

Grammar and punctuation

Use passive voice, formal language and clause punctuation.

Name: _____ Date: _____

1. Rewrite in the passive voice: The wind snapped the branch.

2. Find the subject and object: The keeper opened the gate.

3. Choose the formal form: If I was / were the captain, I would listen.

4. Join with a semicolon: The path was muddy. We wore boots.

5. Add a colon: Bring three things a pencil, a ruler and a rubber.

6. Add a hyphen to show a machine that makes ice: an ice making machine.

7. Give a synonym for cautious and an antonym for cautious.

8. Make this request more formal: Give me the map.

Answers: Grammar and punctuation

Try the questions first. Use these notes to check your thinking.

1. **The branch was snapped by the wind.**

The branch receives the action and becomes the subject.

2. **Subject: the keeper. Object: the gate.**

The keeper does the action; the gate receives it.

3. **were**

If I were uses the subjunctive for an imagined situation.

4. **The path was muddy; we wore boots.**

A semicolon can join two related main clauses.

5. **Bring three things: a pencil, a ruler and a rubber.**

The colon introduces the list.

6. **an ice-making machine**

The hyphen joins ice and making to describe what the machine does.

7. **Synonym: careful. Antonym: reckless.**

Accept other words with the same or opposite meaning in a suitable context.

8. **Please could you give me the map?**

Accept a polite, complete request with the same meaning.

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