exciting.



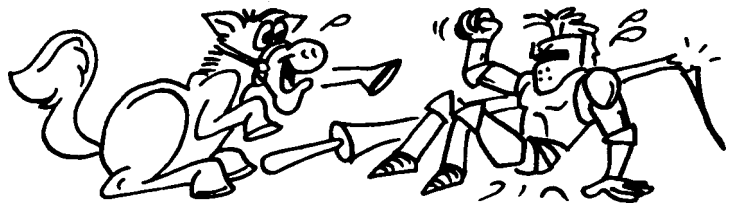
3. The water is murky.  
The water is polluted.  
The water is smelly.



4. To be successful you need to work hard.  
To be successful you need to take risks.  
To be successful you need to apply yourself.

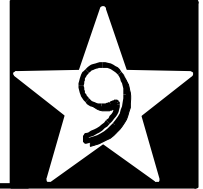


5. In medieval times there were knights.  
In medieval times there was jousting.  
In medieval times there were castles.



Name .....

# Commas



## Commas (3) - separating items in a list

Commas are used to separate items or actions.

- Rewrite these statements as one sentence and include the commas.  
Then extend the sentences with your own ideas, e.g.

*John likes fishing, sailing and hiking and is therefore very fit and healthy because he spends a lot of time outdoors.*

- The movie was exciting.  
The movie was scary.  
The movie was set in England.



.....  
.....

- Ice skating is fun.  
Ice skating can cause an injury.  
Ice skating is good exercise.



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- Football is popular.  
Football is played every week.  
Football is televised.



.....  
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- The tree is very tall.  
The tree is very old.  
The tree is in danger of dying.



.....  
.....

- To make a cake you need flour.  
To make a cake you need butter and sugar.  
To make a cake you need eggs.  
To make a cake you need a measuring bowl.



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