Punctuation



Capital Letters

We use capital letters to start:

- a proper noun

  Howrah Bridge, Seema Roy, India

- a sentence

  There are three kittens under the table.

- a quoted text, after using an open inverted comma

  She said, ‘My name is Meena.’

- names of novels, plays, essays and films

  A Passage to India

- writing abbreviations

  WTO, UNO, IIT

- official names of government departments and titles of officials in high positions

  the President
  the Home Minister



Full Stop

We use full stop to start:

- a declarative sentence
- an imperative sentence
- in some abbreviations
- in websites and email addresses
- when quotation marks are used, the full stop is placed before the closing quotation mark.

I am going to school.

The cat drank the milk from the bowl.

Open the door.



Comma

We use a comma:

- to separate a list of items
- to mark the pause in a sentence
- to join two thoughts or ideas
- to separate a word or group of words to address a person
- sometimes after the salutation in a letter
- before the introduction of direct speech and after the reporting verb

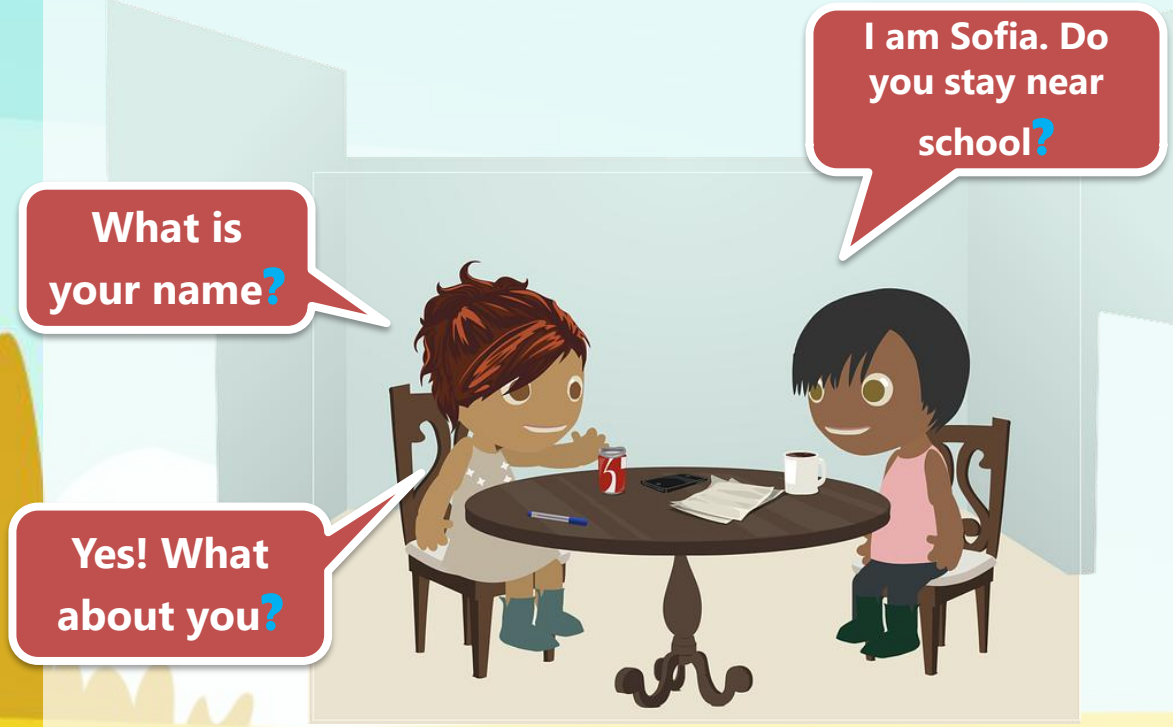
I bought 2 pens, 4 pencils, 1 eraser, 1 big ruler and 1 sharpener from the shop.

You are coming with me, aren't you?

I love desserts, but I don't like chocolate.

Question Mark

A question mark is used at the end of a question.



Exclamation Mark

An exclamation mark is used at the end of an exclamatory sentence to express strong emotions.



I love eating icecream!

Oh, no! I forgot to bring my notebook.





What was that sound? I am scared!

Semi-colon

We use a semi-colon

- to join related independent clauses
- to separate items that contain commas
- to separate two main clauses when the second clause begins with *nevertheless*, *therefore*, *moreover*, *otherwise*, *also*, *still*, and so forth

My uncle has visited London, England; Paris, France; Australia, Sydney and many other cities.

The weather was terrible; it rained all day.

It was raining; therefore we stayed indoors all day.



Colon

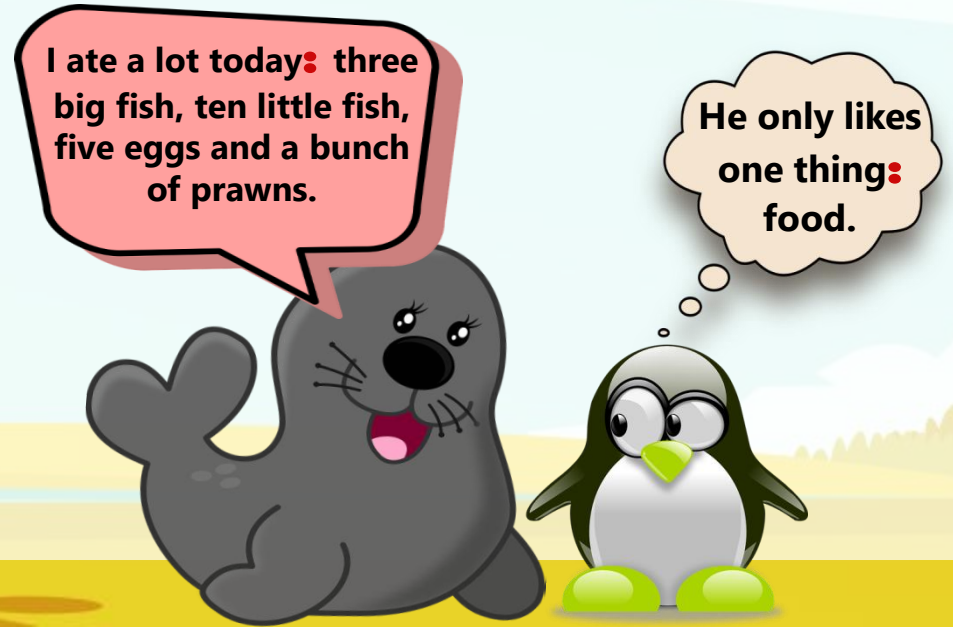
We use a colon:

- at the start of a list to separate items that contain commas
- to separate two independent clauses
- to create emphasis
- to introduce a quotation or a formal statement
- to indicate that the statement before the colon will be further explained

I have many hobbies: reading, playing the guitar and collecting stamps.

Deepak is a crazy boy: he enjoys feeling cold.

I had something special for dinner: homemade pasta.



Your Turn

Rewrite with the correct punctuation.

1. my mother always says cleanliness is next to godliness
2. yash is tall and lean his brother is short and stout
3. i have visited a lot of countries australia japan china
4. who do you like more ms dhoni or virat kohli
5. dont go there

