

ESB ESOL ENTRY 3 READING

PUNCTUATION & TEXT FEATURES – WORKSHEET

Name: _____ Date: _____

Instructions: Read carefully. Choose the answer that explains what the punctuation mark or text feature does.

PART A – PUNCTUATION PURPOSE

Choose the best answer. Think about the job the punctuation mark is doing.

1. *The patient's appointment is at 10.30 am.*

What does the apostrophe show?

- | | |
|---|--|
| ☐ A. More than one patient | ☐ B. The appointment belongs to the patient |
| ☐ C. A question | ☐ D. A list |

2. *The college offers English, maths and digital skills.*

Why is there a comma after “English”?

- | | |
|--|---|
| ☐ A. It separates items in a list | ☐ B. It shows possession |
| ☐ C. It ends the sentence | ☐ D. It shows strong feeling |

3. *Don't forget! Bring your ID to the interview.*

Why is there an exclamation mark?

- | | |
|---|--|
| ☐ A. The message is especially important | ☐ B. The sentence is a question |
| ☐ C. The words are alphabetical | ☐ D. Something belongs to someone |

4. *Where is the nearest bus stop?*

What does the question mark show?

- | | |
|--|--|
| ☐ A. A list | ☐ B. A question |
| ☐ C. Possession | ☐ D. A heading |

PART B – TEXT FEATURES

Look at how information is organised. Choose the purpose of each feature.

1. Please bring: • your passport • proof of address • one photograph

Why are bullet points used?

- | | |
|--|--|
| ☐ A. To give a clear list | ☐ B. To show possession |
| ☐ C. To make a question | ☐ D. To show alphabetical order |

2. *OPENING TIMES*

What does this heading help the reader understand?

- | | |
|---|---|
| ☐ A. What the section is about | ☐ B. Who owns the text |
| ☐ C. How to spell every word | ☐ D. The writer's age |

3. **IMPORTANT:** *The office closes at 4 pm today.*

Why might a writer make “IMPORTANT” bold?

- | | |
|---|--|
| ☐ A. To make key information stand out | ☐ B. To put words in alphabetical order |
| ☐ C. To show direct speech | ☐ D. To show a missing letter |

4. 1. Complete the form. 2. Sign it. 3. Hand it to reception.

Why are numbered steps useful?

- | | |
|--|--|
| ☐ A. They show the order to do things | ☐ B. They show ownership |
| ☐ C. They make a word plural | ☐ D. They show a question |

PART C – ESB-STYLE READING PRACTICE

Read the short text. Then answer the questions about punctuation and text features.

STARTING YOUR NEW COURSE

Welcome to Greenfield College. Your first class is on Monday, 21 September at 9.30 am.

Please bring:

- your photo ID
- a pen and notebook
- your enrolment letter

Don't forget! You must report to Reception before going to Room 8.

Your tutor's email address is on your enrolment letter. If you have a question, your tutor can help.

1. Please bring: • your photo ID • a pen and notebook • your enrolment letter

Why are bullet points used?

- | | |
|--|--|
| ☐ A. To give a clear list | ☐ B. To show a question |
| ☐ C. To show possession | ☐ D. To end the paragraph |

2. Don't forget!

Why is there an exclamation mark?

- | | |
|--|--|
| ☐ A. The information is important | ☐ B. The sentence is funny |
| ☐ C. The text is a story | ☐ D. The words are alphabetical |

3. Your tutor's email address...

What does the apostrophe show?

- | | |
|--|--|
| ☐ A. The email address belongs to the tutor | ☐ B. There is more than one tutor |
| ☐ C. Letters are missing | ☐ D. The sentence is a question |

4. *STARTING YOUR NEW COURSE*

What is the purpose of this heading?

- | | |
|---|---|
| ☐ A. It tells the reader the topic | ☐ B. It shows who wrote the text |
| ☐ C. It gives the price | ☐ D. It shows direct speech |

ANSWER KEY

Use after learners have completed the worksheet.

PART A

1. **B** – possession

3. **A** – bold makes key information stand out

2. **A** – comma separates list items

4. **A** – numbers show sequence/order

PART C

3. **A** – important/emphasised information

1. **A** – bullet points show a list

4. **B** – ends a question

2. **A** – important information

PART B

1. **A** – bullet points organise a list

3. **A** – email address belongs to the tutor

2. **A** – heading shows the topic

4. **A** – heading tells the topic

Exam reminder: do not only name the mark or feature. Explain what it does in the text.