

Yes, please!

punctuation

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When to use a capital letter

- at the beginning of a sentence
- for names of people, places etc. - Jamie, Canada
- the word I
- nationalities and languages - Scottish, English
- religions and adjectives - Hinduism, Islam, Jewish, Christian
- days and months - Wednesday, December
- holidays - Easter, Christmas, Halloween
- Mr, Mrs, Miss, and Ms

When to use a comma

- when listing things - “I need to buy cheese, eggs, ham and milk.”
- when adding something in the middle of a sentence - “Mrs Patterson, the new history teacher, came into the room.”
- before or after words such as yes, no and please - “Could you pass the sugar, please?” “Yes, of course I can!”
- separating clauses to give long sentences a good rhythm - “Since we have waited for such a long time, it will be great to finally see our cousins.”
- when addressing someone - “We’re over here, Susie!”

Examples of bad punctuation

He likes cooking his family and pets.



Examples of bad punctuation

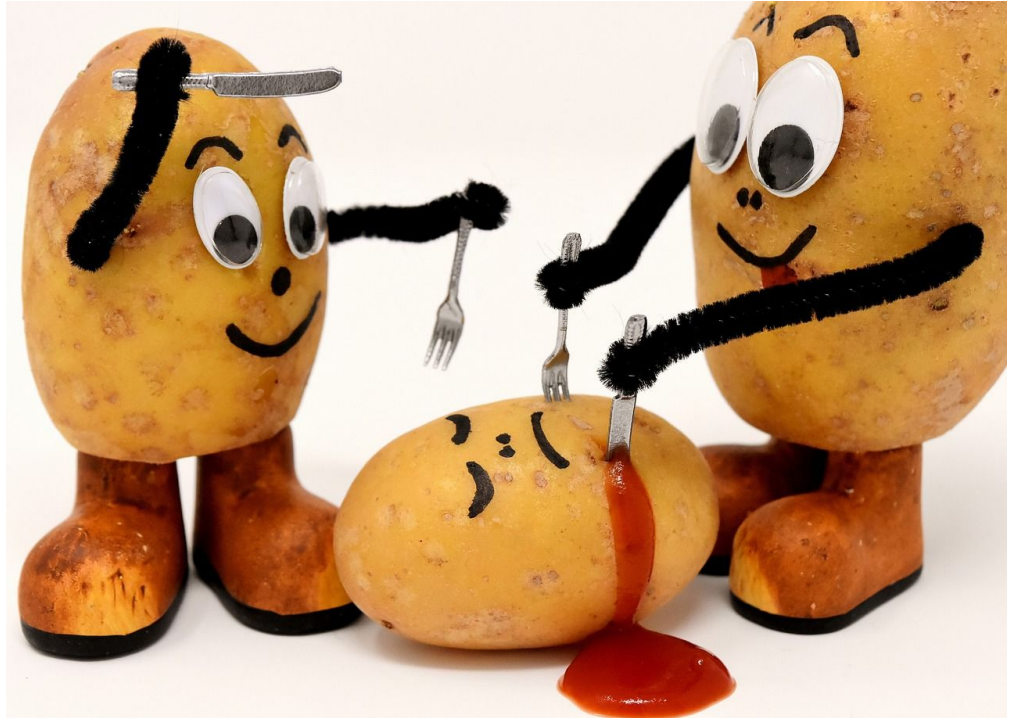
A panda goes into a bar.

He eats shoots and leaves.



Examples of bad punctuation

Let's eat Benny!



Let's try it out!

Your teacher will now give you a text with no punctuation, no capital letters and no paragraphing. Improve the text.