

16. **its** — 'its' is possessive so it doesn't need an apostrophe. It shows that the lights belong to the car.
17. **it's** — 'it's' is a shortened version of 'it is' so it needs an apostrophe.
18. **its** — 'its' is possessive so it doesn't need an apostrophe. It shows that the doors belong to the shop.

PAGE 11 — SPEECH MARKS, COLONS AND SEMICOLONS

1. "The toffees are delicious," she said.

Make sure you add a comma before the second set of speech marks. Other variations are correct.

2. "I was on time last night," Mike claimed.

Make sure you change 'he' to 'I' because Mike is talking about himself. Other variations are correct.

3. "Could I be excused?" he asked politely.

Make sure you add a question mark before the second set of brackets. Other variations are correct.

4. "It wasn't my fault," Carlos explained.

Make sure you change 'his' to 'my' because Carlos is talking about himself. Other variations are correct.

5. "I started the fire," he admitted.

Make sure you add a comma before the second set of speech marks. Other variations are correct.

6. bring: a towel

The sentence should be 'Here's what you need to bring: a towel, sunglasses and some goggles.' This colon introduces a list.

7. fists; sweets

The sentence should be 'The shop sold mints as big as fists; sweets that fizzed; and dark liquorice balls.' The semicolons are used to separate phrases in a list.

8. happen: he

The sentence should be 'Roberto knew what was about to happen: he was going to be sick.' This colon introduces an explanation.

9. off; Marcus

The sentence should be 'The referee sent the footballer off; Marcus visibly winced as he passed.' This semicolon joins two main clauses to make one sentence.

10. countries: Turkey

The sentence should be 'Julie had visited the following countries: Turkey, Hong Kong and Brazil.' This colon introduces a list.

11. nightmares; I don't

The sentence should be 'Cheese gives me nightmares; I don't eat it before bedtime.' This semicolon joins two main clauses to make one sentence.

12. thing: money.

The sentence should be 'The company director was motivated by one thing: money.' This colon introduces an explanation.

13. alphabet: a,

The sentence should be 'These are the five vowels in the alphabet: a, e, i, o and u.' This colon introduces a list.

14. interesting; she

The sentence should be 'Fiona's book was very interesting; she couldn't stop reading it.' This semicolon joins two main clauses to make one sentence.

PAGE 12 — MIXED PUNCTUATION QUESTIONS

1. **its** — 'it's' should be 'its' — it shows possession.
2. **Spain** — 'spain' should be 'Spain' — it is a proper noun.
3. **the** — 'The' should be 'the' — it is in the middle of a sentence.
4. **wants** — 'want's' should be 'wants' — it isn't a shortened version of a word.
5. **men's** — 'mens' should be 'men's' — the noun is already plural so the 's' at the end shows that a possessive apostrophe is needed.
6. **men** — 'Men' should be 'men' — it is not a proper noun.
7. **couldn't** — 'could'nt' should be 'couldn't' — the apostrophe shows where the words have been shortened and the 'o' is missing.
8. **eggs** — 'Eggs' should be 'eggs' — you don't need a capital letter after a colon.
9. **Tom's** — 'Toms' should be 'Tom's' — you need a possessive apostrophe because the birthday party belongs to 'Tom'.
10. **"Don't pop the balloon!" Melissa shouted frantically.**

There should be a second speech mark after the exclamation mark — speech marks always come in pairs.

11. "Have those bikes been abandoned?" asked the policeman.

The policeman is asking a question so there should be a question mark before the second speech mark.

12. The sun, which was nearly setting, shone in the driver's eyes.

There should be a comma between 'setting' and 'shone' to separate the extra information — 'which was nearly setting'.

13. Skateboarding is something that children (and some adults) are good at.

There should be an opening bracket between 'children' and 'and' — brackets always come in pairs.

14. "Make sure your experiment is precise," the professor instructed.

There should be a comma after 'precise' inside the speech mark.

15. Mario smiled with satisfaction: the room was spotlessly clean.

There should be a colon between 'satisfaction' and 'the' — the colon introduces an explanation.

16. You will need the following: a packed lunch, pencil case and a coat.

There should be a colon between 'following' and 'a packed lunch' — the colon introduces a list.

17. The latest fashions, in a variety of styles and sizes, are on sale now.

There should be a comma between 'fashions' and 'in' to separate the extra information — 'in a variety of styles and sizes'.

18. The lorries' number plates were covered in grime and dust.

There should be an apostrophe at the end of the word 'lorries' because the noun is plural and the apostrophe shows possession.