



Punctuation and Capital Letters

Learning Outcomes

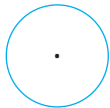
- Students will understand the importance and function of punctuation marks in writing.
- They will identify the role of punctuation in clarifying meaning and separating ideas.
- They will apply punctuation marks accurately to improve sentence structure and readability.



Lead in

Here are some punctuation marks. See each of them and write its name.

(a)



(b)



(c)



(d)



(e)



(f)



(g)



(h)



Punctuation

Punctuation is the use of full stops, commas, question marks and exclamation marks etc. in the correct place in a sentence. Punctuation marks have great importance in writing language. Punctuation marks make our written work clear and the reader can understand what we want to say.

1. Full stop (.)

A **full stop (.)** marks the longest pause. It is used:

- **at the end of an assertive or imperative sentence**

Example: Aman is an intelligent boy.

- **after abbreviations and initials**

Examples:

1. Dr. A.K. Goswami

2. B.A. — Bachelor of Arts

- **in a decimal fraction**

Examples:

1. 15.4

2. 94.02



2. Comma

A **comma** represents a shorter pause. It is used :

- **To separate a list of words in a sentence**

Example : My father bought a watch, coat, two school bags and three t-shirts.

- **To separate phrases in a sentence**

Example : Mahatma Gandhi, the father of the nation, believed in non-violence.

- **To separate a noun of address or to mark the nominative of address**

Example : May I come in, Madam ?

- **After yes, no and please**

Example : Yes, you can go.

- **To separate a direct speech from the rest of the sentence**

Example : "Truth always triumphs," said Sachin.

- **To separate a statement from a question tag.**

Example : She invited you, didn't she ?

3. Question Mark (?)

A **question mark (?)** is used at the end of an interrogative sentence.

Example : What is the name of your school ?

A. Insert full stop (.) or question mark (?) where necessary in the following sentences.

1. Vishal is my best friend
2. Who is your principal
3. Mr Gandhi is the member of Parliament
4. Where is your father



B. Insert commas (,) where necessary in the following sentences.

1. Riya Nisha Priya Megha and Simi are friends.
2. India Japan Myanmar Bhutan Nepal and Bangladesh are Asian countries.
3. Veena come here.
4. Give me a mug of coffee please.





4. Exclamatory Mark (!)

The **exclamatory mark (!)** is used at the end of an exclamatory sentence.

Example: How big the house is !

C. Write some sentences using exclamatory mark (!).



Skills/Level
WRITING/A2



1. _____
2. _____
3. _____
4. _____
5. _____

5. Semicolon (;)

A **semicolon (;)** shows a greater pause than that of a comma. It is used instead of the conjunctions and, but and so.

Example: Yesterday it was hot; today it is cold.

6. Colon:

A **colon (:)** shows a greater pause than the semicolon (;).

A **colon (:)** is used to introduce a list of things.

Example: The train runs on certain days : Sunday, Wednesday, Friday.

D. Rewrite the following sentences inserting semicolon (;) or colon (:), where necessary.



Skills/Level
WRITING/A2



1. I will visit Frankfurt, Germany, Colombo, Sri Lanka and New York, America.

2. I came, I saw, I conquered.

3. I need the following things two pens, three pencils, four notebooks and one geometry box.

4. October 2, 1869, August 15, 1947, January 26, 1950, are important dates.





7. Inverted Commas (“ ”)

Inverted commas or **quotation marks** (“ ”) are used to enclose the exact words spoken or written by a person.

Example: Raj said to him, “Rakesh is an honest man.”

E. Rewrite the following sentences using inverted commas where necessary.

1. You are late again said the teacher.

2. Do not repeat the mistake said my mother.

3. Aman said, My father is a doctor.

4. Rupa said, He is my younger brother.



Skills/Level
WRITING/A2



8. Apostrophe (')

An **apostrophe** (') is used :

- **To show possession or belongingness**

Example: It is Rani's purse.

- **To show that a letter or some letters in a word have been omitted or left out**

Example: She's a great artist.

F. Rewrite the sentences using the apostrophes where necessary.

1. It is my sisters scooty.

2. That is my uncles house.

3. Those are womens suits.

4. This is a girls school.



Skills/Level
WRITING/A2





9. Capital Letters

Capital letters are used:

- **To begin a sentence**

Example : New Delhi is the capital of India.

- **To begin the names of days of the week and months**

Example : Sunday, August

- **To begin the names of books, newspaper, magazines, etc.**

Example : India 2020, The Hindustan Time, Frontline

- **To begin the names of cities, states and countries**

Example : Kolkata, West Bengal, India

- **To begin the names of rivers and oceans**

Example : Ganga, The Yamuna

- **To begin the names of mountains**

Example : Himalayas, Alps

- **To begin the names of roads and building**

Example : Subhash Bose Marg, Lincoln Memorial

G. Rewrite the following sentences using capital letters wherever necessary.

1. london is the capital of england.

2. the ganga is a holy river.

3. sunday is a holiday.

4. subhash bose was born at cuttack.



Skills/Level
WRITING/A2





Points to Remember

- Punctuation is the use of **full stops, commas, question marks, etc.** in a sentence.
- Punctuation marks have great importance in writing language.
- Punctuation marks make our written work clear and the reader can understand what we want to say.



My Activity Corner



Skills/Level
WRITING/A2



Put capital letters, full stops, question marks, commas and apostrophe, where necessary, in the following sentences.

1. she doesnt have a pen and she is using her brothers pen

2. we will go to mumbai next christmas

3. england india and sri lanka are playing in the world cup cricket matches

4. my mother bought potatoes onions tomatoes brinjals and cauliflower

5. prems sister wont come today

6. srinagar is very cold in the months of december january and february



My EeeBee Interactive Activities



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab

