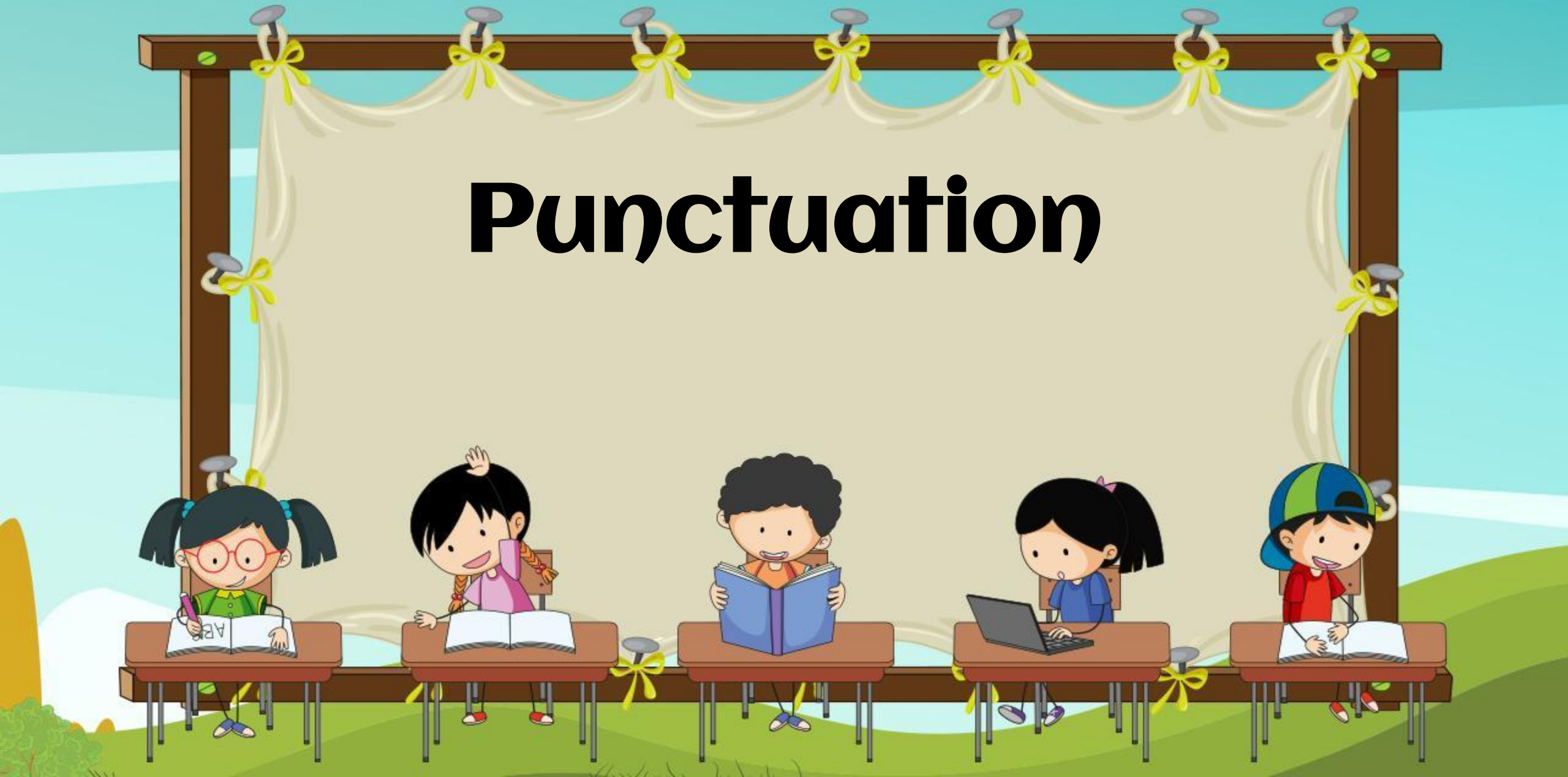
Punctuation



Capital Letter, Full Stop

All sentences and proper nouns begin with a CAPITAL LETTER.

All statements end with a FULL STOP(.). It is 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.



Exclamation Mark, Apostrophe for Contraction

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!

An apostrophe (…') is used to show missing words to contract a word.

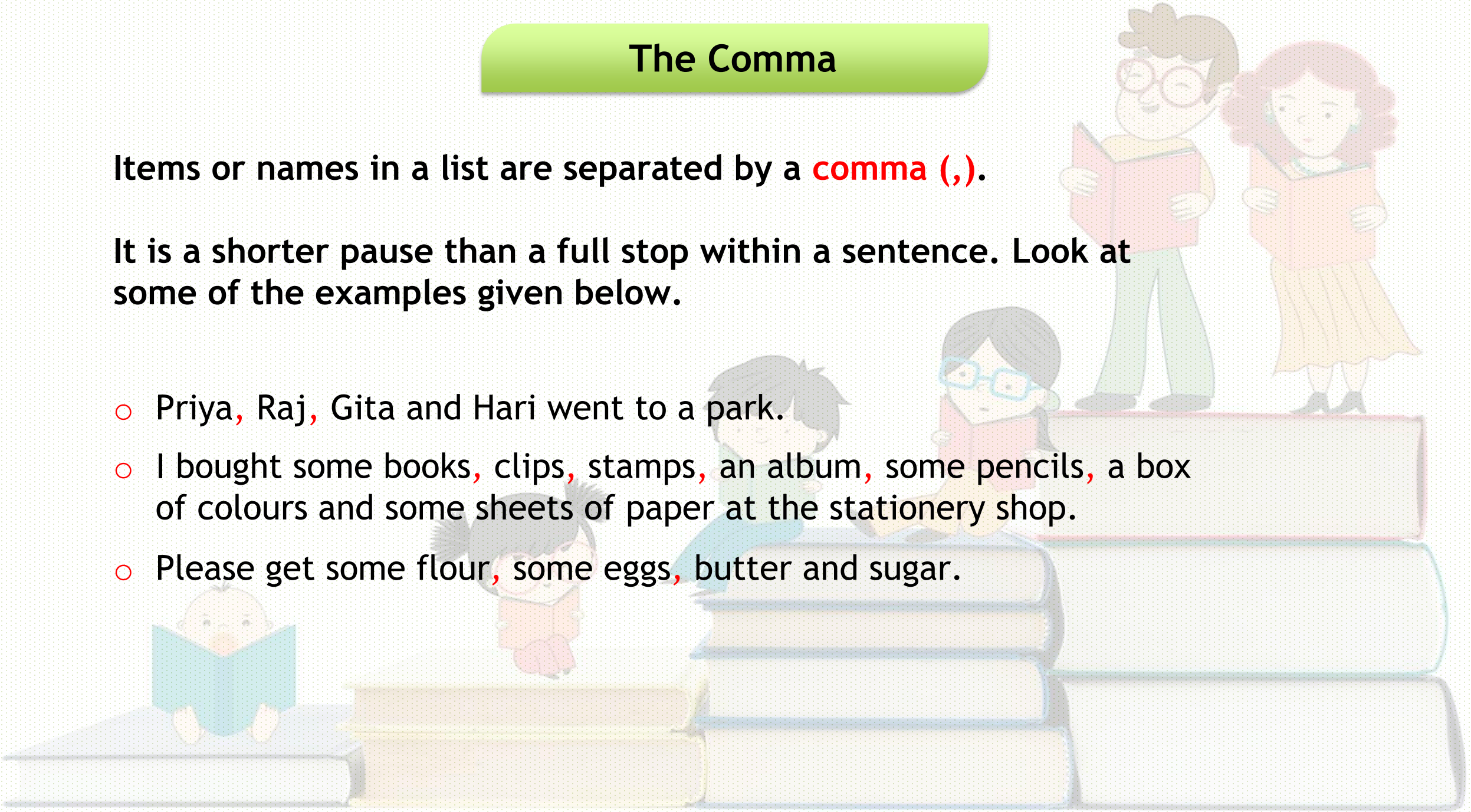
- She said, 'I don't (do not) know the answer.'
- I've (I have) seen this movie already.
- They're (they are) late. We'll (we will) leave. We can't (cannot) wait any more.

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.



Your Turn

Punctuate and rewrite these sentences.

1. my mother spilt the rice on the floor
2. isnt 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 said father

