JUNIOR CYCLE ENGLISH · FREE REVISION SHEET

Punctuation 1: capitals, full stops, commas, apostrophes

↗ Léim

Learning outcomes (2015 specification): W11, W6. Play the game: **leim.ie/comma-catch.html**

1. Capitals

Capital	the first word · I · names · places · days · months · languages · festivals: *On Monday, Aoife and I have French.*
No capital	seasons · most school subjects · mum/dad after my or our: *my mum loves summer and maths*

2. Full stops and end marks

.	ends a statement: *We missed the bus.*
?	ends a question: *Where is my phone?*
!	strong feeling: *What a goal! How kind you are!*

A reported question takes a full stop: *She asked if I was hungry.*
Two sentences need a full stop between them, not a comma.

3. Commas

Lists	eggs, milk and bread (no comma before the last "and")
Opening word	However, the bus was late.
Names	Liam, are you coming? · Thanks, Dad.
Yes / No / Well	Yes, I'd love to.
Extra information	Mr Byrne, our maths teacher, was off sick.

4. Apostrophes: missing letters

do not → don't · it is / it has → it's · we are → we're
cannot → can't · will not → won't · they are → they're

The apostrophe goes **where the letters are missing**.

5. Apostrophes: belonging

Write the owner first, then add the apostrophe.

One owner	add 's: the dog's bone · Sarah's phone
More than one, ends in s	add ': the dogs' kennel · the girls' changing room
More than one, no s	add 's: the children's toys · the men's team

6. It's or its?

Say "it is" or "it has". Works → **it's**. Doesn't → **its**.
It's raining. The cat licked its paw.
Same test: **you're / your** · **they're / their** · **who's / whose**

Classic mistakes: no capital for I or names · a comma between two sentences · apostrophes in plurals (~~apple's for sale~~) · it's for its · "childrens'" (it's children's).

Exam tip: leave 3 minutes at the end of every writing answer to read it back for capitals, full stops and apostrophes.

PRACTICE · 42 QUESTIONS

Have a go

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A. Rewrite with capital letters

1. on monday we have maths and irish. _____
2. my cousin aoife lives in limerick. _____
3. we go to spain every summer. _____
4. can i borrow your french book? _____
5. dr walsh is our new doctor. _____
6. lisa and i love autumn in kilkenny. _____

B. Add the end mark: . ? or !

7. Where is my phone _____
8. What a brilliant goal _____
9. The match starts at six _____
10. How old is your brother _____
11. How kind you are _____
12. Have you finished your homework _____
13. She asked if I was hungry _____
14. What a mess _____

C. Add the commas

15. We need eggs flour milk and butter. _____
16. However the bus was late. _____
17. Liam are you coming? _____
18. Yes I'd love to come. _____
19. Mr Byrne our maths teacher was off sick. _____
20. We drove through Kerry Clare and Galway. _____
21. Thanks for the lift Dad. _____
22. Our dog a tiny terrier chased the fox. _____

D. Write the short form

23. do not _____
24. it is _____
25. we are _____
26. cannot _____
27. will not _____
28. they are _____

E. Write it with an apostrophe

29. the bone of the dog (one) _____
30. the kennel of the dogs _____
31. the desk of the teacher (one) _____
32. the toys of the children _____
33. the final of the women _____
34. the boots of the players _____

F. Fill the gap: it's/its, they're/their, you're/your, who's/whose

35. The dog wagged ___ tail. _____
36. ___ coming to the party? _____
37. Is this ___ phone? _____
38. ___ been a long day. _____
39. ___ going to win the cup. _____
40. The players left ___ boots outside. _____

G. Exam-style

> *last saturday orla and i cycled to blarney we brought sandwiches crisps and water orlas bike got a puncture so we walked home its a long way*

41. Rewrite the passage with capitals, full stops, commas and apostrophes.

_____

_____

42. Write two sentences about your weekend. Use a list with commas, one apostrophe of belonging and one question.

_____

CHECK YOUR WORK

Answers

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A	1. On Monday we have maths and Irish. · 2. My cousin Aoife lives in Limerick. · 3. We go to Spain every summer. · 4. Can I borrow your French book? · 5. Dr Walsh is our new doctor. · 6. Lisa and I love autumn in Kilkenny.
B	7. Where is my phone**?** (question) · 8. What a brilliant goal**!** (feeling) · 9. The match starts at six**.** (statement) · 10. How old is your brother**?** (question) · 11. How kind you are**!** (feeling) · 12. Have you finished your homework**?** (question) · 13. She asked if I was hungry**.** (statement) · 14. What a mess**!** (feeling)
C	15. We need eggs**,** flour**,** milk and butter. · 16. However**,** the bus was late. · 17. Liam**,** are you coming**?** · 18. Yes**,** I**'**d love to come. · 19. Mr Byrne**,** our maths teacher**,** was off sick. · 20. We drove through Kerry**,** Clare and Galway. · 21. Thanks for the lift**,** Dad. · 22. Our dog**,** a tiny terrier**,** chased the fox.
D	23. don**'**t · 24. it**'**s · 25. we**'**re · 26. can**'**t · 27. won**'**t · 28. they**'**re
E	29. the dog**'**s bone · 30. the dogs**'** kennel · 31. the teacher**'**s desk · 32. the children**'**s toys · 33. the women**'**s final · 34. the players**'** boots
F	35. its · 36. Who**'**s · 37. your · 38. It**'**s · 39. They**'**re · 40. their
G	41. Last Saturday**,** Orla and I cycled to Blarney. We brought sandwiches**,** crisps and water. Orla**'**s bike got a puncture**,** so we walked home. It**'**s a long way. (The comma after “Last Saturday” and before “so” can be left out.) 42. Answers will vary, e.g. On Saturday we had pizza, chips and cake at Ben's house. Were you there?

Worked examples

11. How kind you are
“How” can start a question (How old is your brother?) or an exclamation. Here it's strong feeling, and the words aren't in question order (not “are you”), so **!**

12. Have you finished your homework
Starts with “Have you…” and asks something, so **?** Compare 13: “She asked if…” only reports a question, so **.**

32. the children's toys
Owner first: children (already plural, no s). No s at the end → add 's: **children's**.

35. The dog wagged its tail.
Try “it is”: “the dog wagged it is tail” makes no sense, so no apostrophe: **its**.

Got one wrong? Find the rule on page 1, then play **Comma Catch** at leim.ie/comma-catch.html: the “Go back over these” list at the end shows the reason for each mistake.

All sentences written by Léim. Léim is independent and not connected with the State Examinations Commission or the NCCA.