

Capital letters

Test Yourself

- 1 Upper case – AHPQL
Lower case – gfytb

- 2 The names of people True
Countries True
The word 'A' False
The word 'I' True
To start a sentence True
For important words False
All nouns False
The titles of books and films True
The first word on a line False
The first word in a line of poetry True

- 3 Needs capital letters – August, Spiderman, Costa Coffee
No capitals needed – autumn, spider plant, coffee

- 4 Needs capital – The British Museum, Blackpool, Whipsnade Zoo, Newcastle
No capitals – banana, my back garden, town centre, park

- 5 Ann Jones is my sister. We live in Scorer Street in Lincoln, close to the football ground. From our bedroom window we can see Lincoln Cathedral on the hill. We are both reading the same book by Jane Austen called *Pride and Prejudice*.

Stretch Yourself

- 1 Venice was built on a swamp in the north west region of Italy. The most visited spot in Venice is the Bridge of Sighs. It took this name because prisoners were led across it to their deaths if they were found guilty of a serious crime.

- 2 Stratford-upon-Avon
Stratford-Upon-Avon X
United states of America X
United States of America

Commas in a list

Test Yourself

- 1 I like grapes, bananas, apples and oranges.
- 2 The party games included Pass the Parcel, Pin the Tail on the Donkey, Musical Chairs and Catch the Apples.
- 3 (b)
- 4 The library is open 9 a.m.–5 p.m. on Monday, Tuesday, Wednesday, Friday and Saturday.
- 5 I agreed to buy seven ladies' scarves, four pairs of jeans and a green dress.

Stretch Yourself

- 1

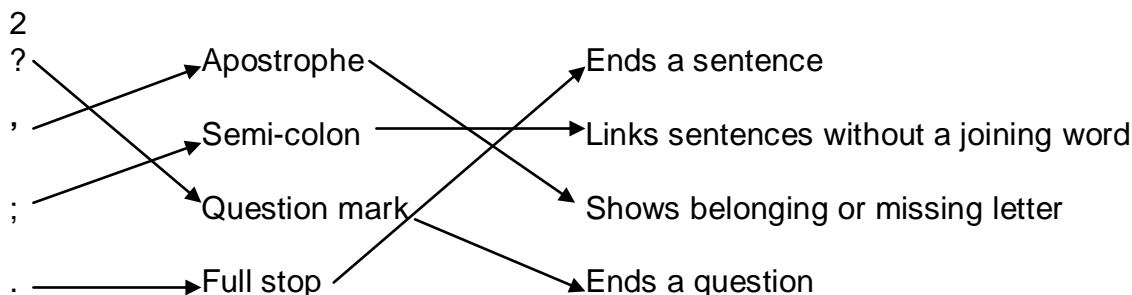
The first item in a list	True
The second item in a list	False
The last item in a list	True
The next-to-last item in a list	False
- 2 (a) and (d)

Know your punctuation marks

Test Yourself

1

Mark	Name
,	comma
;	Semi-colon
!	Exclamation mark
' _____ '	Inverted commas



3 Stop right there!
Why, have we done something wrong?
No, but I'm afraid you can't come in here.

4 (a) and (c)

5 Question mark and Exclamation mark.

Stretch Yourself

1 (b) and (c)

2 Galton Park has something for everyone: playgrounds, paddling pools and a beach for the children; rides, concerts and a disco for young people; and for the adults there is a variety of restaurants, classes and concerts.

- 1 colon
- 2 semi-colon
- 3 comma
- 4 full stop

The apostrophe

Test Yourself

1 I am I'm
Would not wouldn't

2 The bird's wing
The baby's cradle
Sally's coat

3 she's

it's
you're

- 4 Contraction: It's, John's (the first one), Today's
Belonging: John's (the second one), grandparents'
- 5 Because there is more than one grandparent, so this word is a plural.

Stretch Yourself

- 1 the baby's clothes
the people's choice
the girl's nose
the babies' room
- 2 The manager's assistant didn't notice the missing keys. Hours passed before the boss asked her where they were.

'I've not seen them,' she said. "Perhaps your wife's got them?"

'I don't think so,' he replied. 'I'll borrow Jerry's spare set.'

Contraction: 5

Possessive: 2