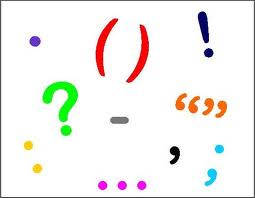
**[](http://www.google.com.au/imgres?hl=en&biw=1217&bih=591&tbm=isch&tbnid=HCqr_ocD0Sng_M:&imgrefurl=http://www.voorhees.k12.nj.us/Page/24990&docid=uj5GL2ni3ClI2M&imgurl=http://www.firstediting.com/blog/wp-content/uploads/2011/06/punctuation-marks.jpg&w=509&h=395&ei=AluYULXUC4WSiQfb5IGQDA&zoom=1&iact=hc&vpx=654&vpy=291&dur=91&hovh=198&hovw=255&tx=108&ty=166&sig=102170516479125332285&page=1&tbnh=178&tbnw=229&start=0&ndsp=16&ved=1t:429,r:8,s:0,i:90)Punctuation**

AusVELS English

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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.* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **QUESTION MARKS** | | | | | | | | | |
| * at the end of sentences that ask for information   e.g. What .....? |  | T |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXCLAMATION MARKS** | | | | | | | | | |
| * to show strong feeling   *e.g. What a mess!* |  | T |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 ......* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APOSTROPHES** | | | | | | | | | |
| * for contractions |  |  |  |  |  |  |  |  |  |
| * to show ownership or possession |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **QUOTATION MARKS** | | | | | | | | | |
| * when using direct speech   *e.g. “Tom, get out of that fridge!” Andrea shouted.* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COLON** | | | | | | | | | |
| * introduce a list   *e.g. They locked the doors: the front, the back and the side doors.* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEMI-COLON** | | | | | | | | | |
| * join sentences with two or more main clauses   *e.g. A face appeared at the window: he was one determined animal.* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Levels** | | | | | | | | |
|  | **F** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **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 ...* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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. |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)*.* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |