

PUNCTUATION FOR MEANING IN READING

Worksheet - Functional Skills English Level 1

Section A: Match the punctuation mark to its job. Write the correct letter.

A = adds extra information B = shows a question C = separates items in a list D = shows missing letters E = shows strong feeling

1. The class needs pens, folders and dictionaries. ____

2. Are you coming to the interview? ____

3. The centre is open on Saturday (for enrolment only). ____

4. She didn't miss the appointment. ____

5. Book your free place today! ____

Section B: Read the text and answer the questions.

Text: A New Start

Maria moved to a new city last year. At first, it was difficult, but she didn't give up. "I can do this!" she said. Now, she has a part-time job (in a local library), new friends, and big plans for the future. What will I learn next? she asked herself.

6. What does the apostrophe in *didn't* show?

7. Why has the writer used an exclamation mark after *I can do this*?

8. What extra information is given in brackets?

9. How do the brackets help the reader?

10. What does the question mark at the end show?

11. Copy one example of a comma from the text and explain its job.

Section C: Level 1 exam-style practice

Text: Local Cycling Project

The council's new cycling project starts on Monday. It will offer free safety lessons, bike checks and route maps. "Cycling changed my journey to work!" said Omar, a local resident. The first session (for beginners) will take place in Green Park. Would you like to join?

12. Explain what the apostrophe in *council's* shows.

13. How do the commas help the reader understand the list?

14. Why has the writer used quotation marks around Omar's words?

15. What is the effect of the exclamation mark in Omar's quotation?

16. How do the brackets help the reader?

17. Why does the writer end with a question mark?

Section D: Explain in your own words

18. Choose one punctuation mark from the Local Cycling Project text and explain how it helps the reader understand meaning.

19. Write one sentence explaining why punctuation is important in Reading.
