



Hi, I am EeeBee



Punctuation

Learning Outcomes

- Students will learn the importance of punctuation marks (full stop, comma, question mark, exclamation mark, etc.).



Lead in

Use full stop, comma and capital letters at proper places.



once there was a dog one day he found a piece of meat he took it in his mouth and ran to his living place in the way there was a bridge so he walked on it to cross suddenly he saw his own shadow in the river water.

Punctuation Marks

Punctuation marks are signs such as full stops, commas, and question marks. We use them in sentences to make the meaning clear. We use punctuation marks to structure and organize our writing.

Main Marks of Punctuation

The main marks of punctuation are as follows:

1. Full stop (.)
2. Comma (,)
3. Question mark (?)
4. Exclamation mark (!)
5. Semicolon (;)
6. Colon (:)
7. Apostrophe (')
8. Question marks or inverted commas (" ")
9. Hyphen (-)
10. Dash (—)

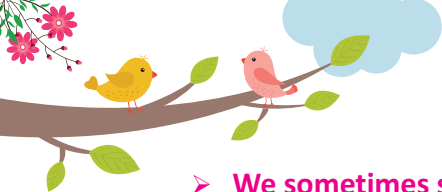
1. Full Stop (.)

➤ **We put a full stop at the end of a sentence.**

1. Rahul is my best friend.
2. The children are playing in the park.

➤ **We sometimes put full stop after the words which have been shortened.**

Sunday	Sun.	January	Jan.
Monday	Mon.	March	Mar.
		October	Oct.
Doctor	Dr.		
Department	Dept.		
Mister	Mr.		



- **We sometimes shorten people's first names to one letter (initials) followed by a full stop.**

Tedros Adhanom Ghebreyesus **T.A. Ghebreyesus**
 Rohit Gurunath Sharma **R.G. Sharma**

2. Comma (,)

- **We put a comma between items in a list.**

1. She needs paper, pencil and eraser to draw.
2. He enjoys tennis, cricket, hockey and football.

- **We put commas between the adjectives when we use a lot of them to describe something.**

1. He is a tall, smart, punctual and clever young man.
2. A giraffe is a tall, long necked, long legged animal.

- **We put comma after yes or no, and before please. You also put a comma before or after the name of the person you are speaking to.**

1. Yes, you may come in.
2. No, he has not reached yet.
3. Have a nice time, Madam.
4. Will you lend me your pen, please?

- **We use commas to indicate a short pause.**

1. She was in the bedroom, watching a movie on television.
2. Unfortunately, he injured his hand.

- **We also use a comma between the names of places.**

1. The Taj Mahal, Agra
2. New Delhi, India
3. Rashtrapati Bhawan, New Delhi



- **We also use a comma to set off a noun of address.**

1. Rani, give me a glass of water.
2. May I come in, Sir?

- **We use a comma to separate expressions that are in apposition.**

1. Rohit Sharma, the renowned cricketer, was awarded with the Rajiv Gandhi Khel Ratna Award.
2. The meeting was addressed by K. Sivan, the Chairman of ISRO.

- **We use a comma to separate expressions like, however, in fact, nevertheless, of course as.**

1. However, he decided to give outside support to the current government.
2. In fact, I am not satisfied with his performance.

- **We use a comma to separate question.**

1. They are coming, aren't they?
2. She didn't come, did she?

- **We use a comma to separate a reported speech from the rest of the sentence.**

1. The teacher said, "The school will remain closed tomorrow."
2. Mother said to her child, "Drink a glass of milk (!)."

- **We use a comma to separate the parts of a date.**

1. August 15, 1947.
2. Finally, on January 26, 1950, our Constitution came into force.

- **We use a comma to separate the parts of an address.**

1. B-3, Near CPC Plaza
2. A-5/50, Kiriti Nagar

- **We use a comma after the salutation and after the complimentary close in a letter or application.**

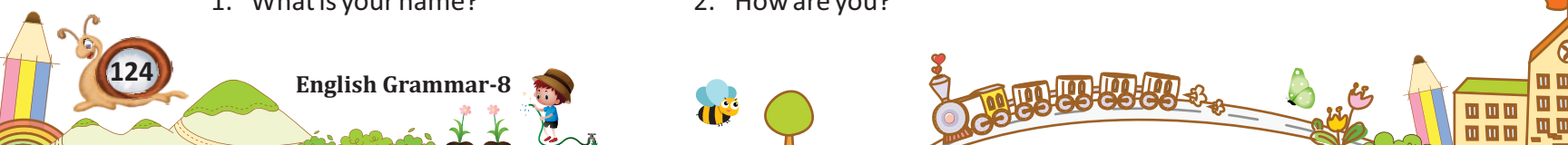
1. My dear uncle, ...
2. Yours faithfully, ...



3. Question Mark (?)

- **We put a question mark at the end of a question.**

1. What is your name?
2. How are you?





4. Exclamation Mark (!)

- **We use an exclamation mark at the end of a sentence that shows a strong feeling like being angry, surprised or frightened.**

1. You are completely wrong!
2. What a surprise!
3. Help! A monster!
4. What a silly thing to do!

- **We also use exclamation marks with orders.**

1. Come here!
2. Sit down!
3. You are fired!

5. Semicolon (;)

- **A semicolon is a longer pause than a comma. We can use a Semicolon instead of the conjunctions and, but and so.**

1. Yesterday I lost my books; I found them today.
2. Mom enjoys sport; she's a good tennis player.

6. Colon (:

- **When we are reading a script of a play, we see a colon between the name of a character and the words that are spoken.**

1. Karan : What have you got in the bag?
Shivam: My swimming costume.
Karan : When are you going for swimming?
Shivam: This afternoon, would you like to come?

- **We also use a colon to introduce a list of things.**

1. To make tea you will need: Water, milk, tea leaves and sugar.

7. Apostrophe (')

- **We use an apostrophe with 's' to show who owns something.**

1. The monkey's tail is very long.
2. We are going to our aunt's house.

- **We also use an apostrophe to show that a letter is missing, or some letters are missing, when we make a word shorter.**

1. I'm (= am) the boy who lives near the church.
2. She's (= is) an intelligent girl.
3. He's (= has) been to London many times.

8. Quotation Mark ('...' or "...")

- **We use quotation marks to show exact words that someone says. We put the mark ' or " at the beginning of the words and the mark ' or " at the end.**

- **We also put a comma [,] before the first or last quotation mark to separate the words from the rest of the sentence.**

1. "This book is mine", said Simi.
2. "I would like to have a cup of tea please", said John.
3. David said, "Let's play a computer game".

- **If the exact words that someone says come after the rest of the sentence, we put a full stop before the last quotation mark.**

1. David said, "Come inside and have some coffee."

- **Similarly, we use question mark and exclamation mark.**

1. 'Is this the way to the airport?', the stranger asked.

9. Hyphen (-)

- **We use a hyphen (-) with compound numbers.**

1. forty-two
2. ninety-five





➤ **We use a hyphen (-) with compound words.**

1. father-in-law
2. good-looking

10. Dash (–)

➤ **We use a dash after a list of items when the list is followed by an explanation.**

1. Parent, relatives, friends – none came to his help.

➤ **We use a dash to introduce an explanation in the middle of a sentence.**

1. Everybody – the men, the women, the children - liked his personality.

A. Use the correct punctuation marks in the following sentences.

1. What a lovely rainbow

2. He's very smart, isn't he

3. Help I'm slipping

4. Mom asked if I had cleaned my room

5. Could you open the door please

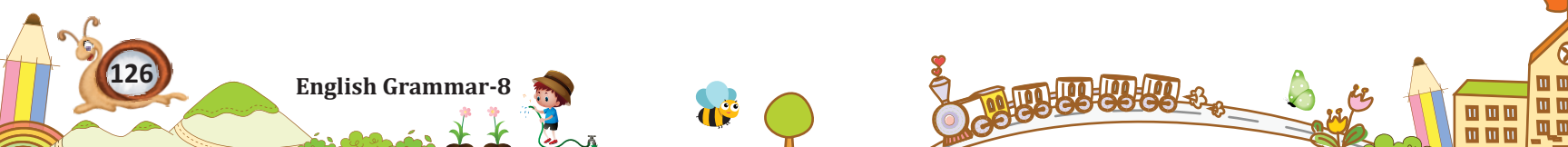


Skills/Level
READING & WRITING/B1



Points to Remember

- **Punctuation Marks** are signs such as stops, commas, and question marks.
- We **Put full Stop** at the end of a sentence.
- We put **A Comma** between items in a list.
- We put **A Question Mark** at the end of a question.
- We use **An Exclamation Mark** at the end of a sentence that show a strong feeling like being angry, surprised or frightened.
- **A Semicolon** is a longer pause than **A Comma**.
- When we are reading **A script of a play**, We see a **Colon** between the **Name of a Character** and **The Words** that are spoken.
- We use an **Apostrophe With 's'** to show who owns something.
- We use **Quotation Marks** to show exact words that someone says.
- We use **A Hyphen** with compound numbers.
- We use a dash after a list of items when the list is **followed by an explanation**.





My Activity Corner



Skills/Level
WRITING/B1



For each of the following, choose the sentence with the correct punctuation.

1. (a) The American flag has three colors; red, white, and blue. ☐
- (b) The American flag has three colors: red, white, and blue. ☐
- (c) The American flag has: three colors. red, white, and blue. ☐
- (d) The American flag has three colors: red, white, and blue. ☐
2. (a) She said loved the book; so, I gave it to her. ☐
- (b) She said loved the book, so I gave it to her. ☐
- (c) She said: loved the book, so I gave it to her. ☐
- (d) She said loved the book: so I gave it to her. ☐
3. (a) We ask; therefore, that you keep ths matter confidential. ☐
- (b) We ask, therefore; that you keep ths matter confidential. ☐
- (c) We ask, therefore, that you keep ths matter confidential. ☐
- (d) We ask: therefore, that you keep ths matter confidential. ☐
4. (a) The order was requested six weeks ago; therefore, I expected the shipment to. ☐
- (b) The order was requested six weeks ago, therefore. I expected the shipment to. ☐
- (c) The order was requested: six weeks ago, therefore, I expected the shipment to. ☐
- (d) The order was requested six weeks ago: therefore, I expected the shipment, to. ☐
5. (a) You asked for forgiveness, he granted it to you. ☐
- (b) You asked for forgiveness; he granted it to you. ☐
- (c) You asked for: forgiveness. He granted it to you. ☐
- (d) You asked for forgiveness He granted it to you. ☐



My EeeBee Interactive Activities



Listening



Speaking



Reading



Writing



Grammar



Vocabulary

WRITE YOUR SCORE

Practice your LSRW Skills



on Communication Lab

