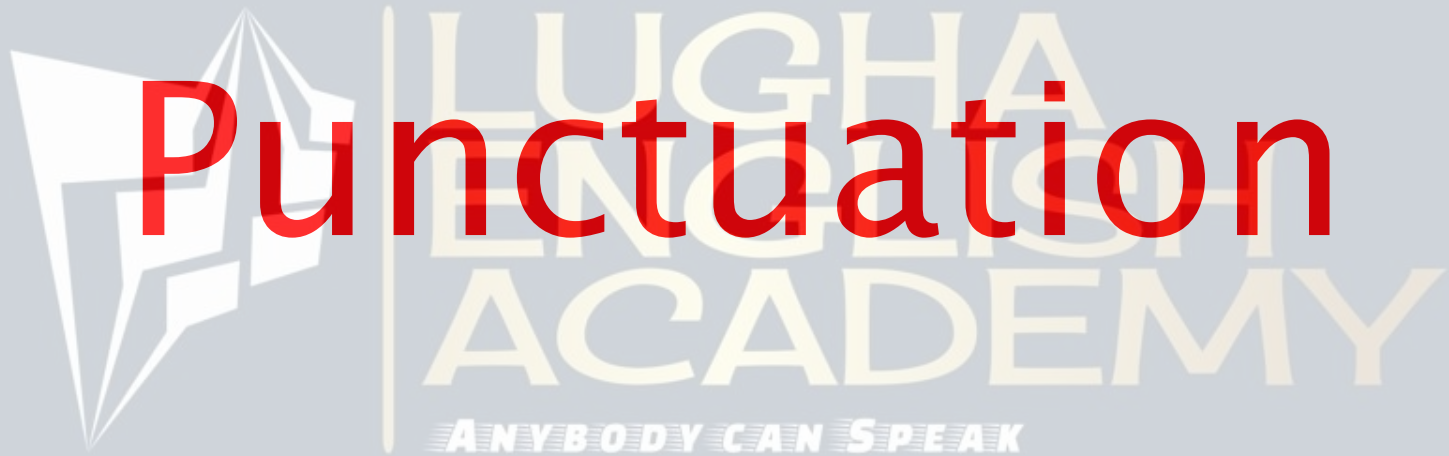


Punctuation





**Take A
Break**

**Stop
Please**

**Ask A
Question**

**Express Sudden
Feeling Or
Emotion**

Punctuation

– using punctuation marks, we can write correct English without making mistakes.



The commonly used punctuation mark.

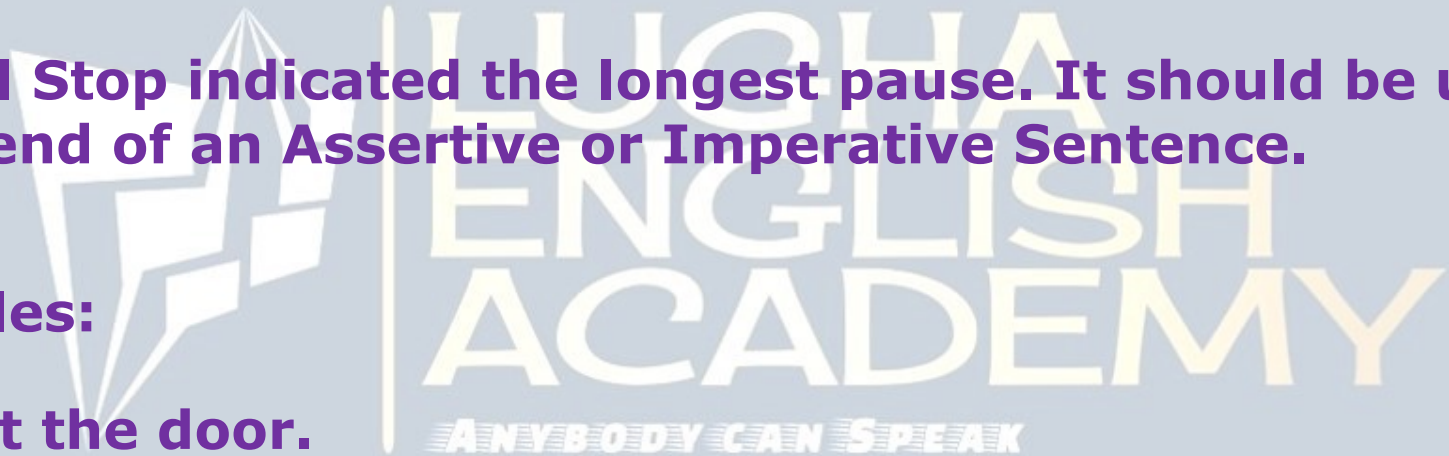
1.The full stop (.)

Period(also called as Full Stop)

The full Stop indicated the longest pause. It should be used at the end of an Assertive or Imperative Sentence.

Examples:

- Shut the door.
- Today is a beautiful day.
- Pick up the blue ball.
- Turn left at the next light.
- Hand me the pencil.



2.The Comma (,)

- The comma indicates the shortest pause in a sentence.
- separates items in a list.

Examples: –

- I like blue, green and yellow colour.
- My mother told me to buy bread, eggs, butter and sugar.
- The children laughed, danced, jumped and cried for joy.

3) Exclamation Mark (!)

The sign of exclamation is used after interjections, exclamatory phrases and sentences.

Examples:

Alas!, Bravo!, Ah!, How it rains!, Well done!

- **Wow, I really love you!**
- **Fantastic, let's go!**
- **That birthday cake was so good!**
- **Sheldon's gift was so amazing!**

Exclamatory Sentences That Begin with "What:"

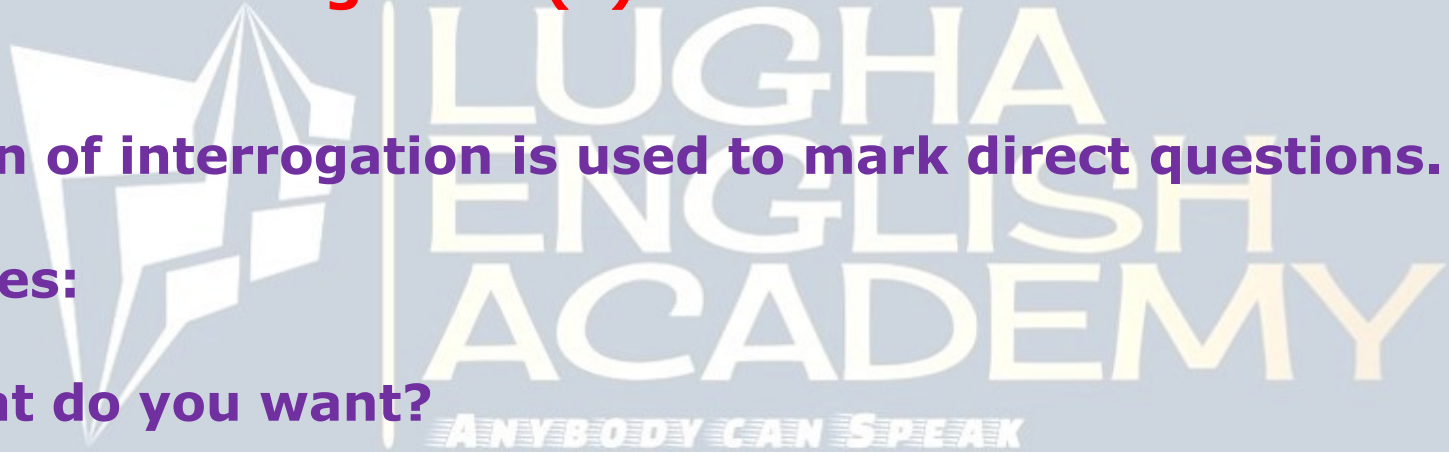
- What a lovely bouquet of flowers!
- What a cute puppy!
- What an ugly bug!
- What a happy ending!

4) Sign of Interrogation (?)

The sign of interrogation is used to mark direct questions.

Examples:

- What do you want?
- How are you?
- Would you prefer chocolate or vanilla ice cream?
- Should I call or email you?
- Do you want coffee, tea, or soda?



5)Use of Capital Letters

The capital letter is used –

- To begin a sentence.
- The first word of every line of a poem.
- To begin a proper noun.

Capitalization and Punctuation Rules

Capital Letters

Always use a capital letter for...

the first word of a sentence	Thank you for the letter.
the first word in a quotation	She said, "Today is beautiful."
the greeting and closing in a letter	Dear John Sincerely, Sherry
the names of days, months, and holidays	Thursday November Thanksgiving
people's first and last names, their initials, and their titles	Mrs. Smith and Phil were seen by Dr. Lee
the word that names yourself - I	My friend and I love horses.
the names of streets, cities, and states	Palm Avenue Mesa, Arizona
the names of specific buildings and monuments	Statue of Liberty Empire State Building
the titles of stories, movies, TV shows, video games, etc.	Night at the Museum Star Wars

Add full stop, question mark and exclamation mark



What is your favorite sandwich ____

My favorite snack is cheese ____

I can't wait to eat my cookies ____

How many apples are on the table ____

Did you drink your juice box ____

I am excited about snack time ____

I like to drink milk with a straw ____

May I have another helping of pie ____

Today's lunch is tomato soup ____

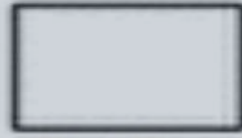
ANYBODY CAN SPEAK

Add full stop, question mark and exclamation mark

1. Can I read the book



2. Look out



3. The dog ate dinner



4. Wow



5. What time is it



6. The cat is black



7. Do you have a pen



8. The car is red



LUCHA
ENGLISH
ACADEMY
ANYBODY CAN SPEAK

Punctuation Marks



We use a full stop at the end of a sentence.

.

We use a question mark at the end of a question.

?

We use an exclamation mark to show surprise, for emphasis or after an interjection or command.

!



Insert the correct punctuation mark.

1. Where can I find the post-office
2. I can't believe Peter won the competition
3. Close the door
4. Sarah doesn't like her new apartment
5. Does anyone know the answer
6. Run and hide behind the tall tree
7. May I go to the bathroom please
8. The Japanese Gardens were amazing
9. I will go to the library tomorrow afternoon
10. Those cookies are delicious

LUGHAN
ENGLISH
ACADEMY
ANYBODY CAN SPEAK

Full stop or Question mark

Punctuation

Question Mark or Full Stop ?.

Read the sentences and complete with the correct punctuation.

1. My sister writes with a red pen

2. Why are the shoes here

3. What is on the table

4. I have seven cats

5. Where are the bananas

6. Sam is playing with the ball

7. Who is singing

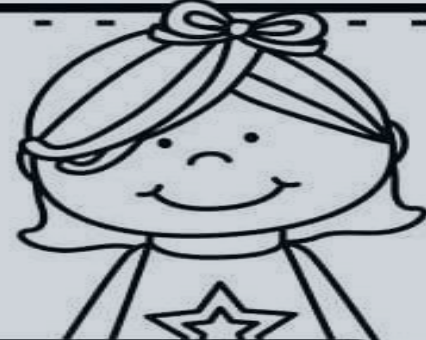
8. How old is Danielle

9. When are you going to school

10. Adriano's birthday is in March

punctuation sentences

Write . ! ? to complete the sentences.



1. We went to the park today

2. Can you come over here

3. Watch out

4. Where is your sister going

5. I love going to the beach

6. Ouch That really hurt

7. Why did you go to the store

8. Harry has a blue hat

9. There is a bird in the tree

10. Do you know how to read

ANYBODY CAN SPEAK

Commas

commas in a series

⇒ Directions: Write commas where needed in the sentences below.

1. Dogs cats and fish make good pets.
2. My favorite colors are blue green and red.
3. There are swings slides and bars at the park.
4. We need to take shoes shirts and pants for the trip.
5. Jon made ham beans and bread for dinner.



Add commas wherever necessary

Using Commas

1. Beth likes apples pears oranges and grapes.
2. Jared's favourite colours are blue green and red.
3. Taryn would like a dog fish cat and hamster for pets.
4. David do you like chocolate toffees ice-cream chips or lollipops more?
5. Yes my favourite vegetables are carrots peas and broccoli.

Capitalize wherever necessary

The following sentences haven't got any full stops or capital letters.
Re-write them correctly:

1) sam went to fly his kite

2) sarah had toast for breakfast

3) john didn't go to school today

4) the car was travelling very fast

5) there was a castle on top of the hill

6) we went to the bakers to buy some bread

7) the church bells were ringing today

8) the elephant squirted water with his trunk
