

Punctuation

علامات الترقيم

1 الفاصلة العلوية { ' }

➤ قبل الاختصارات مثل :

الكلمة	الاختصار
I am	I'm
is / was / has	's
are / were	're
have	've
would / could	'd
am not / is not/are not	ain't

الكلمة	الاختصار
will / shall	'll
not	n't
will not	won't
shall not	shan't
should / had	'd
have not/ has not	ain't

➤ قبل { 's } الملكية إذا كان الاسم مفردا مثل :

Student's class , Ali's car , Muna's house , Rami's cat ,

➤ بعد { 's } الملكية إذا كان الاسم جمعا مثل :

Students' class , the brothers ' room , the pupils ' book ,

➤ في بداية ونهاية جملة المباشر مثل :

'I will see you tomorrow , ' Ali said.

2 الفاصلة العادية { , } :

➤ عند تعداد مجموعة مكونة من أكثر من ثلاثة عناصر وذلك بوضعها بين العنصر والآخر باستثناء آخر عنصرين مثل :

Rami will meet Ali, Ahmad, Sara and Sami.

➤ قبل وبعد الجمل المعارضة إذا جاءت في وسط الجملة مثل :

Rami is , **of course** , my best friend.

➤ بعد { yes / no } في اجابة اسئلة { yes / no } مثل :

- Yes , he is. - No , he isn't

➤ بين جملتين إذا بدأت الجملة الأولى بأحد الروابط مثل :

Because , since , as for , because of , although , despite, if ,
unless , after , before , when , while, as soon as ,

جملة ← ، ← جملة ← رابط (After Ali had finishes his job, he went home)

➤ قبل ضمائر الوصل في جمل الوصل غير المحددة وفي نهايتها .
ومن أهم ضمائر الوصل :

Who , whom , whose , where , when , why , which , that ,

Ali , who lives in the red house , is my brother.

➤ بعد آخر جملة المباشر إذا جاء المتحدث بعدها مثل :

' I will visit you tomorrow ' , Ali said.

➤ بعد المتحدث أو بعد فعل النقل إذا جاء المتحدث قبل جملة المباشر مثل :

- Sami , ' I'm tired.' - Sami said , ' I'm tired.'

➤ أ- قبل المخاطب إذا جاء في آخر جملة المباشر مثل :

Ali , ' I will visit you tomorrow, Rula'.

ب- بعد المخاطب إذا جاء في بداية جملة المباشر مثل :

Ali , ' Rula , I will visit you tomorrow'.

علامة السؤال { ? } :



Who , How , Be , Do , Have , Models

➤ تقع بعد السؤال :

- Is Muna watching TV now ?

- Where do you live ?

علامة التعجب { ! } :



➤ وتقع بعد عبارات التعجب وعبارات التحذير مثل :

- Great ! He is doing well .

- Be careful ! The window is broken.

النقطة { . } :



➤ تقع في نهاية الجملة مثل :

- Ali watches TV daily .

- Sara is playing cards now.

6 الأحرف الكبيرة :



➤ تستخدم الأحرف الكبيرة في بداية الكلمات التالية :

- 1- اسم انسان : { Ali , Ahmad , Muna , Sara , }
 - 2- الألقاب والمناصب واختصاراتها بدون نقطة بعدها : { Mr , Mrs , Ms , Dr , }
 - 3- أسماء الدول والجنسيات الشعوب : { Jordan , Syria , Iraq , Palestine , }
 - 4- أسماء المدن والقرى والشوارع : { Ammam , Iraq , Enbeh , Al-Jam'ah Street }
 - 5- أسماء اللغات : { Arabic , English , French , }
 - 6- الأيام والشهور : { Saturday , Sunday , Monday , }
 - 7- أسماء الجهات : { North , East , South , West }
- 💡 ملاحظة : لا تكتب الجهات الأربعة بأحرف كبيرة في الحالات التالية :
- إذا انتهت بـ (em) : { in southern Irbid }
 - إذا جاء بعدها (of) : { in the south of Irbid }
- 8- الاختصارات : { USA , UAE , KSA , TV , }
 - 9- الضمير (I) والذي يعني انا : { I like apples. - Sami and I will visit Petra }
 - 10- أول حرف في بداية كل جملة أو بعد (! / ? / .) :
 - Wow ! He usually wears a shirt. Does he like shirts ? I don't know .
We all like shirt.
 - 11- بعد علامة الإقتباس : { " There is a boy in the garden " }
 - 12- أسماء المناطق الجغرافية : { The Arab Desert , The Dead Sea , The Alps , }
 - 13- أسماء المؤسسات والشركات : { Zain , Orange , Umniah , }
 - 14- العناوين مثل عناوين الكتب وعناوين الصحف وغيرها : { Jordan Times , Hamlet , }

Name: _____

Apostrophes

Apostrophes are a type of punctuation mark. There are a two types of words that use apostrophes.

1. Contractions are a short way of writing two words. Use an apostrophe (') to take the place of a missing letter or letters.

is not - isn't

he will - he'll

2. A possessive noun is a word that shows ownership or belonging. Add an apostrophe and an s ('s) to a singular noun to make it a possessive noun

Write



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- | | |
|-------------------|---------------------|
| 1. has not _____ | 2. are not _____ |
| 3. we are _____ | 4. he is _____ |
| 5. I am _____ | 6. they would _____ |
| 7. she will _____ | 8. we have _____ |

Rewrite each in the possessive form.

example: the lunch that belongs to Joey - Joey's lunch

11. the phone that belongs to Anita - _____
12. the tools that belong to my dad - _____
13. the tail on the cat - _____

Name: _____

Apostrophes

Complete each sentence. Write the form of the noun in parentheses () that shows belonging.

11. This is _____ textbook.
(Emma)

12. The _____ shirt is pink.
(girl)

13. That _____ feathers are bright blue.
(bird)

14.



15.

16.

(family)

17. Are these _____ coins?
(grandpa)

18. The _____ stall is clean now.
(horse)

19. _____ uniform needs to be washed.
(Ben)

20. The _____ teddy bear is brand new.
(baby)

ANSWER KEY

Apostrophes

Apostrophes are a type of punctuation mark. There are a two types of words that use apostrophes.

1. Contractions are a short way of writing two words. Use an apostrophe (') to take the place of a missing letter or letters.

is not - isn't

he will - he'll

2. A possessive noun is a word that shows ownership or belonging. Add an apostrophe and an s ('s) to a singular noun to make it a possessive noun

Betty's sandwich

Tommy's fish

Write

[

1. he



~ PREVIEW ~

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3. we are **we're**

4. he is

he's

5. I am **I'm**

6. they would

they'd

7. she will **she'll**

8. we have

we've

Rewrite each in the possessive form.

example: the lunch that belongs to Joey - Joey's lunch

11. the phone that belongs to Anita - **Anita's phone**

12. the tools that belong to my dad - **my dad's tools**

13. the tail on the cat - **cat's tail**

Name: _____

Apostrophes

Complete each sentence. Write the form of the noun in parentheses () that shows belonging.

11. This is **Emma's** textbook. (Emma)
12. The **girl's** shirt is pink. (girl)
13. That **bird's** feathers are bright blue. (bird)

14.



15.

16.

17. Are these **grandpa's** coins? (grandpa)
18. The **horse's** stall is clean now. (horse)
19. **Ben's** uniform needs to be washed. (Ben)
20. The **baby's** teddy bear is brand new. (baby)

Name: _____

Punctuation & Capitalization

Fix the punctuation and capitalization mistakes on these envelopes.

mr fred smith
1200 tobias st
cleveland oh 10001



mr and mrs davis
34 pine hill rd
miami fl 90254



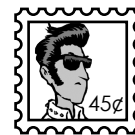
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36 wayne ct
bruce or 33221

richard rob
6672 petrie blvd
laura ca 90210



mr sherman jefferson
44 george pkwy
eastside ny 14075

ANSWER KEY

Punctuation & Capitalization

Fix the punctuation and capitalization mistakes on these envelopes.

Mr. Fred Smith
1200 Tobias St.
Cleveland, OH 10001



Mr. and Mrs. Davis
34 Pine Hill Rd.
Miami, FL 90254



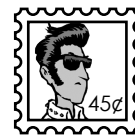
PREVIEW

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Dr. E. Brown
36 Wayne Ct.
Bruce, OR 33221

Richard Rob
6672 Petrie Blvd.
Laura, CA 90210



Mr. Sherman Jefferson
44 George Pkwy.
Eastside, NY 14075

Name: _____

PUNCTUATION

Complete each sentence with the correct punctuation.
Each answers will be one of the following: ! . ?



1. Kyle loves to help his dad cook dinner ____
2. What do you think Kyle and his dad will cook tonight ____
3. "Oh no ____", Jean yelled, "Why didn't you tell me I'm late ____"

4. W

5. Pl



6. Jeremy won the game and shouted, "Hooray ____"
7. Let's go to the park and have a picnic tomorrow ____
8. Ouch ____ The stove is hot ____
9. Do you have any money left in your pocket ____
10. I stayed up past midnight reading the book ____

ANSWER KEY

PUNCTUATION

Complete each sentence with the correct punctuation.
Each answer will be one of the following: ! . ?



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Name: _____

Using Commas

To Separate Items in a Series

A **comma (,)** can be used to separate items in a series of three or more items.

examples: The flag is red, white, and blue.
The woods are filled with deer, squirrels, and chipmunks.

Directions: Read each sentence. Put commas in the correct places in each sentence.

1.

2.

3.

4.



5. Dolphins live in the Pacific Atlantic and Indian Oceans.
6. We are going to the grocery store to get cookies soup eggs and butter.
7. Don't forget to empty the trash vacuum the carpet and wash the windows.
8. The paper scissors and pencils belong in the top drawer.
9. Would you like me to paint your bedroom walls green blue gray or white?
10. It's time to do your homework do your chores and practice the piano.
11. The sand castle needs a moat windows and a drawbridge.
12. Every cat bunny and dog in the animal shelter needs a good home.

Name: _____

Using Commas - ANSWER KEY

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Name: _____

Punctuation

Statements, or telling sentences, end with a period.

Questions, or asking sentences, end with a question mark.

Directions: Read each sentence below. Determine if the sentence is a statement or question. Cut each sentence out and paste it in the correct section.

Statements

Questions



Do you have a pet dog?	Basketball is my favorite sport.	I can speak Spanish.
My mom is a teacher.	What is your favorite food?	Is this your book?

Name: _____

Punctuation

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Statements

Questions



I can speak
Spanish.

Is this your book?

ANSWER KEY

Punctuation

Statements tell you something. They end with a period. (.)

Questions ask something. They end with a question mark. (?)

Exclamations are sentences that show excitement. They end with an exclamation point. (!)

Read each sentence. Circle the answer that shows the correct ending punctuation mark.



Name: _____

Punctuation

Directions: Draw lines to match up the punctuation mark with its name.

?

period

.

quotation marks



!

exclamation point

'

apostrophe

()

comma

-

hyphen

Name: _____

ANSWER KEY

Punctuation

Directions: Match up the punctuation mark with its name.

?

period

.

quotation marks



!

exclamation point

'

apostrophe

()

comma

-

hyphen

Name: _____

Punctuation

A **period (.)** comes at the end of a statement.
example: My favorite color is green.

A **question mark (?)** comes at the end of a question.
example: What is your favorite color?

Directions: Read each sentence. Determine whether the sentence is a statement or question. Write the proper punctuation mark at the end of each sentence.

1. What time does the bus arrive _____
2. My favorite food is pizza _____
3. The baby cub likes to snuggle up to his mother to keep warm _____
4. Do you know how to ride a bicycle _____
5. What is your favorite season _____
6. My brother plays football _____
7. Did you enjoy Joey's birthday party _____
8. Is your mother a good cook _____
9. It rained on Wednesday _____
10. I love to read _____
11. Tommy's favorite sport is basketball _____
12. Where are you going on vacation _____
13. Do you like vegetables _____

Name: _____

ANSWER KEY

Punctuation

A **period (.)** comes at the end of a statement.
example: My favorite color is green.

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13. Do you like vegetables ?

Name: _____

Scrambled Sentences

Statements are sentences that tell you information about something. Statements end with a period (.).

Questions are sentences that ask you something. Questions end with a question mark (?).

Directions: Unscramble the words to form a question and a statement.

1. my is favorite basketball sport



2.

Statement: _____

3. those are ready cookies eat to

Question: _____

Statement: _____

4. the in yard there rabbit a is

Question: _____

Statement: _____

5. very the hot is stove

Question: _____

Statement: _____

Name: _____

Scrambled Sentences - ANSWER KEY

Statements are sentences that tell you information about something. Statements end with a period (.).

Questions are sentences that ask you something. Questions end with a question mark (?).

Directions: Unscramble the words to form a question and a statement.

1. my is favorite basketball sport

2.



Statement: Christmas is your favorite holiday.

3. those are ready cookies eat to

Question: Are those cookies ready to eat?

Statement: Those cookies are ready to eat.

4. the in yard there rabbit a is

Question: Is there a rabbit in the yard?

Statement: There is a rabbit in the yard.

5. very the hot is stove

Question: Is the stove very hot?

Statement: The stove is very hot.

Name: _____

Writing Dates

When you write a date, you place a comma after the day of the week and before the year.

example: **Monday, October 7, 2019**



Rewrite the dates using the correct format. Be sure you capitalize the first letter of each day and month. Insert commas in the correct places.

1. tuesday january 6 2015

2. sunday july 20 1969

3. monday june 2 2003

4. saturday december 30 2017

5. tuesday may 17 2016

6. friday april 12 1861

Describe what is wrong with the way each of the dates below is written.



Preview

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9. My best friend will turn 21 years old on Thursday, september 13, 2029.

ANSWER KEY

Writing Dates

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there should be a capital s on the word september.