

PERSONAL QUESTIONS: Checking punctuation

TIME:	40 – 50 minutes
INTERACTION:	Individual / pair work
AIM:	To apply simple punctuation to common phrases / questions.
TEXT TYPE:	Written dialogue
REGISTER:	Informal
WRITING SKILLS:	Editing, correcting punctuation
PREPARATION:	Make one copy of the worksheet for each student or pair of students.

PROCEDURE

- Before you start, go through the punctuation words *comma*, *apostrophe*, *period*, *capital letter* and *question mark*. Ensure that they are familiar with how all these marks are used. Discuss this in the students' own language if necessary.

EXERCISE 1

- Ask the students to correct the punctuation.

ANSWERS:

- 1 Hello. My name's Jim.
- 2 Are you a student?
- 3 Yes, I am.

Note: Put the answers to exercise 1 on the board before you move on to exercise 2.

EXERCISE 2

- When you go through the answers to this exercise, either circle the punctuation on the board or overhead projector transparency yourself, or ask a student to come up and do it.

ANSWERS:

- 1 Where is the apostrophe?
In answer 1 (circle the apostrophe).
- 2 What is the capital letter in answer 2?
The letter "A" (circle the "A").
- 3 Where is the question mark?
In answer 2 (circle the question mark).
- 4 Where is the comma?
In answer 3 (circle the comma).
- 5 Where are the periods?
In answers 1 and 3 (circle the three periods).

EXERCISE 3

ANSWERS:

- | | | |
|-----|-------|-------------------|
| 1 K | _____ | a) comma |
| 2 ? | _____ | b) period |
| 3 ' | _____ | c) question mark |
| 4 , | _____ | d) capital letter |
| 5 . | _____ | e) apostrophe |

EXERCISE 4

- Go over the first one or two sentences with the class using the board. Ask the students to explain, in English if they can, the reasons for the punctuation marks.

ANSWERS:

- 1 Hi. I'm Jane. (I'm = I am)
- 2 What's his name? (What's = What is) The question mark shows it's a question.
- 3 It's Frank Thomas. (It's = It is) English uses a capital letter for the first letter of first names and last names.
- 4 Where's Georgio from? (Where's = Where is) The question mark shows it's a question.
- 5 He's from Italy. (He's = He is) English uses a capital letter for the first letter of countries.
- 6 Excuse me. Is your name Susan?
- 7 Are you from New York? English uses a capital letter for the first letter of cities.
- 8 No, I'm from Chicago. (I'm = I am) Comma after "No." "I" always takes a capital letter. English uses a capital letter for the first letter of cities.

PERSONAL QUESTIONS

EXERCISE 1

Correct the punctuation.

- 1 hello my names jim Hello. My
- 2 are you a student
- 3 yes i am

EXERCISE 2

Look at answers 1, 2 and 3 in exercise 1 and answer the questions below.

- 1 Where is the apostrophe? In answer
- 2 What is the capital letter in answer 2? The letter “ ”
- 3 Where is the question mark? In answer
- 4 Where is the comma? In answer
- 5 Where are the periods? In answers and

EXERCISE 3

Match numbers 1 – 5 with letters a – e.

- 1 K a) comma
- 2 ? b) period
- 3 ' c) question mark
- 4 , d) capital letter
- 5 . e) apostrophe

EXERCISE 4

Rewrite the sentences using the correct punctuation.

- 1 hi i'm jane
- 2 whats his name
- 3 its frank thomas
- 4 wheres georgio from
- 5 hes from italy
- 6 excuse me is your name susan
- 7 are you from new york
- 8 no im from chicago