# MARKETTE

# Better Writing



# Booklet

The car has a large engine; this power is used to accelerate quickly.

What has humanity done about the growing concern of global warming?

I can't believe how difficult the exam was!

"I can't wait to see him perform!" John exclaimed.

Cara is his ex-girlfriend.



# Better Writing & Punctuation

Booklet 1

**By Janet Marsh** 

INTRODUCTION

The material contained in this pack is meant to supplement and enhance

learning at Key Stages 3 or 4. The exercises and worksheets will enable

teachers of English to offer practice in reading, writing, speaking and listening skills. In addition, there will be opportunities to access

background information where appropriate to enhance understanding

and appreciation of texts.

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ISBN 978-1-907175-30-5

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**Design and Layout by:** David Jones

**Published by Coleridge Press** 

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V1.1

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### PUPIL AND TEACHER CHECKLIST

I know and can use the following:	PUPIL	TEACHER
Simple rules for sentences		
Capital letters for names of people		
Capital letters for a person's initials or title		
Capital letters for the word 'I' when talking about myself		
Capital letters for the names of days of the week, months of the year and special holidays		
Capital letters for names of places and the people who live there		
Capital letters for the first word of speech		
Capital letters for the titles of books, plays, newspapers, poems, songs etc		
Capital letters for the first word and important words in a title		
Capital letters for shortened words (abbreviations)		
My score for: Revision of Booklet 1		
Test on Booklet 1		
I think I have improved on the following		
I think I still need to work on the following		

#### Simple rules for sentences:

A sentence must:

- begin with a capital letter
- end with a full stop
- make sense



A sentence must begin with a capital letter and end with a full stop.

Read through the following sentences and put in the missing capital letters and full stops.

- 1. the boy saw something crawling in his burger
- 2. a ghost haunted the castle
- 3. the plane flew over the houses
- 4. my dog chased its tail



- 5. it is going to be a sunny day
- 6. the lorry driver stopped at a transport café for his dinner
- 7. a fisherman caught a large pike in the river
- 8. as the girl watched the film a shiver ran down her back
- 9. with skilful footwork the boy scored a goal
- 10. my friend came round to visit me last night
- 11. blood dripped from the cut on the boy's arm
- 12. the cat purred as she drank her milk



#### 'HE' and 'SHE' will often begin sentences, but 'AND' rarely does.

#### Punctuate the following passage into sentences:

the boy took his dog for a walk he put on its lead to walk through the busy streets he let it off the lead when he was safely in the park he found a stick and threw it the dog ran after the stick he was very excited and barked and barked



#### A sentence must make sense

Some of these are sentences some are not. A **phrase** is a group of words that isn't a sentence. Remember only the sentences make sense.

#### Do the following:

- punctuate the sentences
- finish the phrases so that they become sentences and punctuate them
- 1. a sentence begins with a capital letter
- 2. the friends went to the cinema yesterday
- 3. i like
- 4. If you find my watch
- 5. a sentence ends with a full stop
- 6. it was raining when
- 7. the teacher was very cross
- 8. a sentence must make sense

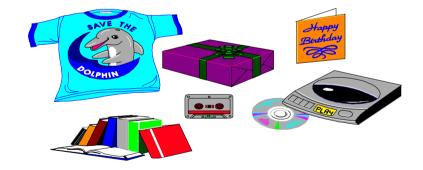




Use any of the pictures from Exercise 1 to help you write five sentences of your own.

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5			





#### **Extension work**

#### Correct the punctuation mistakes in the following passage:

emma was very. Happy it was her birthday. And she had plenty of presents her. Favourites were. A CD player. And a t-shirt. With a dolphin on it. The best part. Of the day was the meal. At the local Pizza Hut.

#### Simple rules for capital letters:

#### We always use capital letters for the names of people.

"Excuse me, but is one of you Harry Potter?" she asked.
The teacher asked to see Rebecca Evans, Amy Smith and Ben White at the end of the lesson.

# Read through the following sentences and put in the missing capital letters and full stops.

amber invited cerys and lianne to her Happy birthday party



2. it was a lovely day so peter, richard and craig went fishing



- 3. the ghost of henry morgan the famous pirate haunted the old inn
- 4. "the person i admire most is david beckham," said phillip
- 5. the teacher was pleased to see that ryan miller, imran haroon and all saeed had all made excellent progress that term
- 6. "come along stephanie we don't want to be late," called ceriann
- 7. the three little rabbits were called rag, tag and bobtail



- 8. my favourite "Lord of the Rings" characters are frodo baggins and gimli
- 9. to make sure that everyone knew which laptop computer was hers anna wrote her full name, anna hugo, on the case



- 10. in the 3.30 race at haydock park the first three horses to finish were likely lad, french fancy and golden girl
- 11. "what is your dog's name?" asked gary
  "we call her seren, but the name on her pedigree is
  yorkshire lass," replied gavin
- katy told her friend bridie that her favourite author was joanne rowling

#### Punctuate the following passage:

the classroom door opened slowly mrs mcdonald walked in everyone sat quietly she called the class register she looked at the list of names some pupils were absent "david, where are emma carmichael, rachel coughlan, victoria evans, ben grech, mark maxwell and preetum patel?" she asked

they are rehearsing for the school play with miss nubert and mrs howard

Use any of the pictures from Exercise 2 and the names of your friends, family or pets to help you write five sentences of

# <u>Extension work</u> Correct the punctuation mistakes in the following passage:



NAthAn paRker was with his frienDs his frienDs were.

Luke ryan, KeVin loVeDay AnD AsHley joHnston.

They Were all in the school rugby team last.

Night they had playeD a Great Game.

NathAn anD asHley haD each scoreD two tries luke.

AnD keVin haD scoreD one try each.



#### Simple rules for capital letters:

We always use capital letters for a person's initials or title.

"Excuse me, but is one of you **Mr H**. **P**otter?" she asked. **Dr** Smith asked to see **Mrs L**. **P**. **J**ones at one o'clock.



Read through the following sentences and put in the missing capital letters and full stops.

- at the surgery mr and mrs owen waited to see dr Roberts
- 2. the fête was opened by prince charles and

his two sons prince william and prince harry

3. the message sent to the fleet at The Battle of Trafalgar by lord horatio nelson was, "england expects that every man his duty will do."



4. the famous actress dame judi dench attended the award



ceremony with sir richard attenborough

- 5. the harry potter books by j k rowling are popular all over the world
- 6. on Sunday 2 November miss e taylor and mr b crompton were married by the reverend k harper
- 7. the queen presented sergeant simon simmons with a medal for his bravery





- 8. it was reported that lord and lady smythe were seen at the races
- 9. princess beatrice and princess eugenie went to the film premiere with their father, prince andrew
- 10. the battalion were under the command of colonel fry



- 11. the thief was arrested by constable grimes
- 12. the plane was piloted by squadron leader jeffries

#### Punctuate the following passages:

queen elizabeth is married to prince phillip they have four children, prince charles, princess anne, prince andrew and prince edward her eldest son is prince charles he will be king one day he has two sons prince william and prince harry



The hospital waiting room was packed reverend lewis and his son leigh had an appointment with dr martin at two o'clock "leigh lewis, dr martin is ready for you now," called sister grant

1			
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Use any of the pictures from Exercise 3 and the titles of

people to help you write five sentences of your own.

#### **Extension work**

Correct the punctuation mistakes in the following passage:



The famous explorer sir walter Raleigh. Was a

favourite of queen ElizaBeth I. he put his cloak over a puddle. So queen elizabeth's feet would not get dirty. when queen ElizaBeth died james 1 became King king james 1 did not like sir walter Raleigh. And Locked him in the Tower of London sir Walter Raleigh was beheaded in 16i8.

#### Simple rules for capital letters:

We always use capital letters for the word 'I' when talking about yourself.

"Go to your cupboard – I mean your bedroom," Uncle Vernon shouted.

I decided that I was going to see my friend on the weekend.

# Read through the following sentences and put in the missing capital letters and full stops.

1. as i hadn't seen my friend jamie mitchell for ages i was waiting until four o'clock then i was going out to see him



- "bring me your book adam so that i can mark it if your work is all correct i will give you a merit," said mrs arnold
- 3. "i don't like that, i don't like that and i won't eat any of it" shouted spoilt little jason adams
- 4. " you horrible little men i am going to turn you into soldiers even if i have to get you up at two in the morning," sergeant ryan bellowed at the new recruits



5. mr lightman, the headmaster, made naughty harold hobbs write out one hundred times, "i must do as i am told, i must behave in class and i must listen to miss lynch"

- 6. "no school, i can't believe what i am hearing," gasped tom
- 7. "i can cook, i can clean and i can organise the staff so i think i would be most suitable for the job," replied mrs dale
- 8. "wow, i know i can do that and i will," said kirby excitedly
- 9. on Friday i rang sam to say that i was going to the cinema with nathan and i wondered if he'd like to go as well
  - 10. lord and lady smythe and i went to the garden party
  - 11. yesterday i told mr bright that i would be late for his lesson as i had a play rehearsal in the drama studio
  - 12. "bill bates, i can't believe how evil you are so i am arresting you for assault," said constable thomas



#### Punctuate the following passage:

nobody knew what to do rachel tried to help she said, "i know i am young, but i think we should sell

the business and start again i would ask peter alan to value the property and sell it after that you could open a bed and breakfast and i could help you i would love to do that"

help you write five sentences of your own.

1.

2.

3.

4.

5.

Use any of the pictures from Exercise 4 and the word 'l' to

#### **Extension work**

# Correct the punctuation mistakes in the following passage:



i Don't know what this ScHool Is coming to whenever i walk. Down a corriDor i see graffiti i see litter anD i see baDly. BehaveD pupils i am here to ask you all to make sure that. We all make an effort so that i can be prouD of you i don't. Want to see any more baD beHaviour or i shall be forceD to. Report you to your year tutor do i make myself understooD?

#### Simple rules for capital letters:

We always use capital letters for the names of days of the week, months of the year and special holidays.

Harry's birthday was on the 31 July.

The meeting was arranged for the **T**uesday 23 **N**ovember. Oliver was going to stay with his father over **C**hristmas and the **N**ew **Y**ear.

#### Remember do not use capital letters for seasons.

The four seasons are spring, summer, autumn and winter.

# Read through the following sentences and put in the missing capital letters and full stops.

1. it was wednesday 23 december and ceriann and michael were very excited as they couldn't wait for father christmas to visit on christmas eve

- 2. paul planned to go out on tuesday, thursday and friday
- 3. mr griffiths wrote a report on how people feel more active during the spring and summer
- 4. emma stokes and daniel ward were born in the summer

5. it was the beginning of autumn and mark and his friend david were already planning what to do for halloween

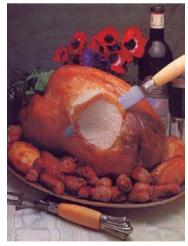
- we celebrate christmas over two days, christmas day and boxing day
- 7. once we have celebrated christmas we enjoy welcoming in the new year in said mr george fawcett
- 8. "june, july and august are my favourite months because i love the summer," stated sir paul mccartney



- 9. during the easter holiday samantha and her brother john are going on holiday to spain
- 10. on wednesday james was in hospital for some tests with dr brown and professor white
- 11. the three months of spring are march, april and may
- 12. the shortest month is february it has only twenty eight days except on a leap year when it has twenty nine days

#### Punctuate the following passage:

lord and lady wheeler did not like the cold winter months they decided to celebrate christmas in australia "i can think of nothing more pleasant than christmas dinner served out on the lawn," said lady wheeler



five sentences of your own.						
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2						
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Use any of the pictures from Exercise 5, days of the week, months of the year and special holidays to help you write

#### **Extension work**

#### Correct the punctuation mistakes in the following passage:



It was february 14. And it was valentine's day although. It was a cold Winter's. Day rebecca was very happy, she couldn't believe how many valentine cards. Were on the mat, she hoped

one was from ben she really liked him she thought she might ask him out on february 29 as it was a leap year

#### Simple rules for capital letters:

We always use capital letters for the names of places and the people who live there.

Harry lived at 4 Privet Drive, Little Whinging, Surrey, England. The French mountaineer travelled first to Wales to climb Snowdon and then on to Scotland to climb Ben Nevis.

## Read through the following sentences and put in the missing capital letters and full stops.



- the letters were addressed to miss kimberley pring, 17 andrew road, penarth, wales
- 2. the four countries that make up the united kingdom are england, ireland, scotland and wales
- the japanese tourist was going to london to see buckingham palace, st paul's cathedral and westminster abbey
- katie and leah were visiting their friend james who lived in king's road cardiff opposite st mary's church



 the coach trip took the russian visitor, ivan chekhov, through the counties of yorkshire, lancashire and derbyshire 6. the american president george bush visited france, italy,



- spain and germany before addressing the european union in the hague
- 7. sir edmund hillary and sherpa tensing were the first men to climb mount everest
- 8. the australian rugby team played against wales in the millennium stadium
- the german, eric von richthofen, was known as the red baron, during the first world war



- 10. the south african student was studying at cardiff university
- 11. the dutch family camped beside lake windemere
- 12. "at the top of high street you will find cardiff castle" emma told mr and mrs erikson, the swedish couple, who were visiting wales for the first time

#### Punctuate the following passage:



four people were on holiday in ireland they were pietro malvisi from italy, jean-pierre dupont from france, dewi llewellyn from wales and hamish mcdonald from scotland they were staying in the academy hotel in

dublin they decided to see The Book of Kells in trinity college

Use any of the pictures from Exercise 6, names of places and the people who live there to help you write five sentences of your own.

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#### **Extension work**

# Correct the punctuation mistakes in the following passage:



DaNiel barclay was walking with the german. Exchange student HaNs müller down ReDlanDs road it was Six O'clock on FRiday 7 november they were going to a disco. At ST Cyres school they were looking forward. To meeting the other Students. Who were from spain and greece

#### Simple rules for capital letters:

We always use a capital letter for the first word of speech.

"**D**on't ask questions!" snapped his uncle. The teacher said, "**C**lose the door please, Peter."

# Read through the following sentences and put in the missing capital letters and full stops.



- 1. "is mr jones in school today?" asked ben
- 2. "i am going to hereford tomorrow," said anna
- "when we were in London we went to madame tussaud's waxwork museum," preetum told his teacher
- 4. bridon asked, "did you go to tenby last tuesday, dean?"
- 5. lord watkins reminded his butler, "remember to make the arrangements for the dinner party on june 21"
- 6. shaé's teacher, mr thomas, asked, "did you have an appointment with dr james last wednesday?"
- 7. ceriann excitedly told her friend amy, " in july I will be going to spain with my family, i can't wait"
- 8. the reverend ash enquired, "would you like to come on the church trip to alton towers next monday, emma?"

## If unspoken words break up the spoken words only use a capital letter for the first word of the first part of speech.

- "Come in," said the teacher, "and sit down quietly."
- "Hurry up," called Stephanie, "we have a long way to go."
- 9. "well sam," complained mr duncan, "what do you mean by turning up so late for my lesson?"



- 10. "this is ridiculous," exclaimed sergeant major perks, "the restaurant can't possibly charge that much for a meal"
- 11. "this meat is not fresh," complained mrs trent to the staff at asda, "so what are you going to do about it?"
- 12. "school will reopen on september 3," announced mr hicks, "make sure you are all on time"

#### Punctuate the following passage:

"how are you today richard?" asked peter, "i haven't seen you since that trip to oakwood"



"i'm much better now," he replied, "but i broke my arm and dr collins advised my mum to keep me at home until sunday" "it's good to see you back," said peter, "are you going to go to the uci in december with the school?"

"yes, definitely, mrs mcdonald told me about it this morning," answered richard with a grin on his face

Use any of the pictures from Exercise 7, remembering to use a capital letter for the first word of speech to help you write

#### **Extension work**

#### Correct the punctuation mistakes in the following passage:

"Come quickly Craig." Shouted phillip excitedly

"This fish is huge. And I need help to land it."

"I'm coming." Called Craig. "WOW, that fish is enormous. Do you think we'll be able to land it?"

"With your help CRaig." Replied phillip. "I'm sure

we will."

#### Simple rules for capital letters:

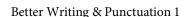
We always use a capital letter for the titles of books, plays, newspapers, poems, songs etc.

My favourite books are "The Witches" by Roald Dahl and "Holes" by Louis Sachar.

I was reading about the play "**M**acbeth" in **T**he **T**imes yesterday.

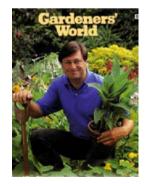
# Read through the following sentences and put in the missing capital letters and full stops.

- we were studying the poem "the other time" by peter appleton last tuesday
- 2. "my favourite book is 'northern lights' by phillip pulman" rachel told her friend kim
- 3. lord and lady painter had the guardian and the times newspapers delivered daily
- 4. "the 'star wars' films are really brilliant mark," said jamie, "have you seen them all?"
  - 5. the famous actor sir sidney poitier starred in the film version of shakespeare's play, "othello"
  - 6. the reverend john mills read a passage from "st john's gospel" during the service on sunday
- 7. one of the most famous songs by the beatles is "hey jude"





- 8. mr and mrs howard enjoyed dame judi dench's performance in william shakespeare's play "midsummer night's dream"
- 9. "have you read 'the hobbit' by j r r tolkein, sophie?" asked ashley, "i think it's a really good book"
- 10. chris and his friends, sam and nathan, went to see "the matrix" at uci last saturday
- 11. on friday leonie walked down to tesco to get her mother a copy of the radio times and the daily mail
- 12. the post office delivered a parcel containing a copy of "justified" by justin timberlake to miss emma carmichael 15 laura street, barry, vale of glamorgan



#### Punctuate the following passage:

dan was helping his friend jake with his paper round "mr brown lives at 3 skomer road" he told him, "and he has the sun and footballers' weekly mrs green lives

at 7 skomer road and she has the daily express, woman's own and bella miss white lives at 23 amroth road and she has the guardian, gardeners' world and good housekeeping"

own.		
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		<u></u>

Use any of the pictures from Exercise 8, remembering to use a capital letter for the titles of books, plays, newspapers, poems, songs etc to help you write five sentences of your

#### **Extension work**

#### Correct the punctuation mistakes in the following passage:



preetum was helping MRS hebbes, the Librarian He had to put the books into Alphabetical Order he looked at the four books they were "BUDDY" by nigel hinton, "ANIMAL FARM" by george orwell, "BOY" by roald dahl and "HOLES"

by louis sachar

#### Simple rules for capital letters:

We always use a capital letter for the first word and important words in a title.

My favourite books are Harry Potter and the Philosopher's Stone by J.K. Rowling and The Fellowship of the Ring by J.R.R. Tolkein.

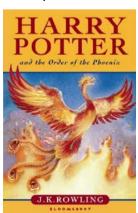
The **P**rince of **W**ales spoke to the **L**ord **M**ayor of **L**ondon.

# Read through the following sentences and put in the missing capital letters and full stops.

 "miss williams," asked stephanie "have you read 'danny champion of the world' by roald dahl?"

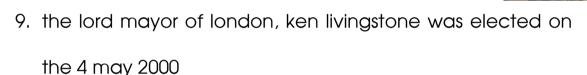


- the marquis of bute, who was descended from king robert II of scotland, turned cardiff into a prosperous port
- 3. "we are studying 'romeo and juliet' by william shakespeare this term," said mrs jones
- 4. for homework dean had to write about, "a day in my life"
- samantha couldn't wait to read "harry potter and the order of the phoenix" by the famous children's author j k rowling





- kevin's favourite simpson's video was "the simpsons treehouse of horror"
- 7. the queen of england is queen elizabeth II, her eldest son charles is the prince of wales
- 8. my friend jack bought sheryl crow's album, "the very best of sheryl crow", because he loved the track, "the first cut is the deepest"



10. after reading the book "alice in wonderland" amy went to see the disney version of it when she was in america



11. the right honourable gordon brown was appointed chancellor of the exchequer on the 2 may 1997

#### Punctuate the following passage:

callum was a great fan of "the planet of the apes" he had copies of the films from the 1960's which starred charlton heston and roddy mcdowell the most recent film stars helen bonham carter as princess ari the chimpanzee who helps leo davidson



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#### **Extension work**

#### Correct the punctuation mistakes in the following passage:

The MAster Of CeremonieS, the right. honourable lord fitzroy watched as the prince of Wales Smashed the Bottle. of Champagne against the bow of the Ship, HMS alacrity "I name this. Ship alacrity," he announced, "May god bless all who sail in Her"



#### Simple rules for capital letters:

We always use a capital letter for shortened words (abbreviations).

Ceri couldn't decide whether to watch **BBC** or **ITV**. Nelson sailed on the **HMS** Victory. The **MP** supported the **RSPCA**.

## Read through the following sentences and put in the missing capital letters and full stops.

- 1. sam and matthew were trying to raise money for the nspcc as they hated the thought of people being cruel to children
- 2. mr and mrs miller couldn't decide whether they were going to watch bbc, itv or s4c
- 3. the japanese visitors were staying in the uk for a week before flying over to the usa to visit the white house
- 4. detective inspector hamilton worked for the cid
- 5. "I can't decide whether to join the aa or the rac" said dr james to his daughter lauren
- 6. robert carlyle was awarded the obe for his services to drama

7. the raf pilots flew to join a nato exercise over germany

8. hms belfast served throughout world war 2 and played a leading part in the destruction of the german battle cruiser scharnhorst at the battle of north cape



the pupils of st cyres high school held a sponsored walk in aid of the local rspca and pdsa



- 10. in 218 bc, after a journey of five months from cartagena, hannibal crossed the alps and attacked the roman empire
- 11. a local vip, the right honourable benjamin white, opened the new ymca centre in swansea

12.

reverend and mrs harrison
request the pleasure of the company of
lord and lady rochester
at a grand charity ball in aid of the rnli
to be held at the old vicarage on 4 june
rsvp

#### Punctuate the following passage:

The bbc were filming the arrival of the vip sir cliff richard in the uk he was taking part in a show at the london palladium to raise money for the nspcc

Use any of the pictures from Exercise 10, remembering to use a capital letter for shortened words (abbreviations) to help

#### **Extension work**

#### Correct the punctuation mistakes in the following passage:



Nato secretary general, lord.

Robertson arrived at pratica di.

Mare airbase in italy he was.

Attending the summit meeting in.

Rome on the 28 may 2002 the.

Bbc and the eurovision news services filmed the event.

# REVISION OF BOOKLET 1

1. george and craig were going to the raf					
base at st athan to watch the famous red	No.				
arrow air display					
2. "get your books out please," mr bruton told the class,					
"then turn to page 24 and look at the article written in the					
london gazette in 1666 on the great fire of london"					
3. the pupils from st mary's high school					
visited stratford upon avon to see					
william shakespeare's birthplace					
4. on saturday squadron leader ryan visited his elderly					
mother in rotherham, and took her out for a meal at the					
carlton park hotel					
5. the postman delivered the letter to dr n mitchell at 32					
houndiscombe road, mutley, plymouth, devon					
6. last week emma and kim took a copy of cosmo					
girl when they went to visit victoria, who was					
recovering in the university hospital of wales					
7. mr and mrs armstrong couldn't decide whether they were					
going to watch bbc or itv					

#### Fill in this table remembering to use capital letters correctly:

Full r	name		
Addı	ress		1
Date	of birth		
Scho	ool		
	ver these que ectly:	estions remembering to use capital letters	
1. W	hich month c	of the year has the least letters in its name?	
2. W	hich day of t	the week has the most letters in its name?	
3. W	hat are the fo	our countries that make up the UK?	
4. W	'hat is your fa	vourite TV programme?	
5. W	hat is the title	e of your favourite book?	
6. W	hat is the title	e of your favourite film?	

# REVISION TEST

1. the landlord of the inn on the river, mark maxwell, served	
drinks to the duke and duchess of dorchester	
2. reverend harries held a barbecue on tuesday 18	
july in aid of the nspcc	
3. prince edward, earl of wessex, has become a	
father for the first time, with his wife sophie, countess of	
wessex, giving birth to a baby girl on saturday 8 november $\Big($	
4. "this is my favourite book by roald dahl, miss darch" said	
james, "It is of course, 'james and the giant peach'"	
5. the hms victory was lord nelson's flagship	
from 8 may 1803 until 21 october 1805	
6. the members of the group destiny's child	
beyoncé, kelly and michelle are best known	
for their song "survivor" from the album, "this is the remix"	
7. the australian student stayed with his welsh uncle in cardiff	
and visited cardiff castle and the millennium stadium	
8. after the air crash in his plane, an old	
gypsy moth, flight lieutenant perkins	
ended up in st james' hospital	

#### Put in the capital letters where needed.

mountain	language	india	garage	
birmingham	elephant	month	hercules	
david	stonehenge	friday	country	
ocean	atlantic	october	city	
italian	question	cat	norfolk	

#### Punctuate the following passage:

It had been reported by constable franks that two boys had been seen hanging around outside the uci cinema they were george fawcett and craig adams they said that they went to st cyres high school and were raising money for the nspcc the school was

and were raising money for the nspcc the school was contacted and the headmaster, mr b p lightman stated, "we are raising money for the nspcc, but these pupils should not have been fund raising without a member of staff from st cyres with them both george and craig are very keen to support this very worthwhile cause they have supported the school when we raised money for the guide dogs for the blind i will talk to them both on monday morning"