

Punctuation

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

- Distribute **worksheet 3**. 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**.

Reference List Punctuation Activity

- Distribute **worksheet 4**. Students **highlight** the punctuation in the two examples.
- Feedback: distribute or project **worksheet 4 task 1 ANSWERS**.
- Students complete task 2 by adding the punctuation to the references.
- Feedback: distribute or project **worksheet 4 task 2 ANSWERS**.

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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 [redacted] company [redacted] ethical values is lush a well known cosmetics manufacturer and retailer based [redacted] company [redacted] staff conditions and the philanthropic donations lush com 2023 the products are all made with non [redacted] not tested on [redacted] company use recycled packaging according to the ethical consumer org 2023 the staff are paid a living [redacted] company supports a number of [redacted] overall its csr strategies is what makes [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 [redacted] for names of people, titles, days, months, laws, nationalities and languages.
ii.	Comma (,)	b	to [redacted] abbreviations.
iii.	Colon (:)	c	to show the words [redacted] and to separate a specific word or phrase.
iv.	Semi-colon (;)	d	to [redacted] to show possession.
v.	Inverted commas ('...'/ "....")	e	to separate parts of a sentence and to separate the items in a list.
vi.	Apostrophe (')	f	[redacted] quotation.
vii.	Capital letters (ABC)	g	to include [redacted] to the meaning of the sentence.
viii.	Brackets (...) [...] <small>(also called parentheses)</small>	h	to separate [redacted] meaning and to join two sentences if a connective like 'however' is used.

i.		ii.		iii.		iv.		v.		vi.		vii.		viii.	
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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 [redacted] company [redacted] ethical values is lush a well known cosmetics manufacturer and retailer based [redacted] company [redacted] staff conditions and the philanthropic donations lush com 2023 the products are all made with non [redacted] not tested on [redacted] company use recycled packaging according to the ethical consumer org 2023 the staff are paid a living [redacted] company supports a number of [redacted] overall its csr strategies is what makes [redacted]

References:

Ethical Consumer.org (2023). *Lush Cosmetics Ltd*. Available at: <https://www.ethicalconsumer.org/company-profile/lush-cosmetics-ltd> [Accessed 15 Nov. 2023].

Lush.com (2023) *Impact Reports*. Available at: <https://weare.lush.com/lush-life/our-impact-reports/> [Accessed 15 Nov. 2023].

Task 7

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

Riverford is an organic farm based in the south west of england. [REDACTED]
[REDACTED]. Founded in 1987 by Guy watson from
when he grew and delivered vegetables to local friends, it has now grown to the production and
[REDACTED] produce per [REDACTED]
select from a variety of different types of boxes, but also select a range of box sizes large, medium
[REDACTED] produce sold is [REDACTED] on
its own farms, all animals are “free to roam with continuous daytime access it only uses
[REDACTED] and to keep their [REDACTED]
the 20% of produce that is grown abroad. All in all Riverfords success is [REDACTED].

References:

BBC News (2022). *All change at Riverford*. Available at: <https://www.bbc.co.uk/programmes/b09ycftz> (Accessed 15 Nov. 2023).

Riverford Farm (2021) *Ethics & ethos*. Available at: <https://www.riverford.co.uk/ethics-and-ethos> (Accessed 15 Nov. 2023).

Worksheet 2

Task 1

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

Located in California (TOMS, 2023).

Business created to [REDACTED].

Founded by Blake Mycoskie in 2006 (TOMS, 2023).

Blake Mycoskie started company [REDACTED]

Model [REDACTED] of shoe sold, one pair is donated (TOMS, 2023).

The recipient benefits in three ways.

1. [REDACTED].
2. Shoes offer sense of well-being.
3. [REDACTED] essential items (TOMS, 2023).

Company has donated [REDACTED] countries (The Guardian, 2021).

References:

The Guardian (2021) *Ethical shoe brand Toms hopes to find its footing*. Available at:

<https://www.theguardian.com/business/2021/apr/06/ethical-shoe-brand-toms...> (Accessed 15 Nov. 2023).

TOMS (2023) *'We're in business to improve lives'*. Available at: <https://www.toms.com/uk/> (Accessed 15 Nov. 2023).

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?	

Worksheet 4: Academic Referencing

Task 1

- **Highlight** all the punctuation in these references.

Website Reference

- The British Psychological Society (2018) '*Code of ethics and conduct*'. Available at: <https://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct> (Accessed: 22 October 2023).

E-Journal Reference

- Shirazi, T. (2010) 'Successful teaching placements in secondary schools', *European Journal of Teacher Education*, 33(3), pp. 323–326. Available at: <https://libezproxy.open.ac.uk/login?url=https://search.ebscohost.com/log...> (Accessed: 27 October 2023).

Task 2

- Punctuate these five references.

1. robinson J 2007 [redacted] <https://www.bl.uk/british-accent-and-dialects/articles/social-variation...> accessed 13 november 2023
2. [redacted] the perspective of [redacted] ethics 5 1 p23 available at <http://researchonline.nd.edu.au/solidarity/vol5/iss1/1> accessed [redacted]
3. world health organisation [redacted] <https://www.who.int/news-room/events/detail/2023/10/15/default-calendar/world-health-summit-2023> [redacted]
4. dutta m and marjit s 2016 intra-country technology transfer india economic review 51 1 pp 117 127 available at [redacted]
5. hawke J wadsworth S & defries j 2006 genetic influences on reading [redacted] [redacted] [36/PDFSTART](#) accessed 10

N.B. There are many different versions of Harvard referencing system, this has been created from:

Pears, R. and Shields, G. (2022) *Cite them right: the essential referencing guide*. Available at: <https://ebookcentral.proquest.com/lib/leicester/detail.action?docID=6992940>.

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....