

Punctuation Test Example

Punctuation

 Help

Correct 15 essential punctuation omissions in the passage below.
DO NOT delete text; only add punctuation, including amendments to capitalisation, where required.

Detailed instructions:

- Double click on the word or the word nearest to where you wish to add punctuation. A dialogue box will appear with the word inside. Add punctuation and click 'OK'. The amended word will turn blue to indicate changes. To change your amendment, double click the same word and the dialogue box will appear. Click 'Reset' and 'OK'; the original text will then re-appear.
- You do not need to delete any text; only add punctuation including capitalisation and paragraph breaks where required.
- If you select a word and then decide you do not want to amend it, press 'Cancel'.
- To insert paragraph breaks, double click the word after the point where you want to insert the paragraph break. Click 'Paragraph' and 'OK' in the dialogue box. To remove your paragraph break, double click the same word, click 'Paragraph' again and 'OK' in the dialogue box.
- To capitalise a word double click the word and select 'Capitalise' and 'OK' in the dialogue box. To remove your capital letter, double click the same word, click 'Capitalise' again and 'OK' in the dialogue box.

What do you do if a pupil is injured or taken ill

Illness:

A pupil who is ill should usually be sent or taken to the Medical Room. (If this is not possible, the office must be informed and help requested. Where the illness appears to be of a serious nature (breathing problems, unconsciousness fits etc.) one of the schools First Aiders should be summoned immediately.

Injury

Very minor injuries cuts grazes, slight burns or scalds should be dealt with by the School Secretary. First Aid boxes are located throughout the school. If there is any doubt as to the correct diagnosis or treatment the pupil should be sent or taken to the Medical Room. In the case of a more serious injury (severe bleeding, possible dislocation head injury or fracture notify the office and ask for an ambulance to be summoned if necessary.

General points:

all staff have a duty of care', even at break and lunchtime The first teacher at the scene of an accident must take charge and carry out the above procedures. This teacher must complete an Accident Report Form as soon as possible. The Headteacher's Secretary issues accident Report Forms.

Further information

If you have any queries regarding procedures when pupils are taken ill please contact the Headteacher.