



Punctuation

A punctuation mark is a mark such as a full stop, comma, question mark, etc., used in writing to separate sentences and their elements and to clarify meaning. Capitalisation of letters is also included under the topic of punctuation.

Punctuation marks used in English along with their rules and examples are given below

| Punctuation Mark | Use | Example |
|----------------------------------|--|--|
| <i>Capitalisation of letters</i> | <ul style="list-style-type: none">• Always start a sentence with a capital letter.• Use capital letters to start proper nouns like names and titles.• Use capital letters for acronyms. An acronym is a word formed from the first letter of every word in a long proper noun or title. | <ul style="list-style-type: none">• He had high fever.• Her Majesty, Mr President, etc.• CBI, BSF, etc. |
| <i>(.) Period</i> | <ul style="list-style-type: none">• End a sentence. | <ul style="list-style-type: none">• The food was delicious. |
| <i>(?) Question Mark</i> | <ul style="list-style-type: none">• End a sentence and denote enquiry. | <ul style="list-style-type: none">• What time is it? |
| <i>(!) Exclamation Mark</i> | <ul style="list-style-type: none">• End a sentence and denote excitement or emphasis. | <ul style="list-style-type: none">• Watch out for that truck! |
| <i>(,) Comma</i> | <ul style="list-style-type: none">• Indicate a break or pause within a sentence.• When listing items in a series.• To separate two or more adjectives describing a noun.• Separate one geographical area from another that is located inside it.• Separate an introductory phrase from the rest of the sentence.• Separate two independent clauses in a sentence.• Make a direct address.• Separate direct quotes from the part of the sentence introducing them. | <ul style="list-style-type: none">• Malvika, listen to me.• Please buy eggs, milk, butter and bread.• He is a charming, attentive listener.• I live in Rewari, Haryana.• After the show, Ashok and I went out to dinner.• The waiter still hasn't taken our order, and the play starts in five minutes.• Arvind, could you come here for a moment?• Said the teacher, "Silence in the class." |

| Punctuation Mark | Use | Example |
|----------------------------|--|---|
| (;) <i>Semicolon</i> | <ul style="list-style-type: none"> To separate closely related independent clauses. | <ul style="list-style-type: none"> My father never goes to bed early; he's afraid to miss his favourite TV serial. |
| (:) <i>Colon</i> | <ul style="list-style-type: none"> Introduce a list. Introduce a new concept or example. Introduce a statement that expands upon the clause before the colon. | <ul style="list-style-type: none"> For Diwali, I want the following presents: a video game, a mobile phone and a cricket bat. There's only one person old enough to remember that wedding: grandma. And so, my fellow countrymen: ask not what your country can do for you-ask what you can do for your country. |
| (-) <i>Hyphen</i> | <ul style="list-style-type: none"> Adding a prefix to some words. Creating compound words from several smaller words. Writing numbers out as words. | <ul style="list-style-type: none"> Trans-Atlantic flights are costly. Spider-Man is my favourite superhero. I have lived in this house for thirty-three years. |
| (- or -) <i>Dash</i> | <ul style="list-style-type: none"> Making a brief interruption within a statement. | <ul style="list-style-type: none"> Salim asked me—with a straight face, I might add—if he could borrow my bike for the day. |
| (") <i>Quotation</i> | <ul style="list-style-type: none"> To enclose a direct quotation, whether spoken by a person or taken from a written source. | <ul style="list-style-type: none"> "If you pick up a starving dog and make him prosperous, he will not bite you." |
| (') <i>Apostrophe</i> | <ul style="list-style-type: none"> Together with the letter s to indicate possession. To combine two words to make a contraction. | <ul style="list-style-type: none"> I believe that is Allen's pen. I know it's his because of the distinct monogram. |
| (()) <i>Parentheses</i> | <ul style="list-style-type: none"> To clarify. Indicate an afterthought or personal commentary. | <ul style="list-style-type: none"> Please bring home some real butter (as opposed to margarine). Anyone can edit Wikipedia (not that there's anything wrong with that). |

Practice Exercise

Directions (Q. Nos. 1-10) *Given below are some sentences with options. Choose the option which is punctuated correctly.*

1. (a) The shepherd finding his flock destroyed exclaimed I have been rightly served. Why did I trust my sheep to a wolf.
 (b) The shepherd, finding his flock destroyed, exclaimed, "I have been rightly served. Why did I trust my sheep to a wolf ?"
 (c) The shepherd, finding his flock destroyed, exclaimed: 'I have been rightly served!' Why did I trust my sheep to a wolf ?
 (d) the shepherd finding his flock destroyed, exclaimed! I have been rightly served. Why did I trust my sheep to a wolf ?
2. (a) Brazil which is nearly as large as the whole of europe is covered with a vegetation of incredible profusion.
 (b) brazil, which is nearly as large, as the whole of Europe, is covered with a vegetation of incredible profusion.
 (c) Brazil, which is nearly as large as the whole of Europe, is covered with a vegetation of incredible profusion.
 (d) Brazil which is nearly as large as the whole of Europe: is covered with a vegetation of incredible profusion.

3. (a) Ramesh ran and ran but there was no way he could keep pace with his brother Abhinav.
 (b) Ramesh ran and ran, but there was no way he could keep pace with his brother, Abhinav.
 (c) ramesh ran and ran, but, there was no way, he could keep pace with his Brother abhinav.
 (d) Ramesh ran and ran! but there was no way – he could keep pace with his brother–Abhinav.
4. (a) As Caesar loved me, I wept for him; as he was fortunate I rejoice at it; as he was valiant, I honour him; but as he was ambitious, I slew him.
 (b) as caesar loved me I wept for him as he was fortunate I rejoice at it, as he was valiant I honour him but as he was ambitious I slew him.
 (c) As caesar loved me; I wept for him, as he was fortunate, I rejoice at it, as he was valiant, I honour him, but as he was ambitious, I slew him.
 (d) as caesar loved me I wept for him; as he was fortunate I rejoice at it, as he was valiant, I honour him; but as he was ambitious, I slew him.
5. (a) At midnight however i was aroused by the tramp of horses hoofs in the yard.
 (b) at midnight however i was aroused by the tramp of horses' hoofs in the yard.
 (c) At midnight, however, I was aroused by the tramp of horses' hoofs in the yard.
 (d) at the midnight–however–I was aroused by the tramp of horse's hoofs in the yard.
6. (a) perhaps, cried he, there may be such monsters as your describe.
 (b) Perhaps, cried he, there may be such monsters as you describe!
 (c) "Perhaps", cried he, "there may be such monsters as you describe".
 (d) Perhaps, cried he, "there may be such monsters as you describe.
7. (a) Take away that Bobby said Anuj pointing to the new clothes lying in the almirah.
 (b) "Take away that Bobby," said Anuj, pointing to the new clothes lying in the almirah.
 (c) 'take away that' Bobby, said Anuj, pointing to the new clothes, lying in the almirah.
 (d) "Take away that, Bobby, said Anuj, pointing to the new clothes lying in the almirah.
8. (a) we had in this village some twenty years ago an idiot boy whom I well remember who as a child – showed a strong dislike for elders.
 (b) We had in this village, some twenty years ago, an idiot boy, whom I well remember, who as a child showed strong dislike for elders.
 (c) We had in this village some Twenty years ago, an idiot Boy, whom I well remember, who as a child showed strong dislike for elders.
 (d) We had in this village, some twenty years ago, an idiot boy whom I well remember who as a child showed strong dislike for elders.
9. (a) We weren't going to give him any gift he said he didn't want any.
 (b) We weren't going to give him any gift he said, he didn't want any.
 (c) We weren't going to give him any gift he said he didn't want any.
 (d) We weren't going to give him any gift, he said he didn't want any.
10. (a) Whose parents will be the chaperones at, our, after game party!
 (b) Who's parents will be the chaperones at our after game party.
 (c) Whose parents will be the chaperones at our after game party?
 (d) Who's parent's will be the chaperones at our after game party?
- Directions (Q. Nos. 11-15) Read each sentence and mark the option for the correct answer that shows correct punctuation and capitalisation for the underlined words.**
11. The boys were taken to Dean's office to explain the cause of their, fight?
 (a) their, fight
 (b) their, fight ?
 (c) Their fight
 (d) their fight.

- (a) school ?" Dad (b) school ?"', dad
(c) school." Dad (d) school ? Dad

- (a) employees (b) Employees
(c) Employee's (d) Correct as it is

- (a) Here (b) here, (c) here". (d) here,"

- (a) Girishs (b) Giri'shs
(c) Girishs' (d) Correct as it is

16. We are planning to go really crazy at our slumber party tonight

(a) Full stop (b) Question mark
(c) Exclamation mark (d) None of these

- (a) Exclamation mark (b) Full stop
(c) Question mark (d) All of the above

- (a) Full stop (b) Exclamation mark
(c) Quotation mark (d) Question mark

- Question mark as well as exclamation mark
- Exclamation mark and full stop
- Full stop and question mark
- Question mark

- (a) Question mark
(b) Quotation mark
(c) Colon mark
(d) Full stop

21. Do they not feel happy here.

- (a) Do they (b) not
(c) feel happy (d) here

- (a) My cousin (b) wanted
(c) to visit (d) the red fort

- (a) The Dog (b) is
(c) a (d) domestic animal

- (a) Kapil said
(b) to me you
(c) should stay
(d) at my home."

- (a) He said (b) "What a
(c) beautiful (d) car it is?"

[illegible]