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**FUNCTIONAL SKILLS**

English Level 2 – Writing



**20. Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotation marks)**

**Apostrophes**

Apostrophes are used to show that something belongs to someone or something (**possession**). They are also used to shorten words and replace the missing letters (**omission**).

**Possession**

When something belongs to someone, we usually add an apostrophe and an **s.** For example:

The book belonging to Jason Jason’s book

However, if the name already ends in an **s**, then only an apostrophe is needed. For example:

The motorbike belonging to Charles Charles’ motorbike

When using plurals, the same rules apply. For example:

The women’s toilets were out of order.

The chickens’ eggs were stolen.

**Omission**

Words can be shortened to make them less formal. This can be done by removing some letters and replacing them with an apostrophe. For example:

They are they’re

We are we’re

Could not couldn’t

Did not didn’t

**Its and It’s**

You must not use an apostrophe for possession when writing **its.** For example:

The dog chewed its bone.

You can only use an apostrophe when writing **it’s** if it is short for **it is.**

**Using the information provided on page 4, answer the following questions.**

**Question 1**

Re-write the sentences to show the correct use of apostrophes.

|  |  |
| --- | --- |
| Sentence | Answer |
| The computer belonging to Stephen. | Example: Stephen’s computer. |
| The headphones belonging to Lucas. |  |
| The toys belonging to the children. |  |
| The beds belonging to the dogs. |  |
| The ladder belonging to Leon. |  |

**Question 2**

Rewrite these sentences to include apostrophes.

|  |  |
| --- | --- |
| Sentence | Answer |
| They are not going to the park. | Example: They’re not going to the park. |
| It is very dark outside. |  |
| They had not thought about bringing an umbrella. |  |
| Fabian did not want to go to Davids party. |  |
| I have not seen my Aunt for quite some time. |  |
| He would not want us to be there. |  |
| We are all going to Susans house after work. |  |
| It is not a good idea. |  |

**Inverted commas and quotation marks**

Inverted commas are very similar to apostrophes, except they come in pairs. We use inverted commas to indicate a reference to something such as a book, film or event.

For example:

The castle held an event called ‘Medieval Madness’.

Have you seen ‘A Midsummer Night’s Dream’?

Quotation marks are used to indicate when someone has directly said something. For example:

He said, “I hope you’re going to pay for that!”

The founder of the company said, “It really is an exciting new venture.”

**Using the information provided, answer the following questions.**

**Question 1**

Look at the following sentences and select which ones use inverted commas, and quotation marks correctly.

|  |  |
| --- | --- |
| 1. I am really excited for Highfield’s Jolly Jully event. |  |
| 1. I am really excited for Highfield’s ‘Jolly July’ event. |  |
| 1. I am really excited for ‘Highfield’s’ Jolly July event. |  |

|  |  |
| --- | --- |
| 1. David said, ‘I think you’re wrong.’ |  |
| 1. David said, I think “you’re wrong.” |  |
| 1. David said, “I think you’re wrong.” |  |

|  |  |
| --- | --- |
| 1. Emily whispered, “Can you believe she said that?” |  |
| 1. Emily whispered, Can you believe ‘she said that’? |  |
| 1. ‘Emily whispered, “Can you believe she said that"?’ |  |

|  |  |
| --- | --- |
| 1. Next week’s topic ‘is Global Warming.’ |  |
| 1. ‘Next week’s topic is’ Global Warming. |  |
| 1. Next week’s topic is ‘Global Warming’. |  |

**Question 2**

Look at the job advertisement below. Can you add in the missing inverted commas and quotation marks?

|  |
| --- |
| Highfield Environmental Team  We are looking for a new member of staff for our Environmental Team. The ideal candidate must be enthusiastic, hard-working, driven and passionate.  The Environmental Team would like to hold an event called Waste Busters, where the candidate will host a variety of activities including recycling talks, park clean up, climate change studies and Cycle to Work scheme recruitment.  We pride ourselves on our ability to make a real difference to the environment, and live by the words of Sir David Attenborough:  *People must feel that the natural world is important and valuable and beautiful and wonderful and an amazement and a pleasure.*  Together we can make a real difference and the ideal candidate will support that difference.  To apply, you must:  Contact the Environmental Team via email  Attach your CV  Let us know your availability for interview |

**For further practice questions incorporating commas, please see the workbook found under the ‘Punctuation – part 3 (colons) video.**

**Your functional skills exam**

Your functional skills exams will consist of 2 papers.   
These papers will take place over the following time periods:

* Reading exam – 60 minutes
* Writing exam – 60 minutes

Further information on the format that your test will take can be obtained from your training provider.

**Hints and tips for writing**

* Find out what format your exam will be in. It may be paper-based or   
  on-screen.
* Plan what you are going to revise in advance. Do not leave it until the last minute.
* Do as many mock papers as you can so you are prepared for the day. If possible, try to complete the mock papers following the same format as the actual exam.
* Find a quiet place to study and revise. It helps to sit at a table or a desk.   
  Do not revise in bed.
* Do not stay up all night revising the night before your exam. It is important to have a good rest, so you feel refreshed and ready to go.
* Read the question 3 times. The first time to ensure you understand what is being asked, the second time to get an understanding of what you need to do and a third time to figure out exactly which English techniques you should be applying.
* If you are struggling with a question, skip it and come back to it later. Try not to sit getting stressed about a difficult question, it will only waste exam time. Move on and come back to it after you have answered the other questions.
* Take note of the number of marks available. 27 marks should give you an indication of how much information you should give in your answer.
* When you have finished the exam, go back and check your answers. If you still have time remaining, use it to check your answers and when you have checked your answers check them again.