

UNIT 19

Punctuation

Commas are very important. **,**

We use them in several ways.

When we write a **list** in a sentence we use **commas**.

We join the **last two things** in the list with **and**, **but** or **or**.

She picked up her hat, backpack **and** keys.



When we write **direct speech**, we use **commas**.

“There’s an orange glow in the sky,” said the ranger.

“There’s an orange glow in the sky,” said the ranger, “and I think it’s a forest fire!”



When we put an **adverb phrase** or **clause before** the main clause, we use **commas** to separate them.

After she saw the fire, she rang for help.



Focus

Say why *commas* are used in each sentence.

- 1 Would you like tea, coffee, milk or juice?
- 2 “This is a very difficult game,” said the boy.
- 3 Later that day, the rain fell in torrents.
- 4 Although I like fruit, I’m not keen on apples.
- 5 His clothes were dirty, his feet sore, his head ached and his hands were bruised.
- 6 “Put the table in the kitchen,” instructed the lady, “and that box upstairs.”



Practice

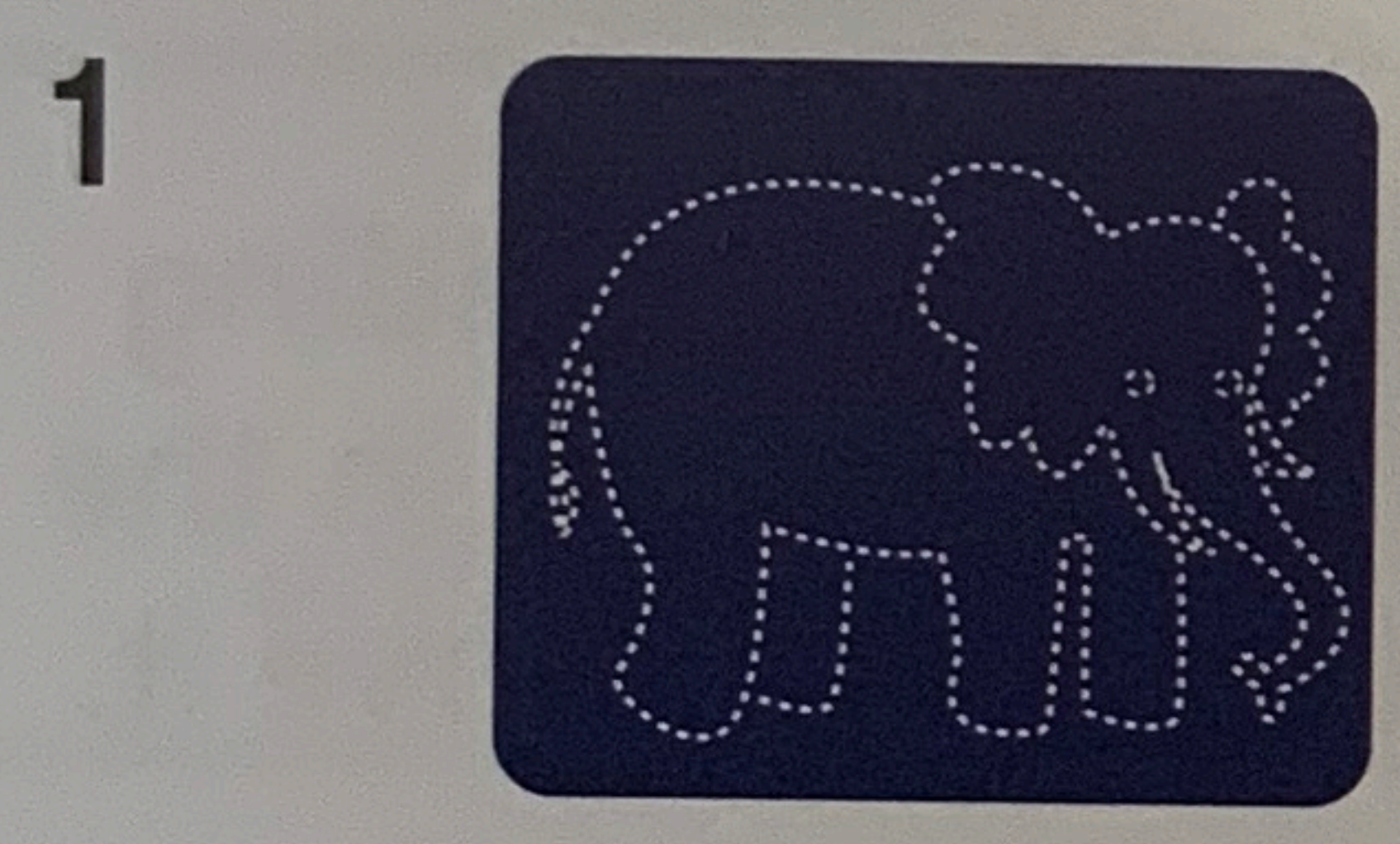
Copy the sentences. Add the missing commas.

- 1 "Will you go up into the loft" asked Mum "and bring down the cases?"
- 2 The box contained old books a board game a broken mobile phone and some comics.
- 3 Because I am very tired I won't be staying late.
- 4 Early in the morning the birds began their dawn chorus.
- 5 We saw sheep grazing cows being milked horses galloping and chickens scratching in the dirt.

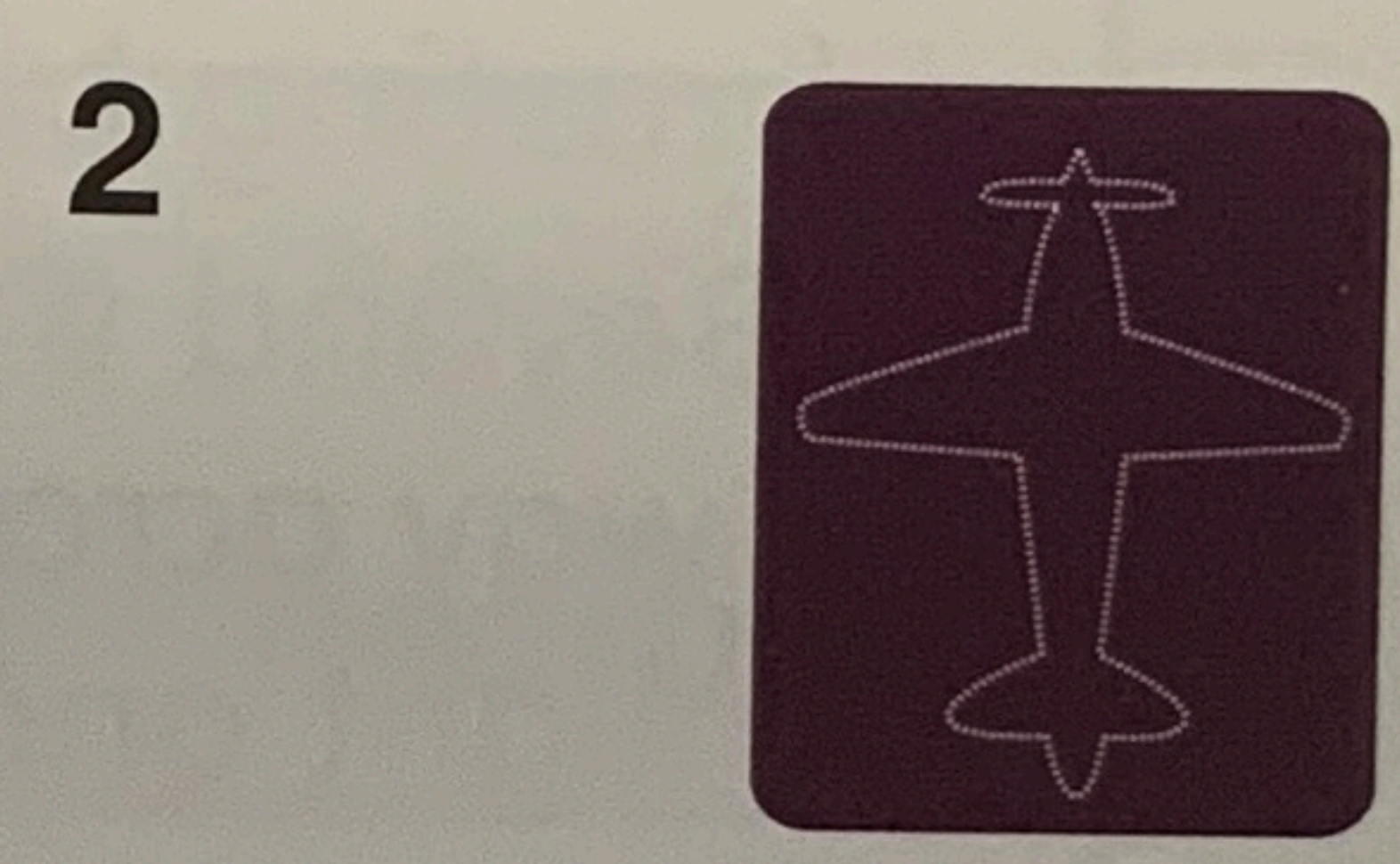


Extension

A Write a *direct speech* sentence about:



a trip to the zoo



travelling by plane



a birthday party



a dog

B Use each adverbial phrase at the beginning of a sentence of your own.

- 1 At midnight _____
- 2 Running quickly _____
- 3 By the river _____
- 4 Without warning _____

C Use each adverbial clause at the beginning of a sentence of your own.

- 1 Although the lion was hurt _____
- 2 Because the weather is so awful _____
- 3 Even though you tried hard _____
- 4 When the alarm bell stopped _____

Punctuation

Support

A Add the missing *commas*.

- 1 The day was grey misty and very cold.
- 2 We are doing a project on frogs toads and tadpoles.
- 3 He walked into the building queued at the desk asked to see the manager and sat down to wait.

B Add the missing *commas*.

- 1 "I think the library is round the corner" said the helpful passer-by.
- 2 Adam said "I've been picked for the team!"
- 3 "We'll go to the post office tomorrow" said dad "and collect the parcel."

C Add the missing *commas*.


- 1 By evening all the animals fell silent.
- 2 Seeing the danger she leapt over the fence.
- 3 Inside the old mill a mysterious light had been seen.

D Add the missing *commas*.

- 1 So you will not be late I'll lend you my watch.
- 2 If you feed the guinea pigs now you won't have to go out in the dark.
- 3 Because the roof was leaking we had to put buckets under the drips.

Punctuation

Extension

 You can decide what they are talking about.

Write a *conversation* between two friends.

Include:

- a *list*
- *direct speech*
- *split direct speech*
- a sentence beginning with *an adverbial phrase*
- a sentence beginning with *an adverbial clause*.

Tick each one as you include it.
