

Writing Mechanics & Grammar: Punctuation Level: Elementary School

Every sentence needs the right punctuation to make its meaning completely clear. Some punctuation comes at the end of the sentence so you know if it's a statement, a question, or an exclamation. Other punctuation is used inside a sentence to show you how different parts of the sentence relate to each other. Other punctuation goes around words so you know that you're reading what someone said or reading a title. Every type of punctuation is important to make sure you get your ideas across without any confusion. For example, a missing comma can drastically change the meaning of a sentence:

Let's eat Grandma! vs Let's eat, Grandma!

Draw a line from the name of the punctuation mark to the mark itself:

- | | |
|----------------------|----|
| 1. Exclamation point | ' |
| 2. Comma | . |
| 3. Question mark | ! |
| 4. Period | "" |
| 5. Apostrophe | , |
| 6. Quotation marks | ? |

Place opening and closing quotation marks around the right words in the following sentences. Remember that closing quotation marks must also enclose any adjacent punctuation.

1. The babysitter asked, When is your bedtime?
2. Good morning, the teacher said. Are you ready for your test?
3. Have you tried your new computer yet? her friend asked.
4. When he said she had won the lottery, she asked, Is that really true?
5. He yelled, Where are you? as he searched the hallways.

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Circle the best ending punctuation for these sentences:

- | | | | |
|---|---|---|---|
| 1. How many days are there till summer vacation | ! | . | ? |
| 2. Help, I'm falling | ? | ! | . |
| 3. What is the distance to the moon | . | ? | ! |
| 4. I like these wonderful books | . | ! | ? |
| 5. Yay, our team won | ? | . | ! |
| 6. Please help me pick up the trash | ! | . | ? |
| 7. Should we start without the teacher | . | ! | ? |
| 8. I wonder where my dog has gone | . | ? | ! |

Remember that no contraction is spelled correctly unless the apostrophe is included. Commas help show the meaning of a sentence. Fill in the missing internal punctuation (commas or apostrophes).

1. It_s a great day for swimming_biking_ or walking.
2. We_ve got to remember to pack the two boys_ lunches.
3. The small_meowing kitten wouldn_t stop scratching at the door.
4. That_s my sister_s backpack_ and she needs it right away.
5. They_re good at writing_drawing_ and playing music.

Writing Mechanics & Grammar: Punctuation Answer Sheet

1. !
2. ,
3. ?
4. .
5. '
6. ""

1. The babysitter asked, "When is your bedtime?"
2. "Good morning," the teacher said. "Are you ready for your test?"
3. "Have you tried your new computer yet?" her friend asked.
4. When he said she had won the lottery, she asked, "Is that really true?"
5. He yelled, "Where are you?" as he searched the hallways.

1. ?
2. !
3. ?
4. .
5. !
6. .
7. ?
8. .

Writing Mechanics & Grammar: Punctuation Answer Sheet (continued)

1. **It's a great day for swimming, biking, or walking.**
2. **We've got to remember to pack the two boys' lunches.**
3. **The small, meowing kitten wouldn't stop scratching at the door.**
4. **That's my sister's backpack, and she needs it right away.**
5. **They're good at writing, drawing, and playing music.**