



Rosary School / Marj El Hamam

Name : _____

Date : ___/___/2025

Grade: 8 (A,B,C,D)

Punctuation Marks Worksheet

Subject: English

Objectives: To recognize and explain the function of major punctuation marks. Apply punctuation rules accurately in sentences and short passages.

1. Comma (,) is used to:

- Separates items in a list: *I bought apples, oranges, and bananas.*
- Sets off extra information: *My sister, who lives in Paris, is visiting.*
- Used after an introductory phrase: *After dinner, we went for a walk.*
- Used in dialogue: *She said, "I'm leaving now."*

2. Colon (:) is used to:

- Introduces a list: *Bring the following: pencils, paper, and an eraser.*
- Introduces an explanation/idea: *He had one goal: success.*
- Before a quotation: *She said: "Never give up."*
- To separate hours and minutes: *7:45 p.m.*

3. Semi-colon (;) is used to:

- Connects two related sentences: *I have a meeting tomorrow; I need to prepare tonight.*
- Separates items in a complex list: *We visited Paris, France; Rome, Italy; and Cairo, Egypt.*

4. Dash (—)

- Shows a break in thought: *I was about to leave—then the phone rang.*
- Adds dramatic emphasis: *She had one fear—failure.*
- Inserts extra info (like parentheses): *My brother—who never cooks—made dinner.*

Note: the commas and dashes are both used to separate extra information in a sentence.

5. Hyphen (-)

- Connects words in compound adjectives: *a well-organized plan.*
- Numbers/ages: *twenty-one-year-old student.*
- Prefixes: *ex-president, self-control.*

6. Apostrophe (')

- Shows possession: *The girl's book (one girl), the girls' books (many girls).*
- Shows contractions: *don't, it's (it is), they're (they are).*

7. Quotation Marks (“ ”)

- For direct speech: *“I'm ready,” she said.*
- For titles of short works: *We read “The Tell-Tale Heart.”*

8. Parentheses ()

- Add extra information: *He finally answered (after taking five minutes) that he was ready.*

Instructions: Read each section carefully. Your task is to add, correct, or rewrite punctuation marks where necessary. Use what you have learned in class about commas, full stops, colons, semi-colons, dashes, hyphens, apostrophes, brackets, and quotation marks.

- Pay attention to how punctuation affects meaning, tone, and clarity.
- Work carefully and write neatly.
- Some exercises may require more than one punctuation mark in a sentence.
- If a sentence is already correct, write “OK” next to it.

Using Commas

Q1. Use what you learned in class to punctuate the following paragraph by adding commas where necessary.

As you probably already know in order to be fully fit you need to eat a balanced diet. Sweets chocolates crisps sugary drinks and cake though providing variety do not give you the vitamins minerals and dietary fibre that are essential to a busy healthy lifestyle. It is of course perfectly possible to live your life without eating meat. Yes many people think that a fully vegetarian diet that contains beans pulses and cereals is the best option. Whatever you choose to eat whether you are a vegetarian vegan or meat-eater the most important thing seems to be that you should eat in moderation and ensure that you consume nutritious tasty food from a wide variety of food groups each day.

Using Full Stops

Q2. Punctuate the paragraph below by adding full stops where necessary. You might need to add commas (,) or apostrophes (') as well.

Winston is one of the most laid-back people I know He is tall and slim with black hair and he always wears a t-shirt and black jeans His jeans have holes in them and his baseball boots are scruffy too He usually sits at the back of the class and he often seems to be asleep However when the exam results are given out he always gets an A I dont think hes as lazy as he appears to be

Using Dashes

Q3. Clarify each of the following sentences by adding dashes. (You might need to only add one dash instead of two in some cases.)

1. A strong friendship depends as my mother used to say on trust.
2. Rudy Giuliani a passionate politician wants you to get his point.
3. He has a good explanation for everything he thinks.
4. We won't go there again ever.
5. I want a good hotel room clean, functional, and beautiful.

Using Brackets

Q4. Add brackets where they are needed in each of these sentences.

1. Sam the boy from the school helped me with my homework.
2. Jenny the girl that lives in the yellow house has invited you to her birthday party next week.
3. I am going to the park to play with Richard who goes to school with me.
4. Because guests are arriving soon Saturday we'll need to clean the house and buy extra food.
5. We need to clean the house it is a mess now because guests are arriving soon.

Using Colons

Q5. Add colons to the following sentences where needed.

1. Where I come from there are three ways to get to the grocery store by car, by bus, and by foot.
2. I have lived in Sedona, Arizona; Baltimore, Maryland and Knoxville, Tennessee.
3. The boss's message was clear Lateness would not be tolerated.
4. In order to succeed in life, you must remember one thing do not be afraid to fail.
5. To lead a healthy diet, you should eat healthy food such as fruits and vegetables.

Using Semi-colons

Q6. Correct the following sentences by adding semicolons. If the sentence is correct as it is, write "OK" next to it.

1. I did not notice that you were in the office I was behind the front desk all day.
2. Please close the blinds there is a glare on the screen.
3. Unbelievably, no one was hurt in the accident.
4. I cannot decide if I want my room to be green, brown, and purple green, black, and brown or green, brown, and dark red.
5. Let's go for a walk the air is so refreshing.