Your notes

KS3 English: revision notes

Punctuation

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Sentence punctuation

- Every sentence starts with a capital letter and ends with a **full stop**, question mark or exclamation mark. Proper nouns and "I" always have capitals.
- Don't join two sentences with just a comma (a **comma splice**). Use a **full stop**, a conjunction or a **semicolon** instead.

Commas

- Use commas to separate items in a list, after a fronted adverbial ("Later that day, ..."), after a subordinate clause at the start ("When it rained, we went inside") and around extra information ("My sister, who is ten, loves art").

Apostrophes

- Apostrophes show missing letters (omission): don't = do not, it's = it is, they're = they are.
- They also show belonging (possession): the dog's bone (one dog), the dogs' bones (several dogs), the children's toys (a plural that doesn't end in s).
- "Its" (belonging to it) has no apostrophe.

Speech marks, colons and more

- **Speech marks** go around the words spoken, with the punctuation inside: "Come here," she said.
- A **colon** introduces a list or an explanation. A **semicolon** joins two closely related main clauses.
- **Brackets** and pairs of dashes add extra information. **Hyphens** join words: well-known.
- Watch **homophones**: there, their and they're; your and you're; to, too and two.

Key terms

Full stop	Ends a sentence that is a statement.
Comma splice	Two sentences wrongly joined with only a comma.
Apostrophe of omission	Shows where letters are missing, as in "don't".
Apostrophe of possession	Shows that something belongs to someone, as in "Sam's bag".
Speech marks	Show the exact words someone says.
Colon	Introduces a list or an explanation.
Semicolon	Joins two closely related main clauses.
Brackets	Add extra information to a sentence.
Hyphen	Joins two words together, as in "well-known".
Homophones	Words that sound the same but have different meanings and spellings.

Quick questions

Cover the answers and test yourself: remembering is what makes it stick.

1. Which sentence uses "its" correctly?
2. What does "they're" mean?
3. Which is correct for toys belonging to several children?
4. Which punctuation mark can introduce a list?
5. Where should the comma go in "When it rained we went inside"?
6. What is a comma splice?
7. Which shows a coat belonging to one boy?
8. Which punctuation can add extra information in the middle of a sentence?

Answers

1. The dog wagged its tail
2. They are
3. The children's toys
4. A colon
5. After "rained"
6. Joining two sentences with only a comma
7. The boy's coat
8. Brackets

What to do next

Practise 13 questions on this topic

Try 4 exam questions, with mark schemes

Read the lesson, one step at a time

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