Year 5 English: Speech, lists and letters (Easy)

English · Grammar and punctuation
Level: Easy

Student: _____ Date: _____

Instructions
- There are 10 questions. Read each one carefully.
- Write your answers on this paper. Use the space under a question to work it out.
- A grown-up can read a question aloud — that's fine.
- The answers are at the end. Check them together when you have finished.

Questions

1. Which sentence is written correctly?

Circle one answer.

- ○ **A** “Where is the key”? asked Dad.
- ○ **B** “Where is the key?” asked Dad.
- ○ **C** Where is the key? asked Dad.

2. Which sentence is punctuated correctly?

Circle one answer.

- ○ **A** “We won the match” cheered Ivy.
- ○ **B** “We won the match,” Cheered Ivy.
- ○ **C** “We won the match,” cheered Ivy.

3. Which list is punctuated correctly? (No comma goes before and.)

Circle one answer.

- ○ **A** Dev grew tomatoes beans and basil.
- ○ **B** Dev grew tomatoes, beans and basil.
- ○ **C** Dev grew, tomatoes, beans and basil.

4. Add the missing commas (no comma before and): 'Nan baked scones a lemon cake and jam tarts.'

5. Which sentence reports what was said, without speech marks? 'It is raining,' said Mum.

Circle one answer.

○ **A** Mum said, “It is raining.” ○ **B** Mum said that it was raining.

○ **C** Mum said that “it is raining.”

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6. Which shows an address written correctly? (A / means a new line.)

Circle one answer.

○ **A** Mrs Ava Doyle / 27 Bay Lane / Fremantle WA 6160

○ **B** mrs ava doyle / 27 bay lane / fremantle wa 6160

○ **C** Mrs Ava Doyle / Fremantle WA 6160 / 27 Bay Lane

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7. A letter begins 'Dear Mr Hill,'. Which closing fits?

Circle one answer.

○ **A** Yours faithfully, ○ **B** Yours Sincerely, ○ **C** Yours sincerely,

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8. Which greeting is written correctly?

Circle one answer.

○ **A** Dear Mrs Nguyen, ○ **B** Dear mrs nguyen, ○ **C** dear mrs nguyen,

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9. Fix the capitals: 'We live at 8 jacaranda street in orange.'

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10. Which address line is set out correctly?

Circle one answer.

○ **A** 14 Gum Street, Wagga Wagga NSW 2650

○ **B** 14 Gum Street Wagga Wagga, NSW, 2650

○ **C** 14 gum street, wagga wagga nsw 2650

Answer key

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1. B — “Where is the key?” asked Dad.
   “Where is the key?” asked Dad. Only the spoken words go inside the marks.
2. C — “We won the match,” cheered Ivy.
   “We won the match,” cheered Ivy. Only the spoken words go inside the marks.
3. B — Dev grew tomatoes, beans and basil.
   Dev grew tomatoes, beans and basil. Commas go between the things, but not before 'and'.
4. Nan baked scones, a lemon cake and jam tarts.
   Nan baked scones, a lemon cake and jam tarts. Commas go between the things, not before and.
5. B — Mum said that it was raining.
   Mum said that it was raining. Reported speech has no speech marks, and the words change to fit the person talking about it.
6. A — Mrs Ava Doyle / 27 Bay Lane / Fremantle WA 6160
   The name comes first, then the street, then the suburb, state and postcode. Names and places start with capitals and the state is in capitals.
7. C — Yours sincerely,
   A letter to a named person ends 'Yours sincerely,' with a small s.
8. A — Dear Mrs Nguyen,
   Dear Mrs Nguyen, 'Dear' and the person's title and name start with capital letters, and a comma follows.
9. We live at 8 Jacaranda Street in Orange.
   We live at 8 Jacaranda Street in Orange. Street names and places start with capital letters.
10. A — 14 Gum Street, Wagga Wagga NSW 2650
    Street and town names start with capitals, and NSW is all capitals. The postcode stays after the state.