

9-11 YEAR OLDS
PUNCTUATION

Here are some notes on the punctuation skills we practised in today's lesson. You will also find an extension activity which you can complete in your own time.

PUNCTUATING SPEECH

In order to punctuate speech correctly, we must be aware of whether we're using direct or reported speech.

Direct Speech	Reported Speech
Uses the exact words that are spoken.	Explains what has been said indirectly (also called 'indirect speech').
Uses present tense for the speech.	Uses past tense.
Uses speech marks.	Doesn't use speech marks.
e.g. Mum called out, "Dinner is ready!"	e.g. Mum called to say dinner was ready.

In order to correctly punctuate direct speech, we must use the following rules:

- **Speech starts with speech marks and a capital letter.**
- **Always use a piece of punctuation before closing the speech marks.**
- **Use a reporting clause (e.g. 'she said') at the start or end of the speech.**
- **If the reporting clause is before the speech, use a comma before the speech marks.**
- **If the direct speech is broken up by information about who's speaking, there is no capital letter at the start of the second part of speech.**

For example:

"I think we might be lost," he mumbled.

She exclaimed excitedly, "We did it!"

"What time is it?" she asked.

"I'm not sure about that," he said worriedly, "it might be best to go this way."

TAKEAWAY CHALLENGE

A Very Strange Meeting

Write a story detailing a fictional meeting between two people. The first person should be your favourite fictional character, and the second person should be your favourite celebrity or sportsperson.

For example, 'When Willy Wonka met Dina Asher-Smith'.

Use direct speech to document what you think they would say to each other.

Parents - We would love it if you could share your child's work with us on Twitter, Facebook and Instagram using #exploreathome