

PUNCTUATIONS

1. Period / Full Stop (.) :

We put a **Period / Full Stop** at the end of a sentence.

- Eg: a. Albert is my good friend.
b. Please don't be late.
c. The bird is sitting on a branch.
d. It's snowing heavily today.
e. There's a rainbow in the sky.

2. Question Mark (?) :

We use a **Question Mark** after asking a **question**.

- Eg: a. What's your name?
b. How many stamps do you have?
c. Where do they come from?
d. Who has taken my pen?
e. Can you lend me your bicycle?
f. Where are you going?

3. Comma (,) :

A: Use a comma between **Nouns** and **Noun Phrases** in a list.

- Eg: a. I bought two apples, three oranges and some grapes.
b. He enjoys tennis, badminton, skating and football.
c. At school we study English, math, science, history and geography.

B: Use commas between **Adjectives** when you use several of them to describe something.

- Eg: a. A giraffe is a tall, long-necked, long-legged animal.
b. He is a tall, handsome, smart and ambitious young man.

C: Use a comma after **Yes** and **No**, and before **Please** in sentences.

You also use a comma **Before or After the name of the person** you are speaking to.

D: Commas are used to show where there is a **Brief Pause**.

- Eg: a. Unfortunately, she injured her knee while skating.
b. She was in the bedroom, listening to music on the radio.

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4. Exclamation Point/Mark (!) :

An **Exclamation Point / Mark** is used after a word or a sentence in which We have expressed our feelings or emotions (sudden, surprise, sad, anger, happy, painful etc)

Eg: a. Sit down!

b. Oh dear!

c. What a surprise!

d. You are fired!

e. I told you not to do that!

5. Apostrophe (') :

A: Use an **Apostrophe** with an **s ('s)** to show who owns something. The **'s** is added after singular nouns or names.

Eg: a. We all like Mom's cooking.

b. Amanda clears everybody's plates after dinner.

c. John's dog is very friendly.

B: When a name or a singular noun ends in **-s**, Write an apostrophe first and then add another **s**.

Eg: a. The princess's golden ball fell into a well.

b. Dad is at his boss's party.

C: When plural nouns that end in **-s**, put the apostrophe after the **-s**.

Eg: a. Birds' beaks are all different shapes and sizes.

b. This is my parents' wedding photo.

c. My brothers' bedrooms are always messy.

d. The girls' bedrooms are usually tidy.

D: The **apostrophe** can also be used to show that one or more letters in a contraction have been left out.

Eg: a. He's (he+has) gone to the library.

b. Dad wasn't (was+not) at home and the children weren't (were+not) at home either.

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6. Quotation Marks (" ") :

It is also called as **Double Inverted Comma**. We use quotation marks **around the exact words** that someone says. You put the mark **at the beginning of the words, and the mark at the end**. To highlight anything which is important.

Eg: a. "This bike is mine," said Susan.

b. "I would like some apple juice, please," said the little boy.

c. "Let's play computer games," said James.

7. Single Inverted Comma (' ') :

We use it to **highlight Title** of anything or to **highlight any word** in common.

8. Capital Letter :

A: We use a capital letter as the **first letter of the first word in a sentence**.

Eg: a. **D**ogs have wet noses.

b. **W**here is my ball?

c. **T**his is my brother.

B: **First letter of the first word in Direct Speech**.

Eg: a. Sam said, "**T**his is my brother."

b. "**W**here is my ball?" Tom asked.

C: We use a capital letter to begin the names of **Renowned People and Places**.

D: We also use capital letters after the **initials in someone's name**.

Eg: **M.K.G**andhi, **Dr.B.R.A**mbedkar etc

E: Before name of **Days of the week and months, names of holidays and special celebrations, titles of books, films and plays, Nationalities and languages etc**.

9. Colon (:) :

We use it to list out several things of any person, place, animal, things or any other thing.

10. Semi Colon (;) :

We use it between two clause/sentences when we speak something related to one person, place, animal, thing or anything.

Eg: a. Salman Khan has bad image; he also does good charity work.

b. Sachin Tendulkar is a good cricketer; he is also a good parent and husband.

c. I have a meeting tomorrow morning; I can't go out tonight.

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11. Dash (-) :

A dash is used to **separate words into statements**.

There are two common types of dashes: **en dash** and **em dash**.

A: **En dash**: Typically shorter in length, the en dash is used to denote a range, such as between numbers or dates.

Eg: a. The company was operational from 1990-2000.

b. He took the Chicago-New York train last night.

B: **Em dash**: This dash is longer, and is sometimes used instead of other punctuation marks, like commas, colons, or parentheses.

Eg: a. Her answer was clear — Yes!

b. She gave him her answer — No!

12. Hyphen (-) :

Dash and Hyphen are different. Uses of Hyphen are as follows:

A: Use a hyphen to **join two or more words together into a compound term**.

Do not separate the words with spaces.

Eg: a. My eight-year-old boy loves reading.

b. I work part-time.

c. Self-expression

d. Self-confidence

B: To **link prefixes** to words.

Eg: a. These things happened before the pre-enlightenment era.

C: To indicate **word breaks**

Eg: a. Unlike what some people might think, the twentieth-century was very different from other preceding time periods.

13. Parentheses () :

It is also called as **Brackets**. Brackets are of different types.

It is used when we want to say something more about the said topic.

Eg: a. Sachin Tendulkar was a great cricketer (He was a great father, husband and son too).

b. Global Warming is a major issue (it has lead to rise in temperature).

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14. Slash (/) :

A slash, which is also known as a **forward slash, a virgule, or even an oblique dash**, has a number of uses. The slash can be used to separate lines in a song or poem when they are written in a continuous line. The slash (/) is also used in place of the word or. The slash can also be used to show two contradictory notions.

A: Use slashes to separate parts of the internet (web) addresses and file names for some computer programs.

Eg: `http://www.example.com/`

B: Use slashes for fractions

Eg: $1/3$ = one-third

C: Use a slash to separate the day, month, and year in date.

Eg: a. w/o = without

b. n/a or N/A = not applicable or not available

c. R/C = radio control

d. 29/08/2021

D: Use a slash to show the word “per” in measurements.

Eg: 80 miles/hour = 80 miles per hour

E: Use a slash to separate lines of poetry or rhymes in regular text.

Eg: Twinkle, twinkle, little star, / How I wonder what you are. / Up above the world so high, / Like a diamond in the sky.

F: Use a slash to show alternatives in a sentence.

Eg: Please press your browser’s Refresh/Reload button.

15. Ellipsis (...) :

An ellipsis is usually represented by three dots (...), although it can also be represented by three asterisks (***). This punctuation symbol is used to show that there has been an omission. We often use an ellipsis to show that parts of sentences are left out.

Eg: a. To be continued...

b. You’ll never believe what I saw...