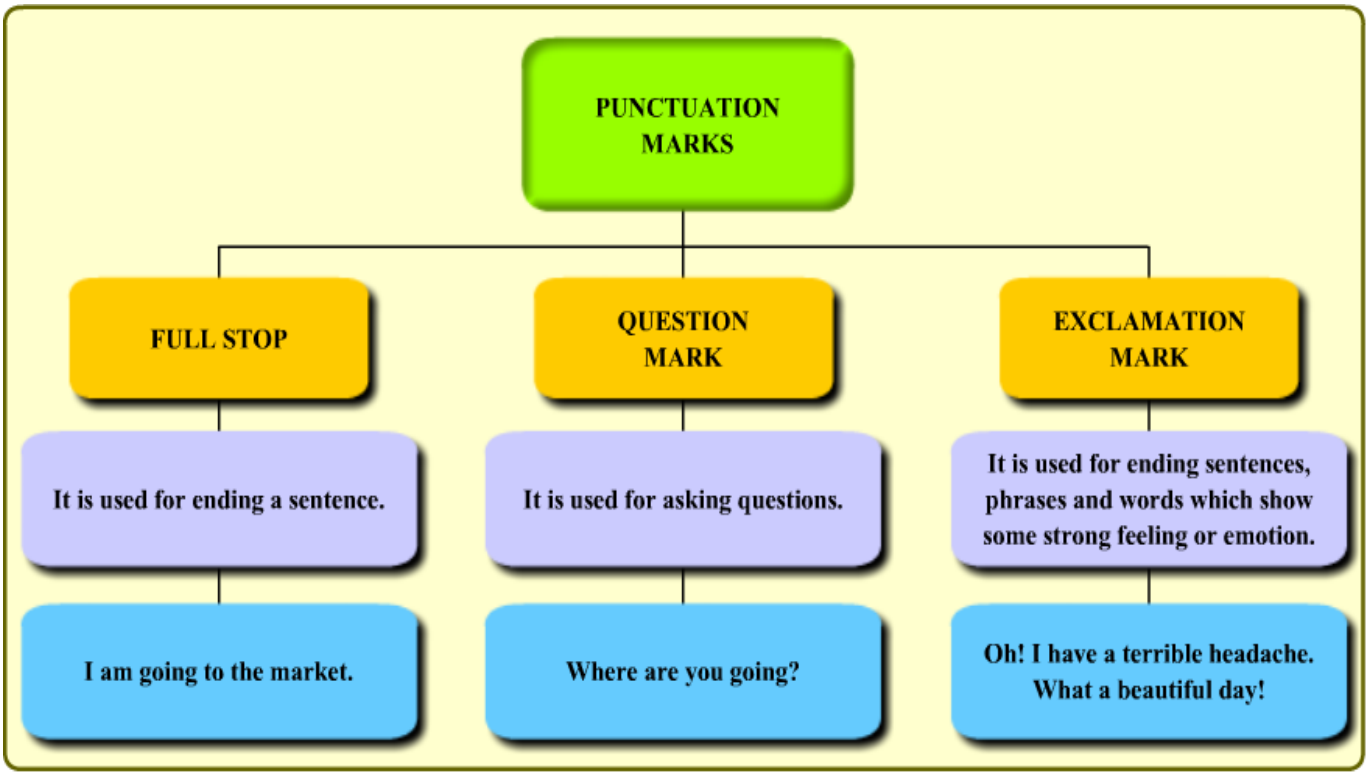
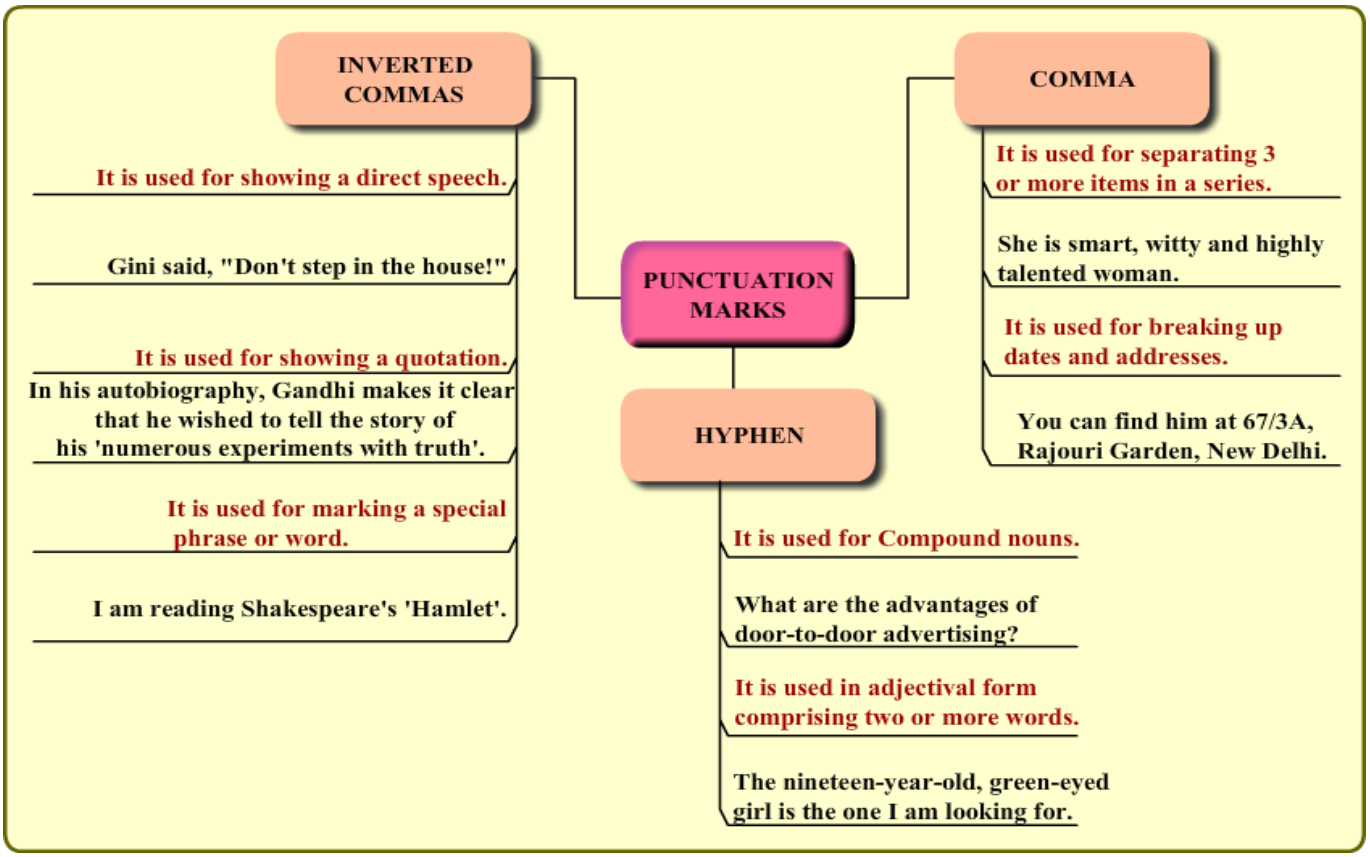
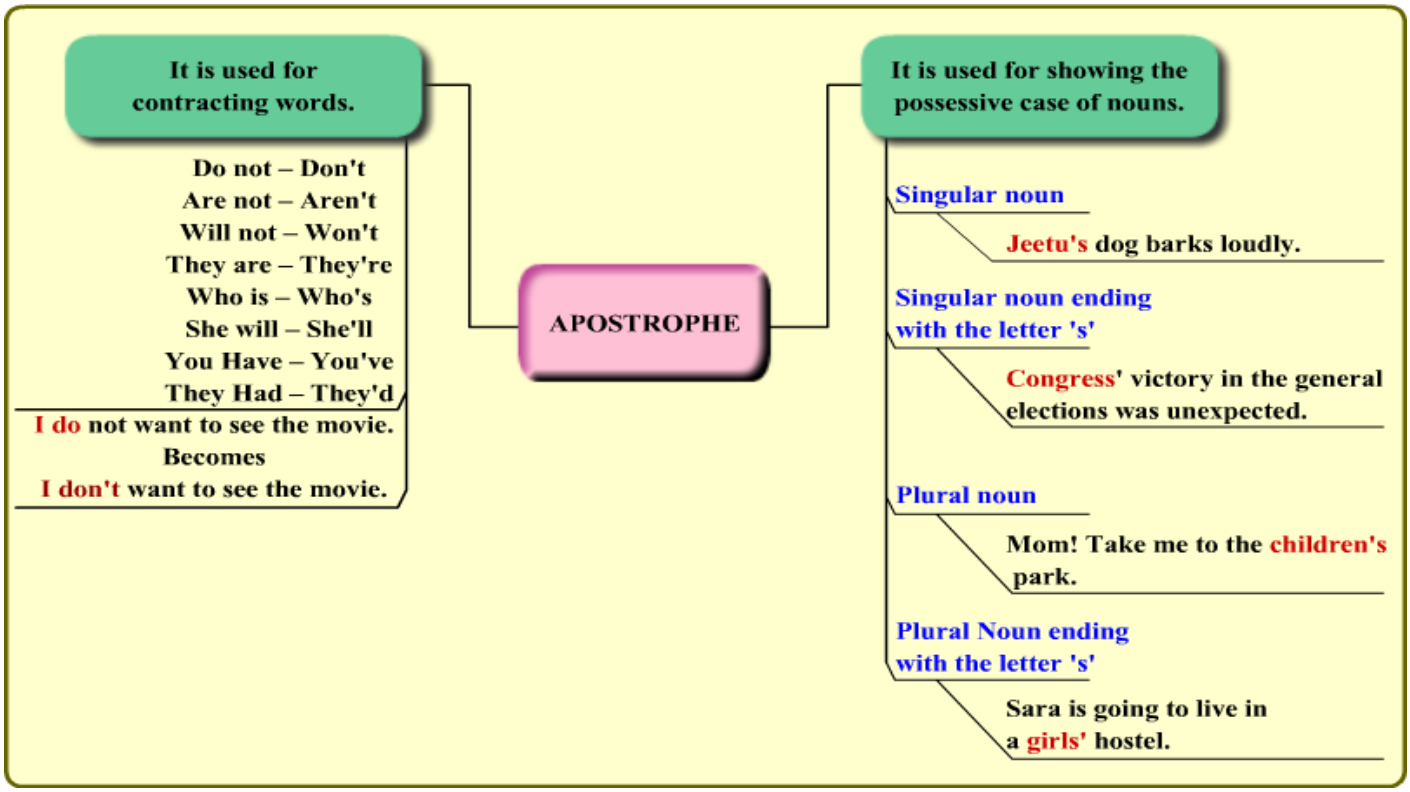
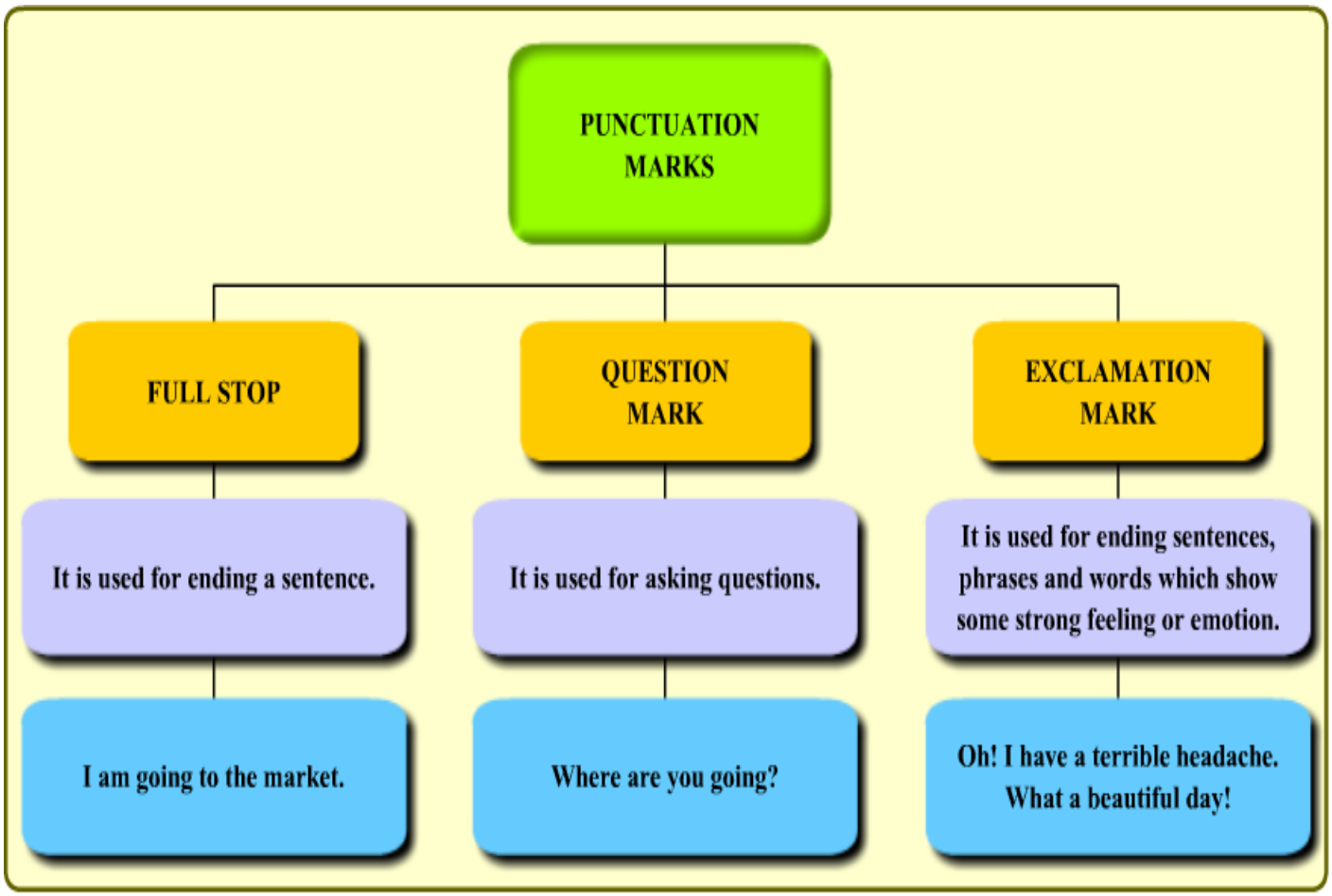
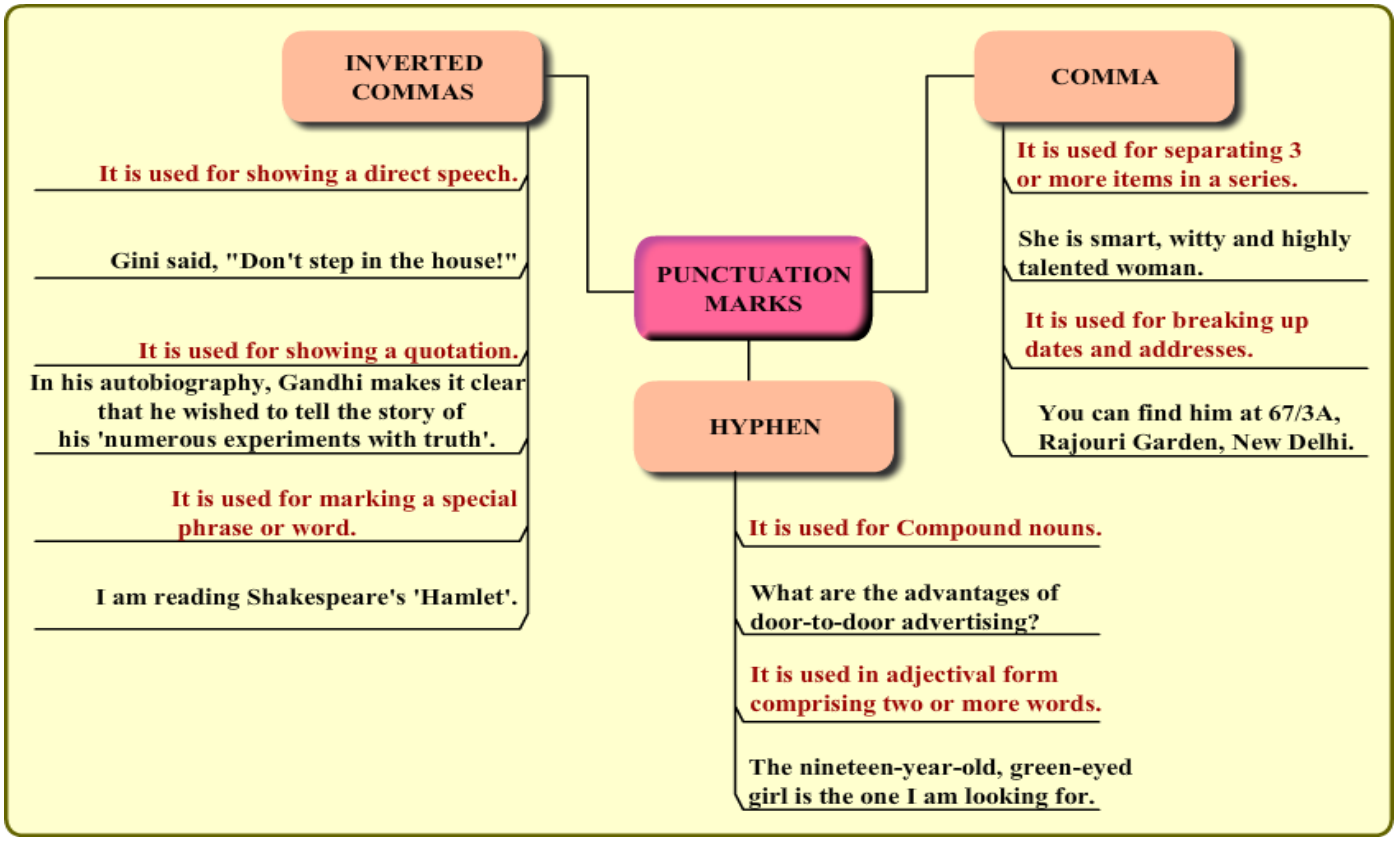
Punctuation

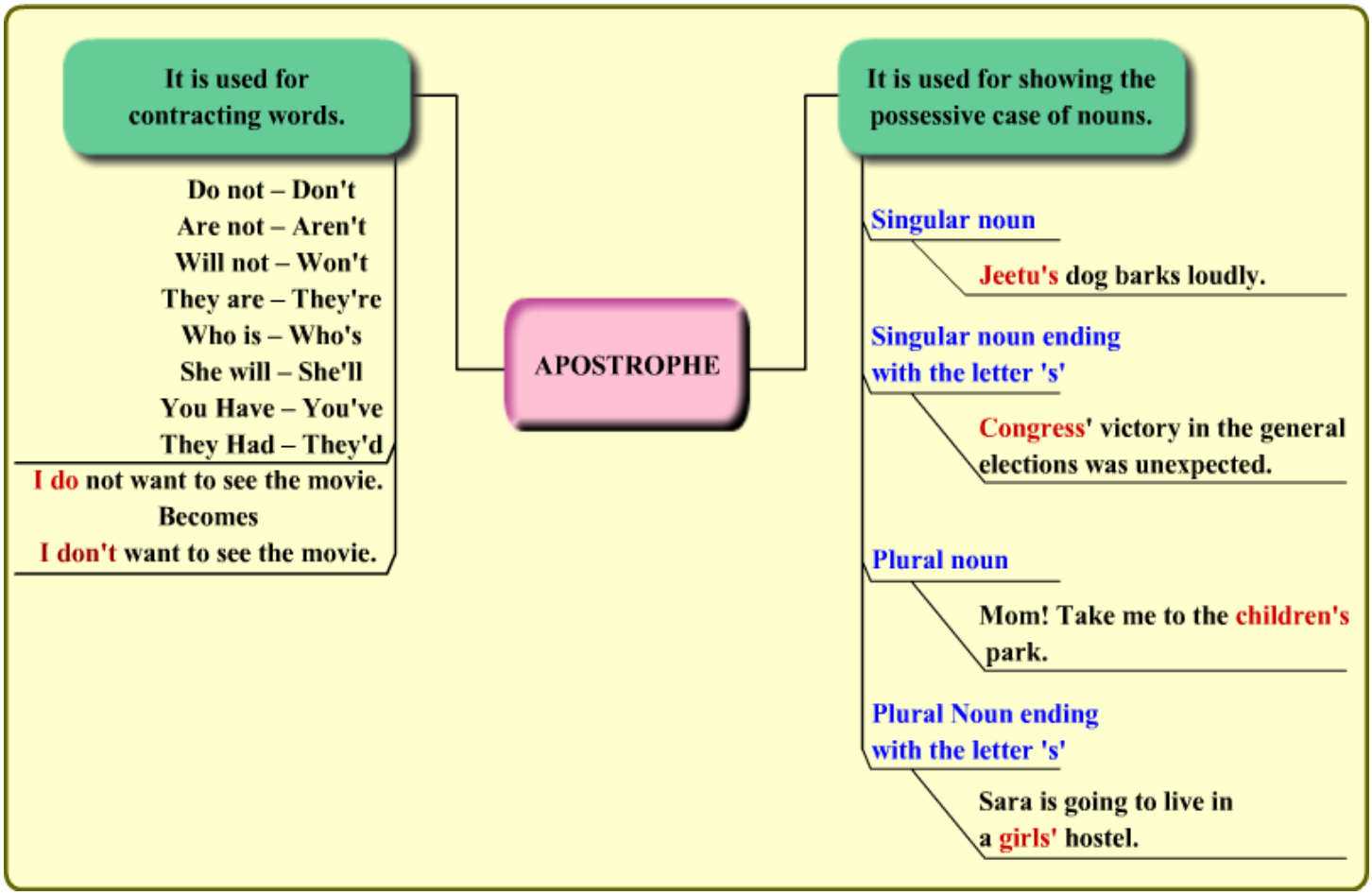





APOSTROPHE
It is used for contracting words.
Do not – Don't
Are not – Aren't
Will not – Won't
They are – They're
Who is – Who's
She will – She'll
You Have – You've
They Had – They'd
I do not want to see the movie.
Becomes
I don't want to see the movie.
It is used for showing the possessive case of nouns.
Singular noun
Jeetu's dog barks loudly.
Singular noun ending with the letter 's'
Congress' victory in the general elections was unexpected.
Plural noun
Mom! Take me to the children's park.
Plural Noun ending with the letter 's'
Sara is going to live in a girls' hostel.


PUNCTUATION MARKS
FULL STOP
QUESTION MARK
EXCLAMATION MARK
It is used for ending a sentence.
It is used for asking questions.
It is used for ending sentences, phrases and words which show some strong feeling or emotion.
I am going to the market.
Where are you going?
Oh! I have a terrible headache. What a beautiful day!


PUNCTUATION MARKS
INVERTED COMMAS
It is used for showing a direct speech.
Gini said, "Don't step in the house!"
It is used for showing a quotation.
In his autobiography, Gandhi makes it clear that he wished to tell the story of his 'numerous experiments with truth'.
It is used for marking a special phrase or word.
I am reading Shakespeare's 'Hamlet'.
COMMA
It is used for separating 3 or more items in a series.
She is smart, witty and highly talented woman.
It is used for breaking up dates and addresses.
You can find him at 67/3A, Rajouri Garden, New Delhi.
HYPHEN
It is used for Compound nouns.
What are the advantages of door-to-door advertising?
It is used in adjectival form comprising two or more words.
The nineteen-year-old, green-eyed girl is the one I am looking for.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