



Punctuation

Punctuation and Capital Letters

Capital Letters

- Begin every sentence with a capital letter.
- **Always capitalize:**
 - Names of people, places, days, and months.
 - The word "I" when used alone.
 - First word in direct speech.
 - Titles like Mount Everest, Taj Mahal, etc.

Full Stop (.)

- Used to end a statement.

Example: She is my sister.

Question Mark (?)

- Used at the end of a question.

Example: Where are you going?

Exclamation Mark (!)

- Used to express strong emotion or surprise.

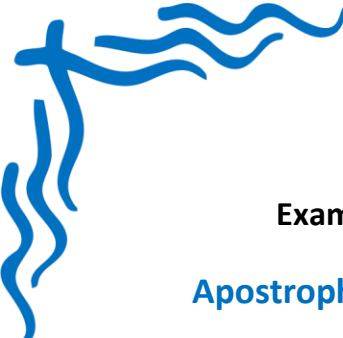
Example: What a beautiful flower!

Comma (,)

- Used to separate words in a list.

Example: I bought apples, oranges, and bananas.

- Used to address someone directly.



Example: Rahul, please come here.

Apostrophe (')

Used to show:

- Possession:

Example: Raj's pen, dog's tail.

- Not for inanimate objects:
 - **table's legs** → legs of the table

Tense Forms

Present Progressive Tense

- Structure: is/am/are + verb-ing

Examples:

- She is reading a book.
- We are eating breakfast.

Simple Past Tense

- Used for actions that happened in the past.

Examples:

- I bought a dress.
- She sang a song.

Simple Future Tense

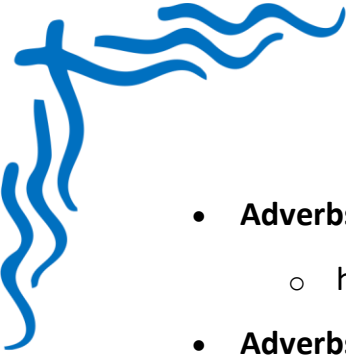
- Structure: will + verb

Examples:

- He will go to Delhi.
- We will meet tomorrow.

Parts of Speech Review

Adverbs



- **Adverbs of manner describe how something happens:**
 - happily, loudly, sweetly, bravely
- **Adverbs of time tell when:**
 - yesterday, today, tomorrow, daily

Prepositions

- **Show relationship between words (place or time):**
 - in, on, under, between, behind, near

Examples:

- ❖ The books are on the table.
- ❖ The tiger is behind the deer.

Conjunctions

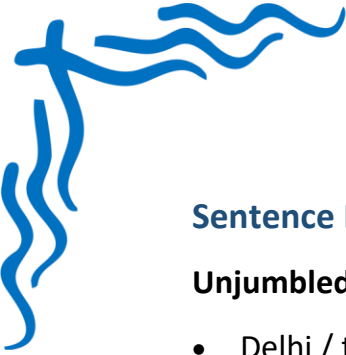
Used to join words or sentences:

- **and** – adds information
Example: Mona is smart and honest.
- **but** – shows contrast
Example: He is poor but honest.
- **or** – shows choice
Example: Will you eat rice or roti?
- **because** – shows reason
Example: I wore a sweater because it was cold.
- **so** – shows result
Example: He was tired so he rested.

Possessives Using Apostrophes

Rewrite noun phrases using 's:

- **The pen of Riya** → Riya's pen
- **The house of Mr. Sharma** → Mr. Sharma's house



Sentence Rearrangement (Simple Future Tense)

Unjumbled to correct sentence form:

- Delhi / tomorrow / go / will / to / my / father → My father will go to Delhi tomorrow.

Mixed Grammar Practice

Past Tense Practice:

- We went to the zoo last Sunday.
- Megha wrote a letter.
- You gave the correct answer.

Prepositions:

- She is sitting under a tree.
- Rahul is sitting between Riya and Deepak.

Adverbs of Manner:

- The children played happily.
- The woman spoke angrily.