



## Direct and Indirect Speech

### What is Punctuation?

Punctuation is the use of special marks like full stops, commas, question marks, and exclamation marks to clarify meaning and separate ideas in sentences.

### Purpose of punctuation:

- Makes writing clear and understandable.
- Helps readers interpret meaning correctly.
- Improves sentence structure and readability.

### 1. Full Stop (.)

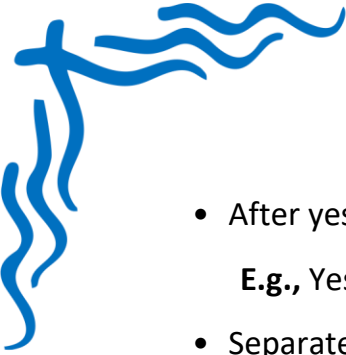
- Marks the end of an assertive or imperative sentence.
- Used after abbreviations or initials.
- Used in decimal fractions.

#### Examples:

- ❖ He is a good student.
- ❖ Dr. A.K. Sharma
- ❖ 3.14

### 2. Comma (,)

- Indicates a short pause.
- Used to:
  - Separate items in a list:  
E.g., I bought apples, bananas, grapes, and oranges.
  - Enclose phrases:  
E.g., My father, a kind man, helped the poor.
  - Separate names in addresses:  
E.g., Hello, Riya.



- After yes/no/please:  
**E.g.,** Yes, I agree.
- Separate direct speech:  
**E.g.,** "I love dogs," said Ritu.
- Separate question tags:  
**E.g.,** You came, didn't you?

### 3. Question Mark (?)

- Used at the end of interrogative sentences.  
**Example:** Where are you going?

### 4. Exclamation Mark (!)

- Used at the end of exclamatory sentences to show strong feelings.  
**Examples:**
  - ❖ What a beautiful day it is!
  - ❖ How kind you are!

### 5. Semicolon (;)

- Used for a pause greater than a comma but less than a full stop.
- Replaces and, but, so in compound sentences.  
**Example:** It was raining; we stayed indoors.

### 6. Colon (:)])h3>

- Used to introduce a list, quotation, or explanation.  
**Example:** Bring these items: pencils, erasers, and crayons.

### 7. Inverted Commas (" ")

- Also called quotation marks.
- Enclose direct speech or quotations.  
**Example:** She said, "I am learning English."



## 8. Apostrophe (')

- Used to:
- Show possession  
E.g., Rahul's book
- Show omitted letters in contractions  
E.g., don't (do not), she's (she is)

## 9. Capital Letters

- Used for:
- Beginning of a sentence  
E.g., He is reading a book.
- Proper nouns (names of people, places, rivers, etc.)  
E.g., India, Ganga, Himalayas
- Days and months  
E.g., Monday, July
- Books, newspapers, roads, buildings  
E.g., The Hindustan Times, India Gate

## Points to Remember

- Capital letters start sentences and proper nouns.
- Full stops end statements and commands.
- Question marks end questions.
- Commas are used to separate items or phrases.
- Apostrophes show belonging or contractions.
- Colons introduce lists; semicolons connect related ideas.
- Quotation marks show spoken or quoted words.