4.8 GCSE Punctuation Mastery: Test Pack

about 15 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 Each punctuation mark below has one correct function. For each part, choose the letter (A-E) of its correct function. Each letter is used only once.

(a) the semicolon in: 'The library closes at six; the reading room stays open until nine.' **(1)**

- ☐ A) joins two closely related independent (main) clauses
- ☐ B) introduces a list or an explanation of what has just been stated
- ☐ C) shows that something belongs to more than one person or thing
- ☐ D) marks off extra, non-essential information in the middle of a sentence
- ☐ E) joins two words together to form a single compound adjective

(b) the colon in: 'Pack three things for the trip: a passport, some local currency and a phone charger.' **(1)**

- ☐ A) joins two closely related independent (main) clauses
- ☐ B) introduces a list or an explanation of what has just been stated
- ☐ C) shows that something belongs to more than one person or thing
- ☐ D) marks off extra, non-essential information in the middle of a sentence
- ☐ E) joins two words together to form a single compound adjective

(c) the apostrophe in: 'The students' feedback forms were collected at the end of the lesson.' **(1)**

- ☐ A) joins two closely related independent (main) clauses
- ☐ B) introduces a list or an explanation of what has just been stated
- ☐ C) shows that something belongs to more than one person or thing
- ☐ D) marks off extra, non-essential information in the middle of a sentence
- ☐ E) joins two words together to form a single compound adjective

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(d) the pair of commas in: 'The head teacher, who had taught at the school for thirty years, announced her retirement.' **(1)**

- ☐ A) joins two closely related independent (main) clauses
- ☐ B) introduces a list or an explanation of what has just been stated
- ☐ C) shows that something belongs to more than one person or thing
- ☐ D) marks off extra, non-essential information in the middle of a sentence
- ☐ E) joins two words together to form a single compound adjective

(e) the hyphen in: 'A well-known author visited the school.' **(1)**

- ☐ A) joins two closely related independent (main) clauses
- ☐ B) introduces a list or an explanation of what has just been stated
- ☐ C) shows that something belongs to more than one person or thing
- ☐ D) marks off extra, non-essential information in the middle of a sentence
- ☐ E) joins two words together to form a single compound adjective

(Total for Question 1 is 5 marks)

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2 State the grammatical function of the apostrophe in EACH of the following sentences.

(a) 'The dog's lead was tangled around the fence.' **(1)**

(b) 'The dogs' leads were tangled around the fence.' **(1)**

(c) 'It's been raining since dawn.' **(1)**

(Total for Question 2 is 3 marks)

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3 Add the missing punctuation to this sentence so that it correctly shows direct speech: we should leave now or we will miss the last train said Amir anxiously

(Total for Question 3 is 3 marks)

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4 Identify and correct the two apostrophe errors in this sentence.

'The womens' changing room and the mens' changing room are next door.'

(Total for Question 4 is 2 marks)

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5 'The tour guide paused at the door - the door that had been locked for over a century.' Explain one effect the dash has on the reader here.

(Total for Question 5 is 2 marks)

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6 Add two semicolons to this sentence to separate the items in the list.

'The panel consisted of Dr Patel, a historian, Ms Reid, a teacher, and Mr Boateng, a journalist.'

(Total for Question 6 is 2 marks)

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Mark scheme · 4.8 GCSE Punctuation Mastery: Test Pack

Question 1

(a) A — **B1**

(a) Answer: A

(b) B — **B1**

(b) Answer: B

(c) C — **B1**

(c) Answer: C

(d) D — **B1**

(d) Answer: D

(e) E — **B1**

(e) Answer: E

Question 2

(a) singular possession (the lead belongs to one dog) — **B1**

(a) Answer: singular possession

(b) plural possession (the leads belong to more than one dog) — **B1**

(b) Answer: plural possession

(c) contraction/omission (apostrophe replaces the missing letters in 'it has') — **B1**

(c) Answer: contraction (of 'it has')

Question 3

inverted commas correctly opened and closed around the spoken words only — **B1**

capital letter for the first word of the spoken sentence, with correct end punctuation inside the closing inverted comma — **B1**

comma before the reporting clause placed inside the closing inverted comma, with a full stop at the very end, cao — **B1**

Answer: 'We should leave now, or we will miss the last train,' said Amir anxiously.

Question 4

women's (irregular plural, so the apostrophe goes before the s) cao — **B1**

men's (irregular plural, so the apostrophe goes before the s) cao — **B1**

Answer: The women's changing room and the men's changing room are next door.

Question 5

identifies that the dash creates a pause, adds emphasis or builds suspense before the extra detail (oe) — **B1**

develops the effect with reference to the context, e.g. the delay before naming what is significant about the door increases the reader's curiosity or sense of anticipation (oe) — **B1**

Answer: The dash creates a dramatic pause before the extra detail, building the reader's curiosity and drawing attention to how significant it is that the door had been locked for over a century.

Question 6

semicolon placed after 'historian' in place of the comma cao — **B1**

semicolon placed after 'teacher' in place of the comma cao, with no other change to the sentence — **B1**

Answer: The panel consisted of Dr Patel, a historian; Ms Reid, a teacher; and Mr Boateng, a journalist.

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