

Building literacy skills

These skills will assist you in achieving the HSC minimum standard in reading and writing.

Punctuation		
1	.	full stop
2	'	apostrophe*
3	' ,	quotation marks (single)
4	" "	quotation marks (double)
5	()	brackets
6	-	hyphen
7	—	dash
8	!	exclamation mark
9	?	question mark
10	,	comma
11	: ;	semi colon
12	:	colon
13	...	Ellipsis

Re-write the following sentences using correct punctuation.

1. I should have known
2. Its' not the problem we want to solve.
3. The boys lunchbox was in his bag.
4. How could you say that? She asked the group.
5. The two girls who were twins dressed in similar clothes.
6. The fur coat was very old fashioned.
7. The school boys who were constantly late for class were advised to use an alarm to wake up.
8. What a surprise.
9. What was he thinking.
10. The shopping list included apples mangoes and a bottle of milk.
11. Ten workers started the project only five remain.
12. For the excursion to the each please bring the following sunscreen towel hat food and a change of clothes.
13. I still can't decide and was left thinking what should I do?

1.....

2.....

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4.....

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12.....

13.....

Apostrophe of omission/ contraction	
was not	wasn't
it is	it's
does not	doesn't
had not	hadn't
should not	shouldn't
where is	where's
there is	there's
we will	we'll
they will	they'll
I will	I'll
we are	we're
you are	you're
they have	they've
you have	you've
we would	we'd
I would	I'd
he would	he'd
I am	I'm

Apostrophe of ownership/possession	
The apostrophe is actually saying of eg The hat of the boy.	
The boy's hat. (singular)	The boys' hats. (plural)
The cat's bowl. (singular)	The cats' bowls. (plural)
The lion's mane. (singular)	The lions' manes. (plural)
The lady's handbag. (singular)	The ladies' handbags. (plural)
The child's homework. (singular)	The children's homework. (plural)

Be careful with these words as they are not contractions:
its- belonging to it
whose- belonging to who
your- belonging to you
their- belonging to them
there- a place

Re-write the following sentences using apostrophes of omission/contraction.

- There was not a light in the room.
- You should not continue to behave in that way.
- They will want to know more about the matter.
- We are all aware of the rules outlined for the subject.
- It is important for you to know the directions.

1.....

2.....

3.....

4.....

5.....

Re-write the following sentences using apostrophes of ownership/possession.

- The girls shoes.
- The dogs kennel.
- The tigers fur.
- The mans backpack.
- The childrens books.

6.....

7.....

8.....

9.....

10.....

Answers to questions on punctuation:

1. I should have known.
2. It's not the problem we want to solve.
3. The boy's lunchbox was in his bag.
4. "How dare you?" She yelled at the group.
5. The two girl (who were twins) dressed in similar clothes.
6. The fur coat was very old-fashioned.
7. The school boys – who were constantly late for class – were advised to use an alarm to wake up.
8. What a surprise!
9. What was he thinking?
10. The shopping list included apples, mangoes and a bottle of milk.
11. Ten workers started the project; only five remain.
12. For the excursion to the each please bring the following: sunscreen, towel, hat, food, and a change of clothes.
13. I still can't decide and was left thinking... what should I do?
14. You will need to have the following items:
 - a black pen
 - scissors
 - glue
 - workbook

Answers to questions on apostrophes of omission/contraction:

1. There wasn't a light in the room.
2. You shouldn't continue to behave in that way.
3. They'll want to know more about the matter.
4. We're all aware of the rules outlined for the subject.
5. It's important for you to know the directions.

Answers to questions on apostrophes of ownership/possession:

6. The girl's shoes.
7. The dog's kennel.
8. The tiger's fur.
9. The man's backpack.
10. The children's books.