



FUNCTIONAL SKILLS ENGLISH

AQA | Edexcel | City & Guilds | Open Awards | NCFE | Highfield

Level 2

Writing: Perfecting your Punctuation

Instructions

- Answer **all** questions.
- Answer questions on separate paper if required.

Information and Advice

- The marks for each question are shown in brackets – use this as a guide on how long to spend on each question.
- Read each question carefully before you answer it.
- Check your answers.

- Q1** 'The girl ran down the road, laughing as she did, and shouted "Stop!"
What **3 examples** of **punctuation** can you spot here?
[3 marks]
- Q2** 'My friend hasnt got their ticket yet!'
What example of **punctuation** is **missing** from this sentence?
[1 mark]
- Q3** Which **punctuation mark** could you use to **express excitement** in your writing?
[1 mark]
- Q4** What are the **three** types of **punctuation** you could use to **end a sentence**?
[3 marks]
- Q5** Which words in this sentence should be **capitalised**? Give a reason for your answer.
Despite being a respected scientist, charles darwin was mocked by peers in London for his theory of evolution.
[2 marks]
- Q6** True or false?
A colon could be used to introduce a list.
[1 mark]
- Q7** Which punctuation mark should always enclose **direct speech**?
[1 mark]
- Q8** For which **two** reasons should you use **apostrophes**?
a) Possession
b) Contraction
c) Direct speech
d) To end a sentence
[2 marks]