



Sentencing and Punctuation

Direct Speech

•All spoken words go in: inverted commas -> ' '

Or speech marks -> " "

•New speaker, new line

•When opening direct speech, there must be a comma after the word leading up to it:

- *Marc exclaimed, "I simply love English!"*

•Must be some piece of punctuation before you close the direct speech:

•This could be a full stop, comma, exclamation mark, question mark...

- *"It's my favourite thing in the world."*
followed Owen.

•The direct speech itself should be punctuated just as regular sentences are:

•Capital letters for the start of sentences and proper nouns but not otherwise

- *"I dream about English,"* muttered Liam dreamily,
"almost every night."

Capital Letters

•First word of every sentence

•Proper Nouns

People – Jane, Sophie, Mr Smith

Places – Scotland, New York,

Punctuation

•**The Colon** = introduces a quotation or a list; an example or elaboration; or a summing up.

For Example:

The items on the stall dazzled in their variety: gadgets and gizmos, trinkets and toys, jewels that sparkled in the late sun...

•**The Semi-colon** = can be used to introduce an explanation or elaboration, to separate longer items on a list or to replace a conjunction (but, and, however, etc.), often to create balance between two clauses in a sentence.

For Example:

The miners stomped, downtrodden and filthy, from the gloomy chasm; the foreman sneered over them from the safety and comfort of the site office.

Apostrophes Ownership

Singular Nouns	Add 's	The cat's paw
Plural Nouns ending in s	A '	The cats' paws
Other plural nouns	Add 's	The men's vote

To replace letters

The apostrophe goes **where you take the letters out**

does not >> **doesn't**

will not >> **won't**

it is >> **it's**

he is >> **he's**

is not >> **isn't**

Exceptions

Possessive pronouns: its, hers, his, yours, ours, theirs

Remember

No apostrophes for plurals