

# Punctuation Worksheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score: \_\_\_\_\_ / 20

## Exercise A · Add the missing punctuation (Q1–5)

Rewrite each sentence adding all missing punctuation.

1. *she asked where are you going*

\_\_\_\_\_

2. *i bought apples oranges and bananas at the market*

\_\_\_\_\_

3. *its a beautiful day isnt it*

\_\_\_\_\_

4. *dr smith the new professor arrived on monday*

\_\_\_\_\_

5. *he said i ll be there by nine oclock*

\_\_\_\_\_

## Exercise B · Name the punctuation mark (Q6–10)

Write the name of the punctuation mark: full stop / comma / apostrophe / colon / semicolon / question mark / exclamation mark / quotation marks

6. *She lives in London; he lives in Paris.*

→ \_\_\_\_\_

7. *She said: 'I'll be there soon.'*

→ \_\_\_\_\_

8. *It's a lovely day today.*

→ \_\_\_\_\_

9. *What time does the train leave?*

→ \_\_\_\_\_

10. *Watch out!*

→ \_\_\_\_\_

# Punctuation — Side B

## Exercise C · Correct the punctuation error (Q11–14)

Each sentence has a punctuation error. Write the corrected sentence.

11. *She asked, where is the station.*

\_\_\_\_\_

12. *Its a great idea but I'm not sure it'll work.*

\_\_\_\_\_

13. *He bought: milk, eggs, and bread.*

\_\_\_\_\_

14. *They arrived late however they still caught the performance.*

\_\_\_\_\_

## Exercise D · Colon or semicolon? (Q15–17)

Write COLON (:) or SEMICOLON (;) for each gap.

15. *She had one goal \_\_\_ to win the championship.*

→ \_\_\_\_\_

16. *He studied hard \_\_\_ she barely opened a book.*

→ \_\_\_\_\_

17. *The report covered three areas \_\_\_ finance, marketing, and operations.*

→ \_\_\_\_\_

## Exercise E · Add punctuation to the passage (Q18–20)

Rewrite each sentence with correct punctuation.

18. *have you ever visited rome its one of my favourite cities*

\_\_\_\_\_

19. *she replied i havent but id love to go someday*

\_\_\_\_\_

20. *the city has so much to offer history art and amazing food*

\_\_\_\_\_

# Answer Sheet — Punctuation

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*For teacher / self-marking use only.*

## Exercise A — Add the missing punctuation

1. She asked, "Where are you going?"
2. I bought apples, oranges, and bananas at the market.
3. It's a beautiful day, isn't it?
4. Dr Smith, the new professor, arrived on Monday.
5. He said, "I'll be there by nine o'clock."

## Exercise B — Name the punctuation mark

6. semicolon
7. colon / quotation marks
8. apostrophe
9. question mark
10. exclamation mark

## Exercise C — Correct the error

11. She asked, "Where is the station?"
12. It's a great idea, but I'm not sure it'll work.
13. He bought milk, eggs, and bread.
14. They arrived late; however, they still caught the performance.

## Exercise D — Colon or semicolon?

15. :
16. ;
17. :

## Exercise E — Add punctuation

18. Have you ever visited Rome? It's one of my favourite cities.
19. She replied, "I haven't, but I'd love to go someday."
20. The city has so much to offer: history, art, and amazing food.

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*Total: 20 points · Side A: Q1–10 · Side B: Q11–20*