

Punctuation EXAMPLE

Lesson plan

Aim: To help students understand and use punctuation correctly.

Time: 60 minutes & homework task.

Delivery: This lesson can be delivered face-to-face or online. For online delivery, each worksheet could be placed in a class document on OneDrive.

Lead in

- Distribute **worksheet 1**. Students complete **task 1**: read the paragraph & identify the issue.
- Feedback: nominate a student to answer. Don't give out the answers yet!
- Students complete **task 2**: discussion on punctuation.
- Feedback: distribute or project the **writing criteria** for your course if you have one. Point out where punctuation is assessed (language accuracy?).

Guided Practice

- Students complete **task 3**: match punctuation symbols with use.
- Feedback: distribute or project **worksheet 1 task 3 ANSWERS**.
- Students complete **task 4**: punctuate the sentences.
- Feedback: distribute or project **worksheet 1 task 4 ANSWERS**.
- Students complete **task 5**: error correct the sentences.
- Feedback: distribute or project **worksheet 1 task 5 ANSWERS**.
- Students complete **task 6**: rewrite the paragraph from the lead in.
- Feedback: distribute or project **task 6 ANSWERS**.
- Students complete **task 7**: identify the errors in the paragraph.
- Feedback: distribute or project **task 7 ANSWERS**.

Freer Practice

- Distribute **worksheet 2**. Students complete **task 1**: write a paragraph using the prompts.
- Feedback: distribute or project **task 1 SUGGESTED ANSWER**.

Freer Practice or Homework

- Students choose a topic connected to their studies and write a paragraph paying careful attention to their punctuation.
- Feedback options:
 - i. Teachers take in and mark. Use our error correction code.
<https://www.academic-englishuk.com/error-correction>
 - ii. Students do peer feedback. Use the included **Peer Feedback checklist**.

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Worksheet 1

Task 1

- Read the following paragraph. What's the issue? How does this issue impact the reader? Discuss with your partner.

driven by consumer demand there has been a rise in the number of ethical businesses one company that [redacted] lish a well-known cosmetics manufacturer and retailer based in the uk their four main areas of [redacted] the packaging the staff [redacted] the products are all made with non-animal ingredients and are not tested on animals many of the [redacted] use recycled packaging the staff [redacted] good company benefits and the organization supports a number of charities in the uk and abroad [redacted] it stand out from its c [redacted].

Task 2

- Discuss the following questions with your partner.
 1. What teacher feedback have you already received on your punctuation?
 2. Why is it so important to punctuate your writing accurately?
 3. How will you be assessed on your punctuation on the course you are currently on?

Task 3

- Match the punctuation with the use.

	Punctuation		This is used:
i.	Full stop (.)	a	at the beginning [redacted], titles, days, months, laws, nationalities and languages.
ii.	Comma (,)	b	to show the end of a sentence and in Latin abbreviations.
iii.	Colon (:)	c	to show the [redacted] and to separate a specific word or phrase.
iv.	Semi-colon (;)	d	to show that a letter has [redacted] possession.
v.	Inverted commas ('...'/ "....")	e	to [redacted] the items in a list.
vi.	Apostrophe (')	f	when introducing a list and a quotation.
vii.	Capital letters (ABC)	g	to separate [redacted] are close in meaning and to join two sentences if a connective like 'however' is used.

i.		ii.		iii.		iv.		v.		vi.		vii.	
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Task 4

- Punctuate the following sentences.
 1. vegware is an innovative company which produces compostable foodservice packaging from plants
 2. IBM is [redacted] companies
 3. Business opportunities are like [redacted] coming (Richard Branson).
 4. [redacted] accounts preparation personal tax payroll and business startups.
 5. A large number of people are [redacted] is a real world problem.

Task 5

- Error correct the following sentences with the correct punctuation.
 1. Although, 2020 was an economically challenging year. UK house prices were at a record high.
 2. "People around the [redacted] healthy' (Wateraid. 2021).
 3. Investing in clean energy is a [redacted] always risks with any investment.
 4. there are a number of [redacted] money, stocks and shares, government bonds and property.
 5. One of Legos' [redacted] products from plant-based plastic.

Task 6

- Error correct the paragraph from task 1 with the correct punctuation.

driven by consumer demand there has been a rise in the number of ethical businesses one company that [redacted] lush a well-known cosmetics manufacturer and retailer based in the uk their four main areas of [redacted] the packaging the staff [redacted] the products are all made with non-animal ingredients and are not tested on animals many of the [redacted] use recycled packaging the staff [redacted] good company benefits and the organization supports a number of charities in the uk and abroad [redacted] it stand out from its [redacted].

Task 7

- Can you find the ten errors in the following paragraph?

Riverford is an organic farm based in the south west of England. The company sells fruit vegetables and meat to [REDACTED] scheme. Founded in 1987 by Guy Singh-Watson from when he grew and delivered vegetables to [REDACTED] production and [REDACTED] per week (Tridose Bank ND) consumers are not only able to select from a variety of different [REDACTED] of box sizes large, medium or small. All the [REDACTED] on its own farms, all animals are “free to roam with continuous daytime access (Riverford 2021) [REDACTED] and to keep their [REDACTED] used to deliver the 20% of produce that is grown abroad. All in all riverfords success is due [REDACTED]

Worksheet 2

Task 1

- Use the following information about TOMS to write a paragraph. Focus on using the correct punctuation.

Located in California.

Business created to [REDACTED].

Founded by Blake Mycoskie in 2006.

Blake Mycoskie started company [REDACTED] in Argentina.

Model [REDACTED] of show sold, one pair is donated.

The recipient benefits in three ways.

1. [REDACTED].
2. Shoes offer sense of well-being.
3. [REDACTED] essential items.

Company has donated [REDACTED] countries.

Write your paragraph here...

Worksheet 3: Freer Practice or Homework

Task

- Select a topic [redacted] write a short paragraph. Focus on using the correct punctuation.

Write your paragraph here...

Peer Feedback

Improve your own writing skills by analysing your partner's paragraph.

Have they used the correct punctuation?	
Have they [redacted] ?	
Is this paragraph [redacted] ?	
Is the [redacted] accurate?	

Punctuation ANSWER KEY

Worksheet 1

Task 1

- Missing punctuation (capital letters, full stops and commas).
- Makes it challenging to read.

Task 2

- Students and teachers own answers.

Task 3

- Match the punctuation with the use.

	Punctuation		This is used:
i.	Full stop (.)	b	to show the end of a sentence and in Latin abbreviations.
ii.	Comma (,)	e	to separate parts of.....

ALL ANSWERS INCLUDED IN PAID VERSION....