



Punctuation and Capital Letters

Introduction

Main Topics Covered:

- Punctuation Marks
- Capital Letters
- Rules, Usage, and Examples

Importance of Punctuation

Punctuation marks are used to:

- Add clarity and meaning to sentences.
- Indicate pauses or stops.
- Emphasize certain ideas.

Main Punctuation Marks

1. Full Stop (.)

Used to:

- End a statement or command.
E.g.: She is a teacher.
- After initials or abbreviations.
E.g.: Dr. A.P.J. Abdul Kalam
- In decimal numbers.
E.g.: 3.14

2. Comma (,)

Used to:

- Separate items in a list.
E.g.: I bought apples, bananas, and grapes.

- Mark off a phrase in apposition.

E.g.: Shakespeare, the great playwright, wrote Hamlet.

- Address someone.

E.g.: Riya, come here.

- Separate “yes” or “no” from the sentence.

E.g.: Yes, I will help you.

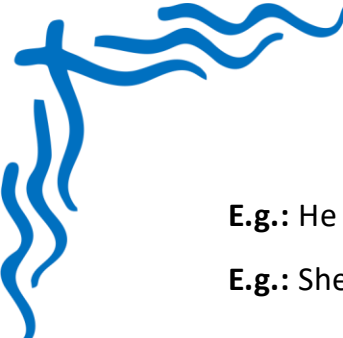
- After salutations and closures in letters.

E.g.: Dear Sir, Yours sincerely,

- Separate date parts.

E.g.: March 10, 2025

- Separate question tags and reported speech.



E.g.: He is right, isn't he?

E.g.: She said, "I am tired."

3. Question Mark (?)

Used at the end of:

- Interrogative sentences.

E.g.: Are you ready?

4. Exclamation Mark (!)

Used at the end of:

- Exclamatory sentences.

E.g.: What a lovely place!

5. Semicolon (;)

Used to:

- Separate two independent clauses not joined by a conjunction.

E.g.: It was late; we had to leave.

- Before words like however, therefore, thus.

E.g.: He was ill; therefore, he stayed home.

- Separate clauses with internal commas.

E.g.: Riya brought pens; Sita, notebooks; and Tina, markers.

6. Colon (:)

Used to:

- Introduce a list or example.

E.g.: He bought: eggs, milk, and butter.

- After a statement introducing details.

E.g.: There are four seasons: spring, summer, autumn, and winter.

7. Apostrophe (')

Used to:

- Show possession.

E.g.: Rahul's book

- Indicate time, value, or measure.

E.g.: a day's work

- Form contractions.

E.g.: don't (do not), can't (cannot)

- Plurals of letters, numbers.

E.g.: two A's, three 7's

8. Quotation Marks (" ")

Used to:

- Enclose direct speech.

E.g.: She said, "I'm leaving."

- Highlight someone's actual words.

E.g.: The teacher said, "Honesty is the best policy."



Capital Letters

Use capital letters for:

- Names of people, places, and proper nouns.
E.g.: India, Ramesh, January
- Days and months.
E.g.: Monday, April
- Religious books.
E.g.: The Bible, The Quran
- Nationalities and languages.
E.g.: Indian, English
- Educational institutions.
E.g.: Delhi Public School
- Buildings, trains, ships.
E.g.: Taj Mahal, Rajdhani Express
- Special days and events.
E.g.: Republic Day
- First word of a sentence.
E.g.: She is playing.
- First word of a line in a poem.
E.g.: Twinkle, twinkle, little star
- First word of direct quotations.
E.g.: He said, "Let's go."
- Official names or titles.
E.g.: The Prime Minister, The President
- Pronoun "I" and names of God.
E.g.: I love my family. God is great.

Points to Remember

- Use punctuation for clarity and structure.
- A comma is the shortest pause; a semicolon is longer; a colon is used for examples or lists.
- Capital letters are essential for all proper nouns and at the beginning of every sentence.