Punctuation

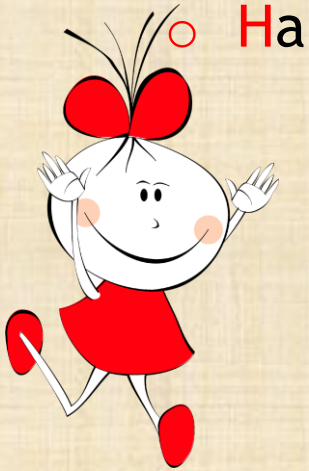


Capital Letter, Full Stop

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

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! I will pay with my card!
- Really! That's a surprising news.
- How sad!





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.

Inverted Comma

- Words spoken by a person are quoted exactly as they were spoken using **inverted (double or single) commas**. **(“….”/ ‘….’)**
- **Inverted commas** can sometimes be used to emphasise/highlight a particular phrase or word within a sentence or a paragraph.

Example:

1. The Prime Minister said, “India has the best history.”

Here the words in inverted commas are the words spoken by the Prime Minister. The exact words have been quoted and so inverted commas are used.

2. ‘Alice in Wonderland’ is my favourite book.

3. The chef talked about the importance of using ‘fresh’ ingredients to bring out the best flavours in the dish.

The inverted commas here emphasise the word ‘fresh’, to highlight its significance or hint at a specific meaning in context.

Let's Learn

Punctuate correctly and rewrite these sentences.

1. my brother spilt the curd on the floor
2. isnt this a wonderful sight?
3. how are you going to goa
4. she used to be my brother english teacher in the old school
5. have you read the secret garden
6. what a wonderful sunset
7. Stop shouting

