



Hi, I am EeBee



Punctuation and Capital Letters

Learning Outcomes

- Students will learn the rules of punctuation and capitalization.
- They will identify errors in punctuated sentences.
- They will apply punctuation and capitalization rules in writing.



Lead in

See this picture and make the sentences meaningful.

Madhu and Rohan are in the park they come here daily in the morning some people come to walk and some come here to take exercise sometimes Madhu's grandfather also come with her he sits on the grass and do yoga.



Punctuation Marks

We use punctuation marks to **create sense, clarity** and **stress** in **sentences**. These are used to structure and organise our writing.

Main Marks of Punctuation

The main marks of punctuation are :

- | | |
|------------------------------|---|
| 1. Full stop (.) | 2. Comma (,) |
| 3. Mark of Interrogation (?) | 4. Mark of Exclamation (!) |
| 5. Semicolon (;) | 6. Colon (:) |
| 7. Apostrophe ('') | 8. Quotation marks or inverted commas (" ") |

Full Stop (.)

We use a full stop (.) :

- To Close a Statement, or a Command

Examples :

1. New Delhi is the capital of India. (statement)
2. Bring a glass of water. (command)

➤ **After initials or abbreviations**

Examples :

Mr I.K. Gujral Mr Inder Kumar Gujral
U.S.A. United States of America

➤ **To indicate a decimal fraction**

Examples :

62.21 5.291



Grammar Byte

- *In modern English, full stops are often omitted in abbreviations.*
- *M.L.A. and MLA are both acceptable.*
- *Full stops can be omitted in Mr, Mrs, etc.*

Comma (,)

The comma represents the shortest pause.

It is used :

➤ **To separate a series of words**

Examples :

1. The manager is honest, sincere and efficient.
2. The Indian delegation visited Russia, Germany, Iran, France and Brazil.

➤ **To mark off a noun or phrase in apposition**

Examples :

1. Milton, the great English poet, was blind.
2. Indira Gandhi, the first woman Prime Minister of India, was the daughter of Jawaharlal Nehru.

➤ **To mark off words used in addressing people**

Examples :

1. How are you, Rahul?
2. Priya, shall we play together?

➤ **To separate the words yes or no from the rest of the sentence**

Examples :

1. Yes, I will definitely invite you.
2. No, I cannot wait for you.

➤ **In a letter after the salutation and after the complimentary close**

Examples :

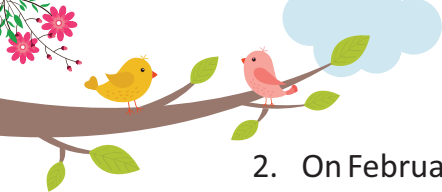
1. Dear Virat,
2. Yours faithfully,

➤ **To separate the parts of a date from one another or any words following the date**

Examples :

1. February 15, 2025





2. On February 15, 2025, I bought this car.

➤ **To separate a question tag from a statement**

Examples :

1. He is honest, isn't he?

2. They are not happy, aren't they?

➤ **To separate a reported speech from the rest of the sentence**

Example :

1. Suman said, "I can't wait for you".

A. Put commas where necessary.

1. Deepa loves ice-cream chocolates cake and books.

2. She needs bread milk and butter from the grocery store.

3. Seema come here.

4. Yes you may go now.

Mark of Interrogation (?)

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

Examples :

1. How old are you?

2. Do you know her?

Mark of Exclamation (!)

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

Examples :

1. How beautiful the picture is!

2. What an amazing shot this is!

B. Put full stop (.), mark of interrogation (?) or mark of exclamation (!) where necessary.

1. Tedros Adhanom Ghebreyesus is the Director - General of the World Health Organization

2. Who is the Secretary General of the UN

3. How clever she is

4. How stupid you are

5. Napoleon was a brave man

Semicolon (;)

The semicolon represents a pause greater than the one indicated by the commas.

It is used:

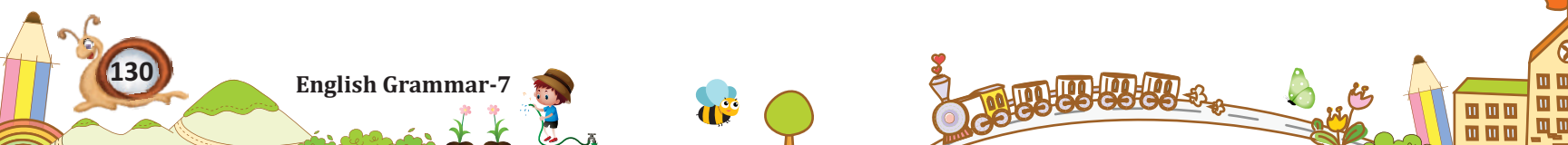
➤ **To separate the independent clauses not connected by a conjunction**

Examples :

1. Pranav is gentle and hardworking ; Anjana is rude and careless.

➤ before such expressions as **however, then, moreover, nevertheless, hence, thus, for instance, consequently, that is, therefore**, if they come between independent clauses not connected by a conjunction.

Examples :





1. I think I've stayed too long; therefore I'm leaving in the morning.
2. The engineers claimed that the bridge was safe ; however, they were still not prepared to risk crossing.

➤ **To separate clauses, particularly if the clauses have internal commas.**

Examples :

1. Our class is going on an excursion ; Rahul carries the suitcase ; Megha carries the food ; Raghav carries the camera and Ashu, the rest of the things.

Colon (:)

The **colon** represents even a greater pause than the semicolon.

The colon is used :

➤ **To introduce a list of things**

Examples :

1. Mother bought a lot of fruits from the market : apples, mangoes, oranges and bananas.

➤ **after a statement which introduces examples**

Examples :

1. India has four metropolitan cities : Delhi, Kolkata, Mumbai and Chennai.

Apostrophe (')

Apostrophe (') is used :

➤ **To show belongingness or possession**

Examples :

1. This is my uncle's car.
2. That is Rani's bag.

➤ **with expressions of time, money and space**

Examples :

1. four week's vacation, a dollar's worth, a ball's throw

➤ **To make short forms**

Examples :

1. Don't speak a word.
2. I can't do that.

➤ **To form the plurals of letters, figures, etc.**

Examples :

three 4's, two M.P.'s, five a's

Quotation Marks or Inverted Commas (" ")

The **quotation marks** are used :

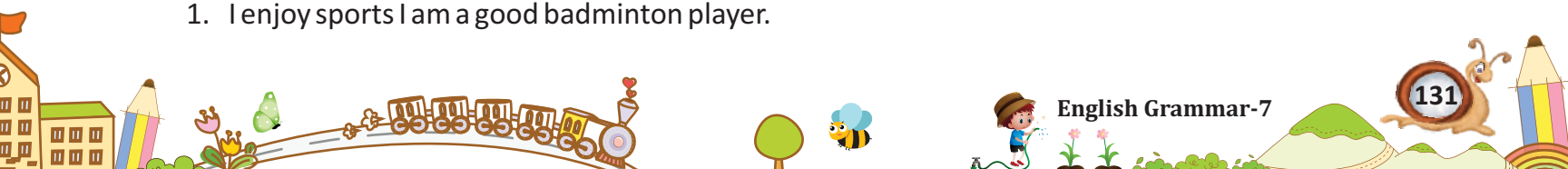
➤ **To set off the actual words of a speaker**

Examples :

1. Priya said, "Walking is a good exercise."
2. He said to me, "Please, bring me a cup of tea."

C. Insert the semi-colon, the colon wherever it is necessary.

1. I enjoy sports I am a good badminton player.





2. The refugees were poor they had no homes to live in.
3. The most famous books of Charles Dickens are David Copperfield, A Tale of Two Cities, Oliver Twist and Great Expectations.
4. Many teams participated in the IPL Tournament Mumbai Indians, Kolkata Kinght Riders and Royal Challengers.

D. Rewrite the sentences using apostrophes where necessary.

1. In four weeks time, she has to vacate the room.

2. Its important to follow the law of a country.

3. Didnt you hear, that they are leaving tomorrow?

4. She didnt hear the childrens cries.

E. Put quotation marks wherever necessary in the following sentences.

1. He said I am going to school.
2. Chitra said, I'll reach home early.
3. She said do you read the magazine regularly?
4. Prateek said, I cannot call you.

Capital Letters

Capital letters are used with proper nouns.

- **To capitalise the names of persons**

Examples : Subhas Chandra Bose, Sourav Ganguly

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

Examples : Tuesday, January

- **To capitalise the names of religious books**

Examples : the Ramayana, the Quran, etc.

- **To capitalise the name of countries and nationalities**

Examples : India, Indians, Greeks

- **to capitalise the name of race and languages**

Examples : The Portuguese, Bengali

- **To capitalise the names of schools and colleges**

Examples : Modern Public School, Banaras Hindu University

- **To capitalise the names of buildings**

Examples : Victoria Memorial, Hawa Mahal

- **To capitalise the names of trains and ships**

Examples : Rajdhani Express, The Titanic

- **To capitalise the names of special days or events**

Examples : Independence Day, Quit India Movement

- **To capitalise the first word of every sentence**



Skills/Level
READING & WRITING/B2



Example : We should respect our teachers,

- To capitalise the first word of each line of a poem

Example : Humpty Dumpty sat on a wall,
Humpty Dumpty had a great fall.

- To capitalise the first word of a direct quotation

Example : He said, "They all are my friends."

- To capitalise the official names of government departments and of high ranking officials

Example : the Home Ministry, the President

- To capitalise the pronoun I and all the words used for God

Examples : I felt as if I had fainted.
the blessings of God



Skills/Level
READING & WRITING/B2



F. Rewrite the sentences using the capital letters wherever necessary.

1. Priya studies in teresa modern school.

2. The bande bharaT express is the fastest train in India.

3. My birthday falls on Monday.

4. The buddhists are ardent followers of gautam buddha.



Points to Remember

- **Punctuation marks** are used in a sentence to create sense, clarity and stress in a sentence.
- We use a full stop to close a **statement or a command**, after initials or abbreviations.
- **The comma** represents the shortest pause.
- **A mark of interrogation** is used at the end of interrogative sentence.
- **The semicolon** represents a pause greater than the one indicated by the commas.
- **The colon** represents even a greater pause than the semicolon.
- **An apostrophe** is used to show belongingness or possession, to make short forms, etc.
- **The quotation marks** are used to set off the actual words of a speaker.



My EeeBee Interactive Activities



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab

