Punctuation Marks

Introduction to Punctuation

Punctuation marks are symbols used in writing to help make the meaning of sentences clear and readable. Without them, communication in written form becomes confusing or misleading.

Why Punctuation is Important

- Clarifies the meaning of sentences

- Helps structure writing

- Adds expression and emotion

- Avoids ambiguity and misinterpretation

Common Punctuation Marks & Their Usage

1. Full Stop (.)

- Used at the end of declarative (telling) sentences.

  Example: My name is Raunak.

  o Also used in abbreviations (e.g., M.A., M.P., U.S.A.).

2. Question Mark (?)

- Used at the end of a question (interrogative sentence).

  Example: What is your name?

3. Exclamation Mark (!)

- Shows strong or sudden feelings like joy, anger, surprise, etc.

  Example: Hurrah! We have won the match.

4. Comma (,)

Used for:

- **Listing items:** I bought pens, pencils, and crayons.

- **Separating dialogue:** He said, "It is raining."

- **Addressing someone:** Meera, come here.

- **Question tags:** You are fine, aren't you?

5. Capital Letter

Used for:

- **Beginning of every sentence:** She is a good girl.

- **Proper nouns:** India, Rahul, Delhi.

- **The pronoun 'I':** I like to read.

- Each line of a poem.

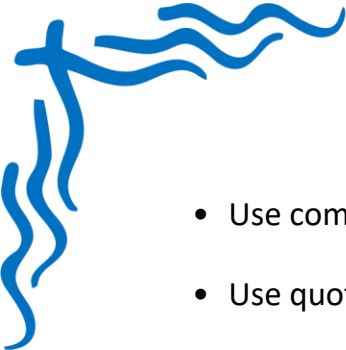## 6. Quotation Marks (" ")

- Encloses direct speech or quotations.

  Example: She said, "I am happy."

7. Apostrophe (')

- Shows possession: Rani's book, Rahul's car.

- Shows contraction (omitted letters):

  o I am → I'm

  o He is → He's

  o Cannot → Can't

Practice Activities from the Chapter

- Rewrite sentences using correct punctuation.

- Use commas in long lists.

- Use quotation marks in dialogues.

- Add apostrophes for possession and contraction.

    Example:
    - o **Original:** ram come here
    - o **Corrected:** Ram, come here.

Review Exercises

The chapter includes several exercises:

- Identifying and using punctuation in sentences

- Matching punctuation symbols with their names

- Transforming dialogue with quotation marks

- Adding missing apostrophes