



FUNCTIONAL SKILLS ENGLISH

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

Level 1

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 Other than at the **beginning of a sentence**, give **two** other situations when a **capital letter** would be needed. **[2 marks]**

Q2 'i would like to go to italy this summer. the beaches there are supposed to be lovely.'
Which **three** words in this sentence should begin with **capital** letters? **[3 marks]**

Q3 Commas can help to split up a sentence so that it is easier to follow.
Which of the following options is also a **function** of a **comma**? **[1 mark]**

- a) To end a sentence
- b) To enclose direct speech
- c) To split items up in a list
- d) To show excitement in a sentence

Q4 'I wish you wouldnt do that.'
Which piece of **punctuation** is **missing** from this sentence? **[1 mark]**

Q5 Look at your answer to Question 4.
What is the **function** of this piece of punctuation, in this example? **[1 mark]**

- a) To highlight a missing letter in a contraction
- b) To show possession
- c) To show a pause in a sentence
- d) To show someone is speaking

Q6 'Paul got on the train. He was going to Newcastle then Portsmouth then Plymouth.'
Which piece of **punctuation** is **missing** from this sentence? **[1 mark]**

Q7

A full stop can be used to end a sentence.

Which **two** other forms of punctuation can be used to **end a sentence**?

[2 marks]