



# Punctuation Marks

## Learning Outcomes

- Students will understand the importance and function of punctuation marks in writing.
- They will apply punctuation marks accurately to improve sentence structure and readability.
- They will identify the role of punctuation in clarifying meaning and separating ideas.



## Lead in

Rewrite the following paragraph with the correct punctuation marks.

how do you spend your vacation i usually do a lot of activities I clean my room go for shopping watch movies visit new places etc yesterday I cleaned my room throughout the day i too decorated my room nicely my best friends parents like the quality of my cleaning last month they visited our house when they saw my room they were surprised my friends mother said wow i love the way you decorate your room

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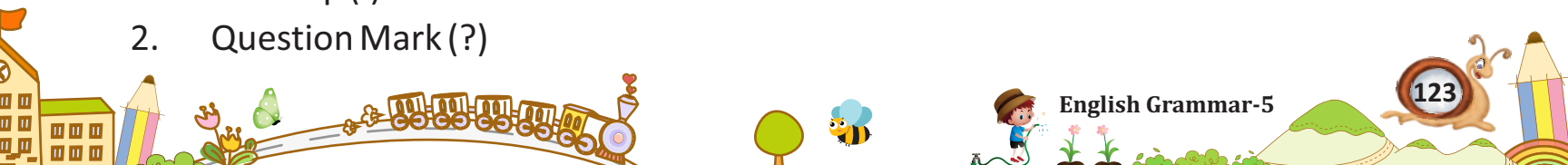
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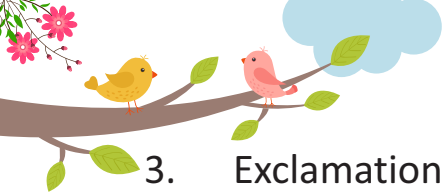
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## Punctuation Marks

We use **punctuation marks** in order to make the meanings of written words clear. Some of the important punctuation marks are.

1. Full Stop (.)
2. Question Mark (?)





3. Exclamation Mark (!)
4. Comma (,)
5. Capital Letter
6. Quotation Marks or Inverted Commas

### 1. Full Stop (.)

We use **full stop (.)**

- **at the end of a sentence which is not a question or an exclamation.**

**Example :** My name is Raunak.

- **with abbreviations**

**Example :** B.A., M.A., M.P., M.L.A.

### 2. Question Mark (?)

We use **question mark :**

- **at the end of an interrogative sentence.**

**Examples :** 1. What is your father's name?

2. Who is your class teacher?

### 3. Exclamation Mark (!)

An **exclamation mark** is used :

- **at the end of the sentence that expresses a strong and sudden feeling.**

**Examples :** 1. Hurrah! We have won the match.

2. Bravo! You played well.

### 4. Comma (,)

We use **comma :**

- **to indicate items of a list.**

**Example :** I bought two pens, three pencils and five crayons.

- **to separate a direct statement before or after he said, she requested etc.**

**Examples :** 1. He said, "Hemant is a good boy."

2. "Please, give me a glass of water," she requested.

- **to separate words used for addressing people.**

**Examples :** 1. Ajay, come here.

2. What are you doing here, Raghav?

3. Come in, Gaurav.

- **to separate a question tag from the remaining part of the sentence.**

**Examples :** 1. You are a student, aren't you?

2. He is eating, isn't he?





## 5. Capital Letter

We use capital letter:

- **at the beginning of a sentence.**

**Example:** My name is Puneet.

- **to begin proper nouns.**

**Example:** The name of our country is India.

- **for pronoun 'I'**

**Example:** I like songs.

- **to begin each new line of a poem.**

**Example:** Pussy Cat, Pussy Cat.

Where've you been?

## 6. Quotation Marks or Inverted Commas (" ")

**Quotation marks** or **inverted commas** are used to show the actual words spoken.

**Example:** 1. Rahul said, "I am doing my homework."

2. Neha said, "Give me that blue pen."

## 7. Apostrophe (')

- **An apostrophe is used in the possessive format nouns.**

**Example:** 1. Raj's pen

2. My father's car

- **An apostrophe is also used to omit letters.**

I am	—	I'm
He is	—	He's
Cannot	—	Can't

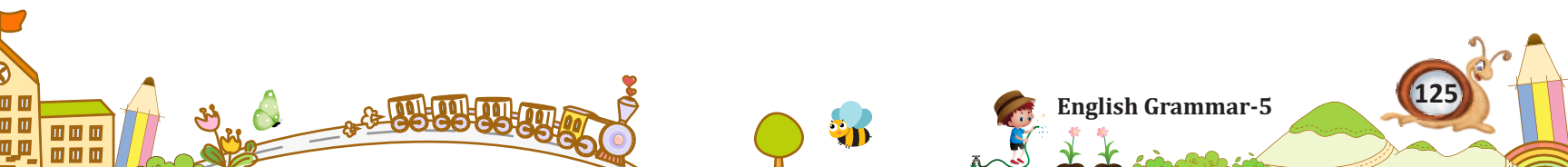
### A. Rewrite the following sentences using capital letter wherever necessary. Put a full stop (.), a question mark (?) or an exclamation mark (!) at the end of each sentence.

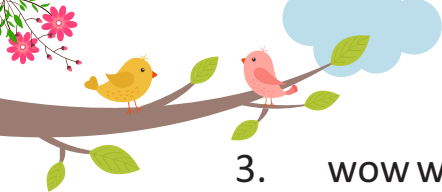
1. he is a good human being

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2. alas his grandmother is dead

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3. wow what a lovely painting

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4. rahul is reading a book

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5. why are you crying

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6. what is your name

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**B. Put commas (,) wherever necessary.**

1. He ate an orange two bananas three strawberries and one apple.

2. Rose marigold jasmine and henna are flowers.

3. Horse lion elephant tiger and hippos are animals.

4. Sam come here.

5. Give me my key Reena

6. Potato tomato brinjal cauliflower and peas are vegetables



**C. Use quotation marks wherever necessary.**

1. She said, Mind your own business.

2. Dev said, Please come here.

3. Mahak said, I am writing a letter.

4. Give me a pencil, said Varun.

5. Why are you laughing? asked Manish.

**D. Rewrite the sentences using apostrophes wherever necessary.**

1. It is Ravis pencil.

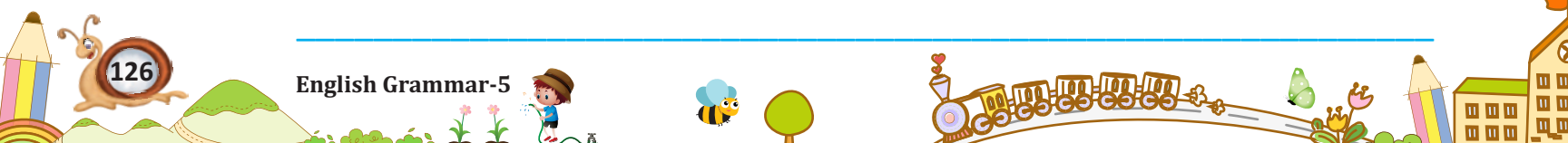
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2. This is Varuns pen

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3. That is my friends house.

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4. It is my fathers purse.



### Points to Remember

- We use **Punctuation Marks** in order to make the meanings of written words clear.
- Full stop, question mark, exclamation mark, comma, capital letter, quotation mark and apostrophe are some common **Punctuation Marks**.



### My Activity Corner

Match the punctuation marks with their name.

- |                      |         |
|----------------------|---------|
| 1. Comma             | (a) ?   |
| 2. Full stop         | (b) !   |
| 3. Question mark     | (a) ,   |
| 4. Quotation Marks   | (b) .   |
| 5. Exclamation Marks | (a) “ ” |



### My EeeBee Interactive Activities



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab

