



Hi, I am EeeBee



Punctuation

Learning Outcomes

- Students will understand the importance and function of punctuation marks in writing.
- They will learn the correct use of punctuation marks such as full stops, commas, question marks, and exclamation marks.
- They will identify the role of punctuation in clarifying meaning and separating ideas.



Lead in

Rewrite these sentences correctly.

1. chinu is playing Cricket.
2. rubi radha mitu and kati are friends.



Skills/Level
WRITING/A1



Capital Letters and Full Stop

- The first word in a sentence begins with a capital letter.
- We always write the word **I** in capital.
- We use a full stop (.) at the end of a sentence.
- We use an exclamation mark (!) after an interjection or at the end of a sentence that expresses a sudden feeling.
- We use a question mark (?) at the end of a sentence which asks something.
- First letter of a name is always in capital.

A. Rewrite these sentences using capital letters and full stop.

1. mona visited her grandparents on sunday
2. tomatoes are red and carrots are orange
3. this story book belongs to my friend neha



Skills/Level
LISTENING/A2



4. ram is going to new delhi next week.

5. it is very cold today



B. Add a full stop, a question mark or an exclamation mark at the end of each sentence.

1. What did she whisper in your ear
2. What a lovely painting
3. Where did mom put my purse
4. My mother always cooks very good
5. My birthday is on 5th February
6. Will you cut a cake
7. How old are you
8. Today is Rohan's birthday



The Comma (,)

The symbol (,) is called a **comma**.

We use a comma when we want to express a pause in our writing.

We use a comma to separate words or groups of words in a long sentence in order to make the meaning of the sentence clear to the reader.

We use a comma
to separate things presented in a list.

Examples :

1. Megha, Radha, Sudha, Kanika and Madhu are friends.
2. I ate toast, omelette, fruits and bread for breakfast.

When we address someone directly.

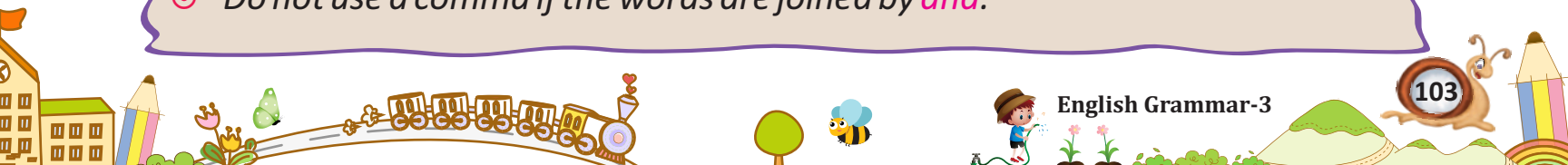
Examples :

1. Rahul, please come here.
2. Will you help me, Deepa?



Grammar Byte

⦿ Do not use a comma if the words are joined by **and**.





C. Rewrite the sentences using commas at right place.



Skills/Level
READING & WRITING/A2



1. Delhi Kolkata Mumbai and Chennai are big cities.

2. Rajiv did you have dal rice salad vegetables and curd for lunch?

3. April May and June are the hottest months of the year.

4. Last year I visited Shimla Manali and Dehradun.

5. Ganga Yamuna and Saraswati are the main rivers of north India.

The Apostrophe

The symbol (') is called an **apostrophe**.

Apostrophes are positioned at the top, after the last letter in a word or between two letters; commas are positioned beside a word.

1. We use an apostrophe + s with singular nouns.

Example :

- bag of Raj Raj's bag
- tail of a dog a dog's tail

We do not use the apostrophe to show possession for things.

Examples :

- the table's legs ✗ ✗ • legs of the table ✓

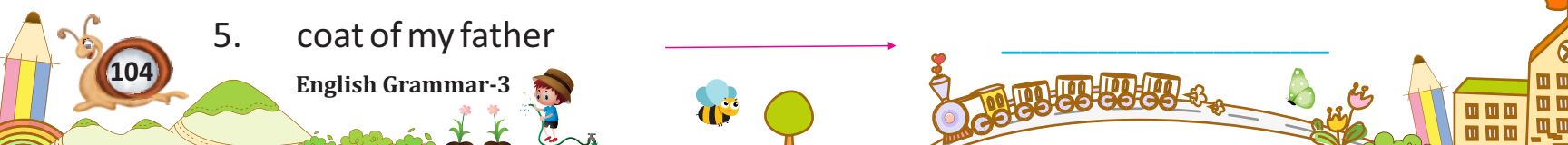


Skills/Level
WRITING/A2



D. Rewrite these groups of words using apostrophe (').

1. bicycle of Meera _____
2. umbrella of Gaurav _____
3. books of Rohit _____
4. pens of Sourav _____
5. coat of my father _____





Points to Remember

- The first word in a sentence begins with a capital letter.
- We always write the word *I* in capital.
- We use a comma when we want to express a pause in our writing.
- The symbol (') is called an *apostrophe*.



My Activity Corner



Skills/Level
WRITING & LISTENING/A2



Remember to use capital letters, full stops and question marks.

1. have you ever been to america

2. where is mayank

3. would you like to drink a cup of tea

4. Rohan and i are good friends

5. mount everest is the highest peak of the himalayas.



My EeeBee Interactive Activities



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab

