

Punctuation Video Worksheet

Match the punctuation with the use.

	Punctuation		This is used:
i.	Full stop (.)	a	at the beginning of sentences as well as for names of people, titles, days, months, laws, nationalities and languages.
ii.	Comma (,)	b	to show the end of a sentence and in Latin abbreviations.
iii.	Colon (:)	c	to show the words have been taken from someone else and to separate a specific word or phrase.
iv.	Semi-colon (;)	d	to show that a letter has been left out and to show possession.
v.	Inverted commas ('...' / "....")	e	to separate parts of a sentence and to separate the items in a list.
vi.	Apostrophe (')	f	when introducing a list and a quotation.
vii.	Capital letters (ABC)	g	include additional information that is not essential to the meaning of the sentence
viii.	Brackets (...) [....] (also called parentheses)	h	to separate two independent clauses which are close in meaning and to join two sentences if a connective like 'however' is used.

Exercise 1

Punctuate the following sentences.

1. vegware is an innovative company which produces compostable foodservice packagingfrom plants
2. Ibm is one of the worlds most ethical companies
3. Business opportunities arelike buses, theres always another one coming (Richard Branson)

Exercise 2

Error correct the following sentences with the correct punctuation.

1. although, 2020 was an economically challenging year uk house prices were at a record high?
2. People around the world need clean water to stay safe and healthy' Wateraid. 2021
3. Investing in clean energy is a wise financial decision: however there are always risks with any investment.

Exercise 3

- Error correct the paragraph with the correct punctuation.

driven by consumer demand there has been a rise in the number of ethical businesses one company that prides itself on its ethical values is lush a well-known cosmetics manufacturer and retailer based in the uk their four main areas of ethics are within the products themselves the packaging the staff conditions and the philanthropic donations the products are all made with non-animal ingredients and are not tested on animals many of the products are package free and others use recycled packaging the staff are paid a living wage and receive good company benefits and the organization supports a number of charities in the uk and abroad overall its csr strategies is what makes it stand out from its competitors

Exercise 4

Academic Referencing – highlight the punctuation in these references.

- The British Psychological Society (2018) *Code of ethics and conduct*. Available at: <https://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct> (Accessed: 22 October 2023).
- Shirazi, T. (2010) Successful teaching placements in secondary schools. *European Journal of Teacher Education*, 33(3), pp. 323–326. Available at: <https://libezproxy.open.ac.uk/login?url=https://search.ebscohost.com/log...> (Accessed: 27 October 2023).

Exercise 5

- robinson J 2007 social variation across the uk available at <https://www.bl.uk/british-accent-and-dialects/articles/social-variation...> accessed 13 november 2023
- rowland t a 2015 feminism from the perspective of Catholicism the journal of secular ethics 5 1 p23 available at <http://researchonline.nd.edu.au/solidarity/vol5/iss1/1> accessed 12 november 2023

Video Link: <https://youtu.be/rQMdOqTJSx4>