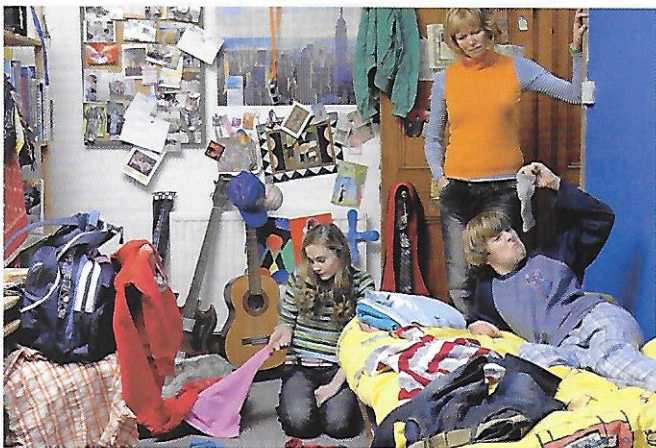


Writing 1 Punctuation



- 1 a** Read this extract and add these punctuation devices where appropriate: apostrophe ('), comma (,), full stop (.), capital letter (T), exclamation mark (!), hyphen (-), speech marks ('...').

The place where I spend lots of my time is my bedroom its got all my things there and ive painted it in my favourite colours which are purple black and red and ive put posters on the walls theres a three seater sofa too so I can watch tv there with my friends my mother calls it a hamsters nest because there are lots of cosy throws on the bed there are also piles of clothes all over the floor unfortunately Im not the worlds tidiest person

- b** Compare your answers. Which punctuation device do you have problems with?

Punctuation devices

- 2 a** Find examples of the following in the sentences below: apostrophe ('), comma (,), full stop (.), capital letter (A), colon (:), semi-colon (;), dash (-), speech marks ('...'), exclamation mark (!). What are the functions of each?

- I love all fruits: pineapple, oranges, mango – fruit's my favourite food!
- I'd like to go to Prague; it's famous for its architecture.
- My sister's room is on the left and my brothers' room is on the right.
- If you allow yourself time to do nothing, inspiration often strikes.
- Unfortunately, it is difficult for some people to accept criticism.
- Picasso was a painter, sculptor, print-maker, stage-designer and ceramicist.
- Michael Morpurgo, whose book *War Horse* was made into a film, writes mainly for children.
- 'You can't wait for inspiration – you have to go after it with a club.' (Jack London)

- b** Check the Writing reference on page 199.

- 3 a** Add commas and apostrophes to these sentences where necessary.

- If youre planning to start learning the piano youll need a good teacher a lot of time and a lot of patience.
- Nureyev was the best dancer there has ever been in my view.
- The DVDs that I watch the most are Wallace and Gromit.
- The Artist* which won most of the Oscars was a very imaginative movie.
- Madame Tussauds is one of Londons oldest attractions.
- My parents dog was looked after by my friends mother.

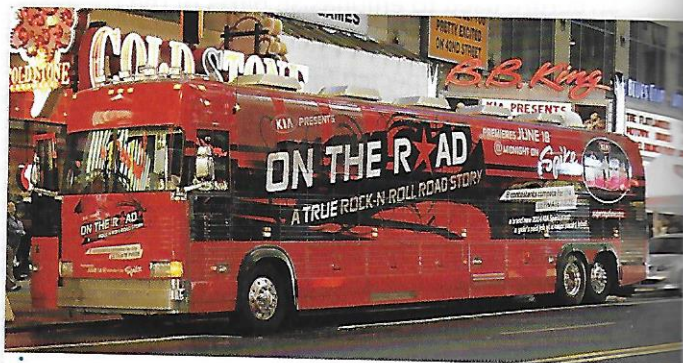
- b** Add speech marks and appropriate punctuation to the following quotes.

- ideas are like rabbits you get a couple and learn how to handle them and pretty soon you have a dozen* (John Steinbeck)
- you write your first draft with your heart and you rewrite with your head the first key to writing is to write not to think* (Sean Connery)

- c** Punctuate these sentences using a semi-colon, a colon, a dash and an exclamation mark once each.

- To be successful you need three things talent, determination and good luck.
- I'd like to see the show again in fact, I'm going to book tickets tomorrow
- Katie is a great actress she has sensitivity and a good voice.

- 4** Use the punctuation devices in Exercise 2 to correct this extract. The devices can be used more than once and there may be more than one possibility.



Because Im a singer I spend lots of time on the tour bus we get on board after one of our gigs at about 12 pm once weve unwound we get into our bunks to sleep while the driver takes us on to the next venue I sleep really well on the bus in fact when I go home to my flat in manchester i find it too empty very quiet and its difficult to get to sleep on our current bus we have engineers and managers to go with us it accommodates 12 14 people when we started out we travelled around in a mates old van we now have a double decker and my mum said yesterday you could be in a nightclub when youre on your bus its decorated in red and black and has all the necessities a tv fridge and a microwave