

## Sample punctuation testers – answer sheets

How did you do?

Were some sections easier than others?

Can you see how punctuation helps us to pick up the right meaning?

---

### 1. Apostrophes

Today's specials – cuppa soups!

The ladies' room.

The children's parents are here.

We sell videos and CDs.

The three managers' offices.

The organisation's offices.

Its lift was out of order.

It's yours; theirs is over here.

The committee members arrived late.

His and hers gifts.

### 2. Homonyms

They're intended for recycling.

Who's your line-manager?

When they're upset, their mum says there, there.

The effect of the training course was greater than she had thought.

Her colleagues were affected by it too.

Whose shoes are these?

### **3. Dialogue**

"Easy reading is damn hard writing," said Nathaniel Hawthorne.

A company spokesperson said, "The cheque is in the post."

"The fault with the cable," said the engineer, "is nothing to do with us."

"The company has apologised," said the manager. "That is the end of the matter."

### **4. Commas**

Let's eat, Grandma.

The driver escaped from the car before it sank, and swam to shore.

The athlete carried on, clutching his side as he went.

I find Chilean wines much nicer than French, Austrian or Italian ones.

She was a pretty, funny, intelligent girl.

### **5. Commas or semi-colons (or new sentence)**

Don't guess; use a timer or watch.

The strike was over; however, the unions were not happy.

The fire lasted several hours, but no-one was hurt.

The report came out yesterday; it got lots of press coverage.

### **6. Hyphens**

To resign officially, take this pen and re-sign this document.

She was a tall, small-business owner.

Do counter-revolutionaries fight against counters? No!

The ten-year-old child played that finely tuned piano well.

A self-assured high-school boy who is not on drugs.