

Punctuation



I. Terminal Punctuation

– Terminal punctuation marks are used to end sentences. They are

period / full stop (.)
exclamation mark (!)
question mark (?)

period or full stop (.)

– The period is used to mark the end of two types of sentences.

* declarative sentences (sentences which give information)

eg : I teach English.
We had pizza for dinner last night.
If it rains tomorrow, I'll bring umbrella.

* imperative sentences (command or request)

eg : Please don't feed the animals.
If it rains tomorrow, bring your umbrella.

Exclamation mark (!)

– The exclamation mark (!) is used to convey strong emotion.

eg : I'm really excited about my new job (no emotion)
I'm really excited about my new job! (excitement)

If you come to work late tomorrow, you're fired!

(anger)

Hurray! We won the match. (excitement)

Johnny, don't play with your food! (strict command)

Ouch! You just stepped on my foot! (pain)

Wow! What a beautiful house (amazement)

Question mark (?)

– used to mark the end of the question.

eg : What do you do?

Are we allowed to feed the animals?

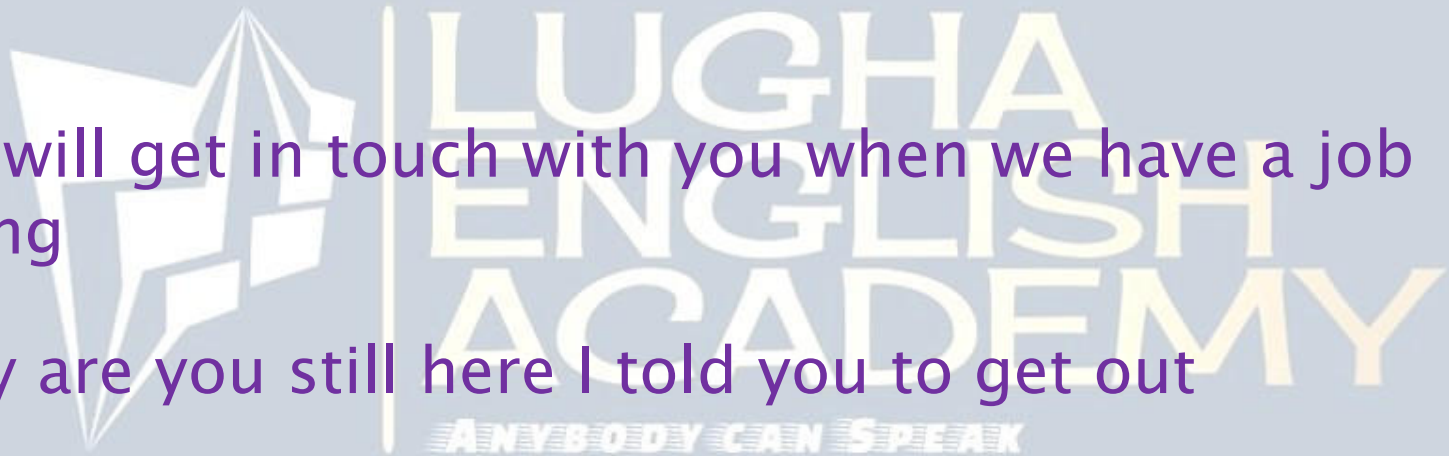
If it rains tomorrow, should I bring my umbrella?

Are you excited about your new job?

Who lives in that house?

Add periods, exclamation marks and question marks.

1. The sun rises in the east it sets in the west
2. I'm going to the supermarket Do you want to come along
3. We will get in touch with you when we have a job opening
4. Why are you still here I told you to get out



Add terminal punctuation to the following

1. My name is Ravi
2. Who is that
3. Where is the car
4. I love pumpkin pie
5. What a delicious thanksgiving dinner
6. My mom baked sweet potatoes
7. Stop he yelled
8. Oh you already bought a new car
9. How is my dress
10. Wow I can't believe



II. Pauses

– Pauses tell the reader to stop briefly and then continue reading. They are

comma (,)
semicolon (;)
colon (:)



Pauses – comma (,)

- 1. separates items in a list.

Rule : put a comma after every item except the last.

eg : We need to buy milk, eggs, flour, and sugar for the cake. (, before the 'and' is optional)

Also, notice that there is no space before the comma but there is a space after each one. This is the correct formatting.

if we have only 2 items, don't use a comma

eg : We need to buy eggs **and** flour for the cake

* The car is spacious, stylish, and affordable

* Why don't you go upstairs, take a shower and get ready to leave.

Pauses – comma (,)

– 2. separates words that are not part of the sentence.

Sentence adverbs : unfortunately, frankly, eagerly, unknowingly, etc.,

eg : Unfortunately, he missed the flight.
Frankly, I don't care about him.

– 3. Forms of address, in formal letters and emails.

eg : Sir, please have a seat.

Madam, can I get you something to eat.

(Greeting) : Dear sir, Dear madam, Dear Ragu,

(Closing) : yours faithfully, yours truly,

Pauses – comma (,)

– 4. clauses : dependent clause
(incomplete sentence) + independent clause
(complete sentence)

eg : When Rahul gets home from work, (incomplete sentence)

When Rahul gets home from work, he watches TV for an hour.



Add commas where necessary

1. Unless you finish your vegetables you can't have any cake.
2. The top three websites in the world are google youtube and facebook.
3. The colours in my bedroom are blue green and yellow.
4. My best friend are Nick Ram and Sam.
5. Naturally we all agreed.
6. She has a lovely black horse.
7. My little brother likes candy so I bought him a lollipop.

Pauses – semicolon (;)

– The semicolon (;) is used to combine closely related sentences.

eg : I went to see a movie with my wife. I thought it was amazing. She thought it was terrible. (closely related sentence)

-> *Instead of ending a sentence and starting a new one (closely related sentences) we can use a semicolon (;)*

Eg : I thought it was amazing; she thought it was terrible.

Note : No space before semicolon. After a semicolon add a space.

Pauses – semicolon (;)

– The semicolon (;) is used to combine closely related sentences.

Examples :

Her parents wanted her to be a doctor;
however, she had other plans.

This is a great book; in fact, it one of the
best I have ever read.

Pauses – colon (:)

- The colon (:) introduces information after an independent clause.
- Colon is used when we introduce list of items and after clauses.

eg: Lists

1. Danny's seafood restaurant specializes in four items :

prawn,
shrimp,
crab and
lobster

2. Whenever you drive you must do the following :

wear your seatbelt,
obey traffic rules and
keep your eyes on the road

Pauses – colon (:)

- The colon (:) introduces information after an independent clause.
- Colon is used when we introduce list of items and after clauses.

eg: Clauses

1. Let me make this very clear: if you fail in another test, I'm taking away all your video games.

Note : When we use a colon don't leave a space before it but do leave a space after it.

Add commas, colon and semicolon where necessary

1. Yes I love to go to the beach with my family.
2. I wanted to buy some balloons a cake and some ice cream for the party.
3. No I did not want to order a purple unicorn for her birthday gift.
4. We did an experiment in class.All the students participated.
5. Popsicles are on sale at the store.My dad bought me one.
6. The big dog scared the little boy.He ran the other way.

Add commas, colon and semicolon where necessary

7. These students have won the prize Seetha Joe and Christine.

8. Here is what you will get from the store apples bananas and oranges

9. She got what she deserved a new car and a fancy house.

10. I am allergic to three things milk eggs and chocolates.

Punctuate the following sentences -

1. yipee i am so excited to see my family for christmas
2. which day of the week is your favourite
3. you need to do your homework right after dinner
4. please take out the trash when you get home
5. hurrah my favourite team won the game
6. what do you want to eat for lunch
7. i had a great time at your party
8. do you know what time it is
9. how do we get to the amusement park



.Rewrite the paragraph using correct punctuation marks -

alex faith and gary looked at each other as the bell rang they didn't want to think about anything else except mr. king ripe juicy mangoes on the tree Let's go alex shouted and they all bolted out of the school gate they were unaware however mr king was patiently hiding in the bushes did he catch them

burrow so i can
in the pond and
too heavy to ju

the rabbit said you are too big to fit in my
be your friend the elephant also went to the frog
asked the same question the frog replied you are
p as high as me so i can't be your friend

Paragraphs and punctuation



Rewrite the following passage in **paragraphs**, **punctuating** it, and changing small letters into capital letters where necessary.

Remember: Paragraphs separate ideas, themes, or instructions. Without paragraphs, writing can be difficult to understand.

rainbows

my heart leaps up when i behold a rainbow in the sky wrote william wordsworth the famous poet and most of us share his feelings when we are lucky enough to see a rainbow there is an old saying that a pot of gold is buried at the end of the rainbow but have you ever tried to reach a rainbows end of course its impossible because a rainbow is really just the result of the raindrops refracting and reflecting light from our sun there are seven colors in the rainbow red orange yellow green blue indigo and violet

ANYBODY CAN SPEAK

Additional worksheets



Punctuate the following sentences:

1. where have you been all day
2. ill need two things a tent and a sleeping bag
3. i don't believe it
4. how awful
5. wow what a nice dress You should really buy it
6. what on earth are you doing
7. stop Dont touch that painting it is still wet Ive just painted it



8. there are four main language skills reading writing listening and speaking
9. i like all kinds of sweets cheesecake ice cream candy cakes and pudding
10. most of my hobbies are things i can do alone hiking biking and painting
11. there are many jobs that seem interesting to me painting singing photography and teaching
12. i like all kinds of sweets cheesecake ice cream candy cakes and pudding
13. what a beautiful girl
14. bravo what a shot
15. when will you be there