4.8 GCSE Punctuation Mastery: 10-minute Pack

about 10 minutes

Total Marks

Name: _____ Date: ____ / ____ / _____

Answer ALL questions. In this pack, where a dash is needed to mark off extra information in a sentence, it is printed as a hyphen with a space on each side (-), in line with house style.

1 Add the two missing commas to this list: 'The stall sold apples pears and homemade jam.'

(Total for Question 1 is 2 marks)

2 Which sentence uses a semicolon correctly?

- ☐ A) The rain stopped; and the sun came out.
- ☐ B) The rain stopped; the sun came out soon after.
- ☐ C) The rain stopped, the sun came out soon after; and everyone cheered.
- ☐ D) The rain; stopped and the sun came out.

(Total for Question 2 is 1 mark)

3 Which sentence is correctly punctuated?

- ☐ A) She asked whether the train had left?
- ☐ B) Has the train left.
- ☐ C) Whether the train had left?
- ☐ D) She asked whether the train had left.

(Total for Question 3 is 1 mark)

4 Rewrite the phrase 'the timetable belonging to the two classes' using a possessive apostrophe.

(Total for Question 4 is 1 mark)

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5 Choose the correct word to complete the sentence: 'The committee published ___ annual report last Friday.'

- ☐ A) its
- ☐ B) it's

(Total for Question 5 is 1 mark)

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6 Identify and correct the punctuation error in this sentence: 'The alarm sounded twice, nobody in the office moved.'

(Total for Question 6 is 2 marks)

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7 Insert three commas in the correct places in this sentence.

'When the bell finally rang the pupils who had been waiting for an hour rushed out.'

(Total for Question 7 is 3 marks)

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8 Combine these two simple sentences into one sentence using a semicolon: 'The rehearsal overran badly. The cast still practised their bows twice more.'

(Total for Question 8 is 2 marks)

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Mark scheme · 4.8 GCSE Punctuation Mastery: 10-minute Pack

Question 1

comma correctly placed after 'apples' **B1**

comma correctly placed after 'pears' (immediately before 'and'), cao; a version without this final comma is also accepted, since the comma directly before 'and' in a list is a stylistic choice rather than a strict requirement **B1**

Answer: The stall sold apples, pears and homemade jam. (Also correct: apples, pears, and homemade jam.)

Question 2

B **B1**

Answer: B

Question 3

D **B1**

Answer: D

Question 4

the two classes' timetable (apostrophe placed after the plural s), cao **B1**

Answer: the two classes' timetable

Question 5

A) its **B1**

Answer: A

Question 6

identifies the comma splice joining two independent clauses **B1**

correct rewrite using a full stop, semicolon or coordinating conjunction, e.g. 'The alarm sounded twice; nobody in the office moved.' or 'The alarm sounded twice, but nobody in the office moved.' (oe) **B1**

Answer: The alarm sounded twice; nobody in the office moved.

Question 7

comma placed after 'rang', to close the fronted subordinate clause cao **B1**

comma placed after 'pupils', to open the extra information cao **B1**

comma placed after 'hour', to close the extra information cao **B1**

Answer: When the bell finally rang, the pupils, who had been waiting for an hour, rushed out.

Question 8

a semicolon (not a comma or coordinating conjunction) is used to join the two clauses **B1**

both clauses remain grammatically complete and unchanged in meaning, cao **B1**

Answer: The rehearsal overran badly; the cast still practised their bows twice more.

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