
PUNCTUATION PRACTICE WORKSHEET

Name: _____ Date: _____

A. MULTIPLE-CHOICE QUESTIONS

Choose the best answer. Circle A, B, C or D.

1. The course runs on Monday, Wednesday and Friday. Why are commas used?

- A to show possession
- B to separate items in a list
- C to add extra information
- D to add emphasis

2. Sara's bag is on the chair. What does the apostrophe show?

- A omission
- B possession
- C a list
- D an abbreviation

3. I'm going to college today. Why is the apostrophe used in I'm?

- A to show a missing letter
- B to show possession
- C to add extra information
- D to separate items

4. My tutor (who teaches English) is very helpful. Why are brackets used?

- A to show a name
- B to separate a list
- C to add extra information
- D to show possession

5. You must bring ALL your documents. Why is ALL written in capital letters?

- A to show an abbreviation
- B to show a proper noun
- C to add emphasis
- D to add extra information

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B. CORRECT THE SENTENCE

Rewrite each sentence correctly. Add the punctuation and capital letters that are needed.

1. on monday we visited london and bought books pens and folders

Correct sentence:

2. its raining so i dont want to walk to college

Correct sentence:

3. my friends bag is under the table

Correct sentence:

4. the community centre run by local volunteers opens at 9 am

Correct sentence:

5. we travelled to england scotland and wales in july

Correct sentence:

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C. TRUE OR FALSE

Read each statement. Circle True or False.

1. The apostrophe in don't shows that a letter is missing.

TRUE / FALSE

2. Brackets are used to separate items in a list.

TRUE / FALSE

3. Capital letters can be used for proper nouns and abbreviations.

TRUE / FALSE

4. If the words in brackets are removed, the sentence should still make sense.

TRUE / FALSE

5. When a word such as ALL is written in capital letters, it must be an abbreviation.

TRUE / FALSE