

QTS – Punctuation Test Answers

Question 1

The creation of new academies is one of Labour’s flagship policies. According to the newspaper *The New Daily Gazette*, a four-year enquiry has raised some controversial questions. For example, will there be enough sponsors? Where will the teachers come from? Support My Schools, an education charity, has highlighted the limited range of facilities available and suggests that the academies are not doing enough to serve their local communities.

However, a recent review conducted by Handerson Consultancy gives the following evidence in support of academy expansion: many outstanding ratings have been given to existing academies; several academies are already oversubscribed; and their students’ GCSE exam results have improved. Commenting on the report, Geoffrey Day, Headmaster of Greve Academy, said, “Our goal is to provide an excellent education for our community’s young men and women and this report shows that we are succeeding.”

SENTENCE 1 The creation of new academies is one of Labour’s flagship policies.

The word *Academies* does not require a capital letter since it is a common noun.

Labour is a proper noun and so requires a capital letter. A possessive apostrophe is also needed since the flagship policies belong to the Labour party.

SENTENCE 2 According to the newspaper *The New Daily Gazette*, a four-year enquiry has raised some controversial questions.

As a newspaper name *The New Daily Gazette* requires capital letters.

Four-year requires a hyphen since it is two separate words being used together to modify *enquiry*.

SENTENCE 3 For example, will there be enough sponsors?

A comma is needed after *For example* to indicate a pause.

Sponsors is plural, not possessive, so does not need an apostrophe.



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SENTENCE 4 - Where will the teachers come from?

A question mark is needed at the end of the sentence.

SENTENCE 5 - Support My Schools, an education charity, has highlighted the limited range of facilities available and suggests that the academies are not doing enough to serve their local communities.

Commas are needed around the embedded clause *an education charity*.

A full-stop is needed to mark the end of the sentence.

SENTENCE 6 - However, a recent review conducted by Handerson Consultancy gives the following evidence in support of academy expansion: many outstanding ratings have been given to existing academies; several academies are already oversubscribed; and their students' GCSE exam results have improved.

The sentence opener *However* is followed by a comma.

Handerson Consultancy is a proper noun and so requires capital letters.

A colon is needed before the list of supporting evidence. The items that appear as supporting evidence need to be separated by a semi-colon.

Students' is a plural possessive – the exam results belong to all the students, not just one, so the apostrophe goes after the s.

GCSE is an acronym (General Certificate of Secondary Education) so needs capital letters.

SENTENCE 7 - Commenting on the report, Geoffrey Day, Headmaster of Greve Academy, said, "Our goal is to provide an excellent education for our community's young men and women and this report shows that we are succeeding."

Headmaster is a title so requires a capital letter.

Greve Academy is a proper noun so needs capital letters.

A comma is needed before the quotation begins.



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A capital letter is needed at the beginning of the quotation.

An apostrophe is needed for *community's* as it is possessive.

A quotation mark is needed after the full stop to mark the end of the quote.

Question 2

The complicated diploma programme for educating 14- to 19-year-olds aims to fill the gap between secondary school and higher education. Sounds simple enough, doesn't it? However, critics point to the difficulty of building a shared understanding across those parties involved: local employers, schools and FE colleges. Others have highlighted the lack of commonality between the five diploma subject areas ranging from media through to construction/built environment.

Paul Murphy, Head of FE at Springbrook College emphasises, "We need to provide better practical training for young adults. Let's do this now." For Mr. Murphy at least, this issue takes priority over achieving a consensus amongst those delivering the new diplomas. He adds, "When NVQ qualifications were introduced they also met with resistance but became a long-term success."

SENTENCE 1 - The complicated diploma programme for educating 14- to 19-year-olds aims to fill the gap between secondary school and higher education.

The comma between *complicated* and *diploma* is unnecessary as no pause is needed.

Hyphens are needed for 14- to 19-year-olds because the words are being used as a compound noun.

Also *secondary school* does not require capital letters since it is a common noun.



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SENTENCE 2 - Sounds simple enough, doesn't it?

The question *Sounds simple enough, doesn't it?* needs a question mark at the end.

SENTENCE 3 – However, critics point to the difficulty of building a shared understanding across those parties involved: local employers, schools and FE colleges.

The sentence adverb *However* should be followed by a comma.

The plural noun *critics* does not require a possessive apostrophe.

A colon should be used to introduce the listing of local parties involved.

FE is written with capital letters as it is an acronym.

A full stop is needed at the end of the sentence.

SENTENCE 4 – Others have highlighted the lack of commonality between the five diploma subject areas ranging from media through to construction/built environment.

The start of the sentence requires a capital letter.

The comma needs to be removed between the words *five* and *diploma* as no pause is needed.

No colon is needed after *ranging from*.

The sentence needs a full stop rather than an exclamation mark at the end.

SENTENCE 5 – Paul Murphy, Head of FE at Springbrook College emphasises, “We need to provide better practical training for young adults. Let's do this now.”

Murphy is a surname and a proper noun, hence it starts with a capital letter.

Head requires a capital letter as it is a title.

Springbrook College is a proper noun and so needs to start with capital letters.

An apostrophe is required in *Let's* because it is a contraction of *let* and *us*.

A full stop is needed at the end of the quotation.

SENTENCE 6 – For Mr. Murphy at least, this issue takes priority over achieving a consensus amongst those delivering the new diplomas.



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The title *Mr.* requires a capital letter.

A comma after *at least* indicates a pause.

The word *priority* does not require a capital letter.

SENTENCE 7 – He adds, “When NVQ qualifications were introduced they also met with resistance but became a long-term success.”

He needs a capital letter as it is the start of a sentence.

A comma is required before the quotation begins.

The acronym *NVQ* has capital letters (National Vocational Qualification).

Long-term is hyphenated because it is modifying the noun *success*.

Quotation marks are required at the end of the sentence.



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