Punctuations



Capital Letter, Full Stop

All sentences and proper nouns begin with a CAPITAL LETTER.

All statements end with a FULL STOP(.). It is a long pause between two sentences.

- Delhi is the capital of India.
- We are planning to visit Goa, Daman, Diu, Mumbai and Ahmadabad soon.
- All the students are in the playground.
- Hari is eating breakfast at Jack and Jill restaurant.



Question Mark (?)

You have already learnt how to use a full stop (.).

A sentence that asks for an answer is called a question. We use a question mark (?) at the end of a question.

- How are you?
- Are you ill?
- Where do you live?
- Have you seen my book anywhere?

Remember: All the sentences that ask a question end with a question mark.



The Comma (,)

Items or names in a list are separated by a comma (,). It is a shorter pause than a full stop within a sentence.

Look at some of the examples given below.

- Priya, Raj, Gita and Hari went to a park.
- I bought some books, clips, stamps, an album, some pencils, a box of colours and some sheets of paper at the stationery shop.
- Please get some flour, some eggs, butter and sugar.

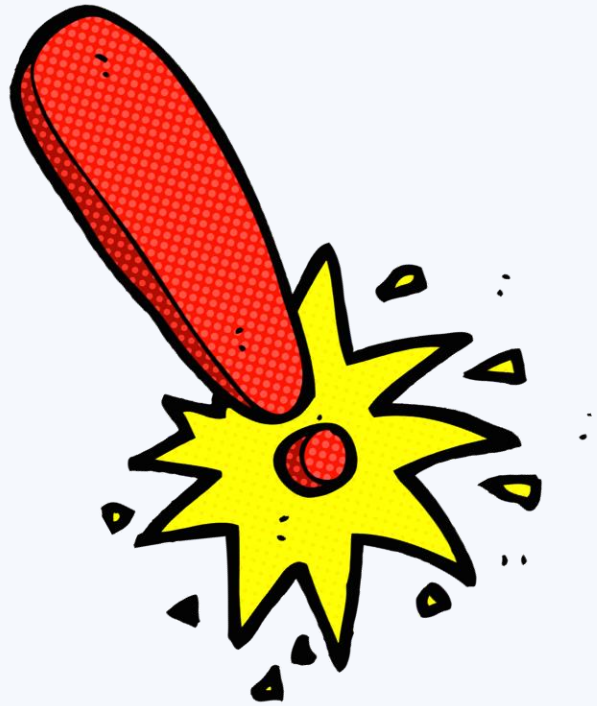




Exclamation Mark (!)

An exclamation mark (!) is used to show wonder, surprise, disappointment, pain, joy, sorrow or any sudden expression of a feeling.

- Oh no! I lost my book.
- Hey! That's my dress!
- Really! That's a surprising news.
- How sad!



Let's Learn

Punctuate and rewrite these sentences.

1. my mother spilt the yogurt on the floor
2. isn't this a wonderful sight
3. we have to buy an eraser a pair of scissors coloured paper and a ruler
4. dronacharya was the pandava's guru/teacher
5. Have you read the malory towers by enid Blyton
6. what a wonderful sunset
7. Stop shouting

