

Activity Type

Reading, matching and writing exercises

Focus

Apostrophes and quotation marks

Aim

To learn and practice how to use apostrophes and quotation marks.

Preparation

Make one copy of the two-page worksheet for each student.

Level

Intermediate (B1)

Time

30 minutes

Introduction

This punctuation worksheet helps students learn and practice how to use apostrophes and quotation marks.

Procedure

Give each student a copy of the two-page worksheet.

Students begin by matching situations in which quotation marks and apostrophes are used with examples.

Exercise A - Answer key

1. e 2. a 3. b 4. f 5. g 6. h 7. c 8. d

After that, students match British and American quotation mark usage with examples.

Exercise B - Answer key

1. b, c 2. a, d 3. b 4. d 5. d 6. c 7. c 8. a

Next, students move on to rewrite phrases, adding apostrophes where needed.

Exercise C - Answer key

1. don't run 5. four 2's 9. a few cups of tea
2. three apples 6. two t's 10. my boss's office
3. William's party 7. can't wait
4. I'm hungry 8. my parents' house

In the last exercise, students read a passage and rewrite sentences containing direct quotations, titles or terminology, adding quotation marks and apostrophes as necessary. Direct students to choose either the American or British style and use it consistently.

Exercise D - Possible answers

1. The title of this article is 'Sun'.
2. The term 'yellow dwarf' is used for stars like the Sun.
3. 'Light, infra-red energy (heat), ultraviolet light and radio waves' come from the Sun.
4. The Sun 'gives off a stream of particles, which reaches the Earth as "solar wind".
5. The Sun's age is 'a little over 4.5 billion years'.
6. Is it true that '1.3 million Earths can fit inside the Sun'?

A. Quotation marks (quotes) and apostrophes are used in various situations. Match the situations with the examples.

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|--|---|
| 1. Use quotes when writing about a word or phrase. | a. My "friend" stole my money. |
| 2. Use quotes to show you doubt a word is really true. | b. I'd have gone but I wasn't free. |
| 3. Use apostrophes to replace letters in contractions. | c. Practice l's, r's and other letters. |
| 4. Use an apostrophe to make a noun possessive. | d. Jonah said, "Happy birthday!" |
| 5. Use quotes or italics the first time you use a new word or phrase you have invented. | e. What does the word "utmost" mean? |
| 6. Use quotes around the titles of short works like songs, poems, stories and articles. | f. The principal's office is next to the teachers' room. |
| 7. Never use an apostrophe when making a noun plural, except for letters and numbers. | g. I call my dance move "the funky hippo". To do the funky hippo... |
| 8. You must use quotes when you write someone else's words. | h. My favourite poem is "The Road Not Taken" by Robert Frost. |

B. British and American English use different styles for quotation marks. Match the rules with the examples. You may use each example more than once.

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|---|-----------------------|
| 1. In general, Americans use double quotes. | a. Have you read |
| 2. British people usually use single quotes. | Langston Hughes's |
| 3. Americans put a period or comma inside the close quote. | 'Dreams'? |
| 4. British people put a period or comma outside the close quote. | b. Bob said, "we're |
| 5. In British English, start with single quotes and then use double quotes for a quote within a quote. | ready for anything." |
| 6. In American English, start with double quotes and then use single quotes for a quote within a quote. | c. Charlie asked, "Is |
| 7. In both, a question mark or exclamation point goes inside the close quote if it's part of the original sentence. | 'Help!' your |
| 8. In both, a question mark or exclamation point goes outside the close quote if it isn't part of the original sentence. | favourite song?" |
| | d. Daphne said, 'My |
| | favourite song is |
| | "What a Wonderful |
| | World"'. |

C. Rewrite the phrases, adding apostrophes where they are needed.

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|-------------------|-------|----------------------|-------|
| 1. dont run | | 6. two ts | |
| 2. three apples | | 7. cant wait | |
| 3. Williams party | | 8. my parents house | |
| 4. Im hungry | | 9. a few cups of tea | |
| 5. four 2s | | 10. my bosss office | |

D. Read the passage. Then, rewrite the sentences containing quotations, titles or terminology below, adding quotation marks and apostrophes as necessary. Choose either the American or British style and use it consistently.

The Sun is the star in the center of our solar system. It is a yellow dwarf star. It gives off energy as light. That includes light, infra-red energy (heat), ultraviolet light and radio waves. It also gives off a stream of particles, which reaches Earth as 'solar wind'. The source of all this energy is nuclear fusion. Nuclear fusion is the reaction in the star, which turns hydrogen into helium and makes huge amounts of energy.



The Sun is a star like many others in our Milky Way galaxy. It has existed for a little over 4.5 billion years. It is going to continue for at least as long. The Sun is about a hundred times as wide as the Earth. It has a mass of 1.9891×10^{30} kg. This is 333,000 times the mass of the Earth. 1.3 million Earths can fit inside the Sun. (Sun. Simple English Wikipedia. <https://simple.wikipedia.org/wiki/Sun>)

- The title of this article is Sun.
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- The term yellow dwarf is used for stars like the Sun.
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- Light, infra-red energy (heat), ultraviolet light and radio waves come from the Sun.
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- The Sun gives off a stream of particles, which reaches the Earth as solar wind.
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- The Suns age is a little over 4.5 billion years.
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- Is it true that 1.3 million Earths can fit inside the Sun?
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