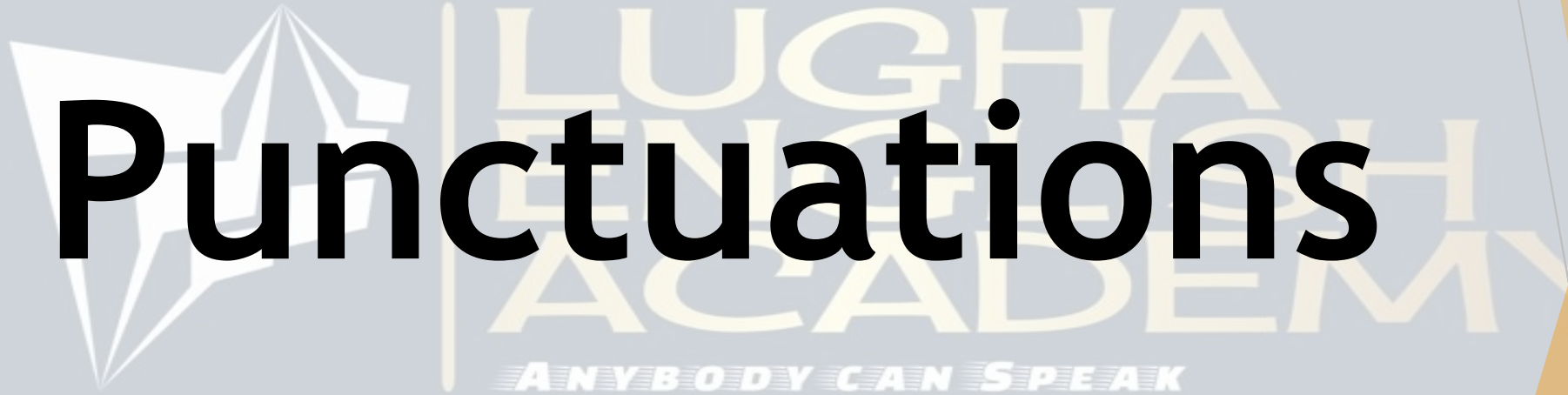


Punctuations



1. Period (.)

► Use: Ends declarative sentences and abbreviations.

□ Examples:

□ She likes to read.

□ Smith is our teacher.

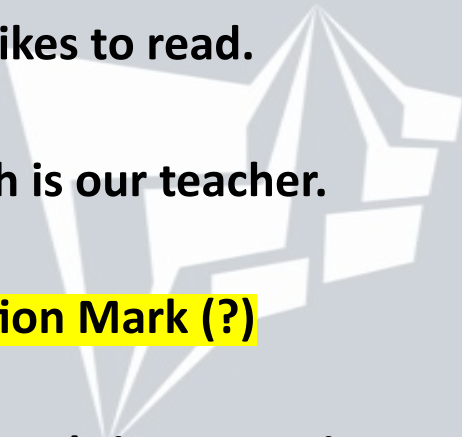
2. Question Mark (?)

► Use: Ends interrogative sentences.

□ Examples:

□ What are you doing?

□ Have you finished your homework?



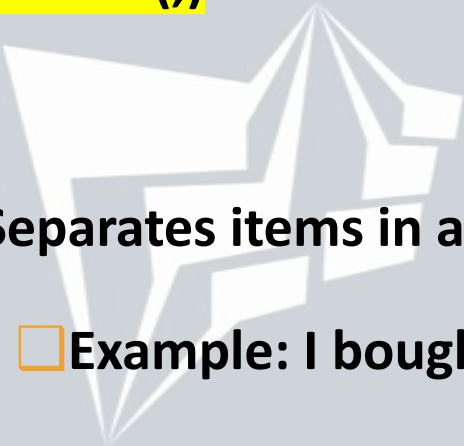
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▶ 3. Exclamation Mark (!)

- Use: Shows strong emotion or emphasis.
 - Example: Watch out!

▶ 4. Comma (,)

- Use:
 - ☐ Separates items in a list.
 - ☐ Example: I bought apples, oranges, bananas, and grapes.
 - ☐ Introduces a pause in a sentence.
 - ☐ Example: After the meeting, we went home.
 - ☐ Sets off introductory elements or additional information.
 - ☐ Example: My friend, who lives in Canada, is visiting.



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► 5. Apostrophe (')

- Use:

- ☐ To show possession.

- ☐ Example: Sarah's book.

- ☐ To form contractions.

- ☐ Example: Don't (do not).

► 6. Quotation Marks (" ")

- ☐ Use: Indicate direct speech or quotations.

- ☐ Example: She said, "I'll be there soon."



▶ 7. Colon (:)

- Use:

- ☐ Introduces a list, explanation, or example.

- ☐ Example: Bring the following: pencils, notebooks, and a ruler.

- ☐ Before a formal statement or quotation.

- ☐ Example: He announced: "The show will start at 8 PM."

▶ 8. Semicolon (;)

- Use:

- ☐ Links closely related independent clauses.

- ☐ Example: I have a meeting tomorrow; it starts at 9 AM.

- ☐ Separates complex list items.

- ☐ Example: We visited Paris, France; Rome, Italy; and Berlin, Germany.

▶ 9. Dash (—)

☐ Use: Adds emphasis, interrupts, or provides additional information.

☐ Example: She was thinking about one thing—success.

▶ 10. Hyphen (-)

☐ Use: Joins words to form compound terms.

▶ Example: A well-known author.

▶ 11. Parentheses ()

☐ Use: Adds extra information or clarifies something.

☐ Example: She finally got her dream job (after years of hard work).

▶ 12. Ellipsis (...)

☐ Use: Indicates a pause, unfinished thought, or omitted text.

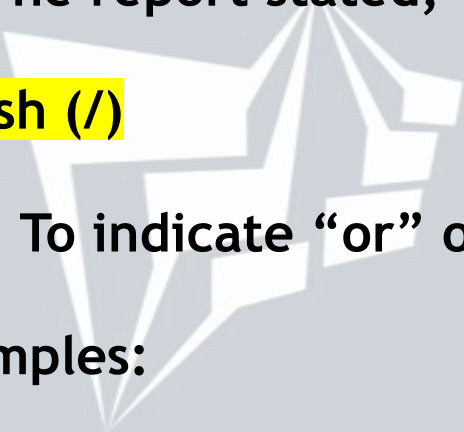
☐ Example: "Well... I'm not sure about that."

13. Bracket []

- Use: To add information or explanations within a quotation.
- Examples:
 - The report stated, “He [the manager] was unavailable.”

14. Slash (/)

- Use: To indicate “or” or a choice between options.
- Examples:
 - You can bring your notebook and/or a tablet.



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Fill in the blanks with suitable punctuation.

1. Do you know where my backpack is ____
2. I need to buy ____ eggs, butter, sugar, and milk.
3. Watch out ____ That's a beehive!
4. She said ____ "We should leave now."
5. I visited my aunt ____ who lives in Kerala ____ during the summer.

Part B: Rewrite each sentence using correct punctuation.

1. yes i have seen that movie before
2. my father a retired army officer loves gardening
3. its not fair that they left without telling us
4. john said lets go to the park
5. we went to the zoo and saw lions tigers bears and elephants

Use at Least Three Punctuation Marks

1. Write a sentence that includes at least a comma (,), an exclamation mark (!), and quotation marks (" ").
2. Write a sentence that uses a colon (:), a dash (—), and a period (.).
3. Write a sentence with a question mark (?), quotation marks (" "), and a comma (,).
4. Write a sentence that includes parentheses (), an apostrophe ('), and an exclamation mark (!).
5. Write a sentence that includes a semicolon (;), a comma (,), and a colon (:).

Creative Writing: Punctuation in Action

Instructions: Use your creativity to write short paragraphs or stories, following the punctuation guidelines below. Be sure to include the required punctuation marks. Have fun and be expressive!

1. The Mysterious Sound

- ▶ Write a short paragraph (4-6 sentences) about a mysterious sound you heard at night.
 - ✓ Use: at least 1 question mark, 1 ellipsis, and 1 exclamation mark.

2. The Surprise Gift

- ▶ Describe receiving a surprise gift from someone special.
 - ✓ Use: quotation marks for dialogue, a comma, and an apostrophe in a contraction or possession.

3. My Dream Trip

- ▶ Write about a dream trip you'd like to take – where, how, and with whom.
 - ✓ Use: a colon to introduce a list, at least two commas, and a dash for extra information.

4. What If...

- ▶ Begin your story with “What if...” and let your imagination go wild!
 - ✓ Include: parentheses to add extra information, a semicolon, and an exclamation mark.