Name _____ Date _____

Punctuation names

Know the name of each mark and the job it does.

1 Learn



Each punctuation mark has a **name** and a **job**. Knowing both helps you talk about writing, and use the marks well.

:	;	-	...	
colon	**semi-colon**	**hyphen**	**ellipsis**	**bullet points**
introduces a list or an explanation	joins two closely linked main clauses	joins words or parts of words	shows missing words or a pause	set out a list, one item per line

Let's do one: "I packed three things: a torch, a map and a snack."

1. Find the mark: two dots, one above the other. That's a **colon**.

2. Look at what comes before it: "I packed three things" makes sense on its own.

3. Look at what comes after: a list. So the colon's job here is to **introduce a list**.

Flip's tip: a **semi-colon** is half full stop, half comma: a dot above a comma. An **ellipsis** is one mark made of three dots. Don't call it "three full stops"!

Warm up: write the name of each mark.

; _____ ... _____ - _____ : _____

Grown-ups: a hyphen (-) is shorter than a dash (–) and has no spaces round it: well-known, five-year-old. Your child may also use colons and semi-colons in another game; here the focus is the names and jobs.

Name _____ Date _____

2 Try it together a child and a grown-up, about 10 minutes



Punctuation spotters

You need: a recipe, a leaflet, a food packet or a book from home, and a pencil.

1. Look through your recipe, leaflet, packet or book together.
2. Hunt for each mark: colon, semi-colon, hyphen, ellipsis and bullet points. Recipes often have colons and bullet points!
3. When you find one, copy a few words around it into the table.
4. Say what job the mark is doing there. Which mark was hardest to find?

Mark	Where we found it (copy a few words)	Its job
colon		
semi-colon		
hyphen		
ellipsis		
bullet points		

Grown-ups: semi-colons can be rare in everyday print, so a novel may be the best place to look. It's fine if you don't find every mark.

3 Practise

A. Draw a line to join each mark to its name.

…	semi-colon
:	hyphen
-	ellipsis
;	colon

Punctuation names

Scan to play this chapter in the game

Name _____ Date _____

B. Write the missing mark in each box: **colon**, **semi-colon**, **hyphen** or **ellipsis**.

1. You will need three things ☐ flour, eggs and milk.
2. It was pouring with rain ☐ we stayed inside all day.
3. Leo's sister is a five ☐ year ☐ old.
4. Slowly, the door creaked open ☐

C. Name the mark in each sentence and say what job it does.

1. "I'm not sure… maybe tomorrow," said Mia.

_____

_____

2. Sam loves maths; his sister loves art.

_____

_____

D. Rewrite this list using **bullet points**.

To build a den, you need: blankets, cushions, pegs and a torch.

_____

_____

_____

Challenge

Ava wrote: "I play two sports; football and swimming." Is the semi-colon right? Which mark should she use, and why?

_____

I can… Tick when you can.

- ☐ name a colon, semi-colon, hyphen, ellipsis and bullet points
- ☐ say what job each mark does
- ☐ tell a colon and a semi-colon apart