**Punctuation**

AusVELS English

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| **E - Exposure** |
| **T - Taught** |
| **R - Reinforced** |

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|  | **Levels** |
|   | **F** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **FULL STOPS** |
| * at the end of sentences
 | T | T | T |  |  |  |  |  |  |
| * in initials.

*e.g. W.A.*  |  |  |  |  |  |  |  |  |  |
| * in abbreviations.

*e.g. Mon., Sec. St.* |  |  |  |  |  |  |  |  |  |
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| **CAPITAL LETTERS** |
| * to begin sentences
 | T | T |  |  |  |  |  |  |  |
| * for proper nouns. *e.g. Monday, Wendy, Mildura ...*
 | T | T |  |  |  |  |  |  |  |
| * for adjectives derived from proper nouns

*e.g. Indonesian* |  |  |  |  |  |  |  |  |  |
| * for the pronoun ‘I’
 | T | T |  |  |  |  |  |  |  |
| * for book titles
 |  |  |  |  |  |  |  |  |  |
| * first line of poetry
 |  |  |  |  |  |  |  |  |  |
| * for emphasis

*e.g. HAPPY BIRTHDAY* |  |  |  |  |  |  |  |  |  |
| * for names of deity, special days and institutions.

*e.g. God, Christmas Day, St Paul’s Primary School* |  |  |  |  |  |  |  |  |  |
| * for the first word of direct speech
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| **QUESTION MARKS** |
| * at the end of sentences that ask for information

e.g. What .....? |  | T |  |  |  |  |  |  |  |
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| **EXCLAMATION MARKS** |
| * to show strong feeling

*e.g. What a mess!* |  | T |  |  |  |  |  |  |  |
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|  | **Levels** |
|   | **F** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **COMMAS** |
| * to separate items in a list
 |  |  |  |  |  |  |  |  |  |
| * to add additional information

*e.g. Mary, the golden haired girl, won the medal.* |  |  |  |  |  |  |  |  |  |
| * before conjunctions when they join two main clauses *e.g. He wanted to travel to China, but he wanted to learn the language first.*
 |  |  |  |  |  |  |  |  |  |
| * to separate main and subordinate clauses

 *e.g. When they heard the bell ring, the children came for assembly.* |  |  |  |  |  |  |  |  |  |
| * to separate the person spoken to from the rest of the sentence. *e.g. Bernadette, mind the step.*
 |  |  |  |  |  |  |  |  |  |
| * after words such as yes and no*.*

*E.g. No, you cant go to the show now.* |  |  |  |  |  |  |  |  |  |
| * to separate day, month and year in a date

*e.g Monday, 1st August, 2012* |  |  |  |  |  |  |  |  |  |
| * to follow signal words at the beginning of sentences*. e.g. However, I believe that ......*
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| **APOSTROPHES** |
| * for contractions
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| * to show ownership or possession
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| **QUOTATION MARKS** |
| * when using direct speech

*e.g. “Tom, get out of that fridge!” Andrea shouted.* |  |  |  |  |  |  |  |  |  |
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| **COLON** |
| * introduce a list

*e.g. They locked the doors: the front, the back and the side doors.* |  |  |  |  |  |  |  |  |  |
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| **SEMI-COLON** |
| * join sentences with two or more main clauses

*e.g. A face appeared at the window: he was one determined animal.* |  |  |  |  |  |  |  |  |  |
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| **HYPHEN** |
| * join some parts of compound words

*e.g. heavy-handed, father-in-law* |  |  |  |  |  |  |  |  |  |
| * join a group of words to form an expression

*e.g. good-for-nothing* |  |  |  |  |  |  |  |  |  |
| * write numbers and fractions

*e.g. twenty-one, five-sixths ...* |  |  |  |  |  |  |  |  |  |
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| **DASH** |
| * introduce a list

*e.g. The burglar collected his tools – torch, screwdriver, saw and lever.** *to show sudden changes in thought*

e.g. Michael – you’d remember him – is here for a week. |  |  |  |  |  |  |  |  |  |
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| **BRACKETS** (Parentheses) |
| * to enclose extra information

*e.g. Buy a kilogram of fish (redfin) and ....* ***Marie Skłodowska-Curie*** *(7 November 1867 – 4 July 1934)* *was a French-Polish* [*physicist*](http://en.wikipedia.org/wiki/Physicist) *and* [*chemist*](http://en.wikipedia.org/wiki/Chemist)*.* |  |  |  |  |  |  |  |  |  |
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