GRAMMAR LESSON 4: Punctuation

- Full stop (.) Used to end a declarative sentence (Making a statement). It represents the greatest pause & separation.
- Comma (,) Separates items in a list, clauses, and introductory phrases. It represents the shortest pause.
- Semi colon (;) Connects two closely related independent clauses. Represents a pause of greater importance than that shown by the comma.

  E.g. Her heart was pure; her life serene.
- Colon (:) Introduces a list, an explanation, or a quotation. It marks a still more complete pause than expressed by semi colon. (It is sometimes used with a dash after it)

  E.g. Bacon says:" Reading makes a full man, writing an exact man, speaking a ready man."

  Key points are: -

  1.

  2.
- Question mark (?) Ends a sentence that is a question.
- Exclamation (!) Expresses sudden or strong emotion, such as excitement or anger or wish.

  E.g. What a terrible fire this is!
- Hyphen (-) Used to form compound words or link parts of a word, e.g. *in-law, passer-by*
- Dash (—) longer mark used for a pause, to indicate an abrupt pause or change of thought

  e.g. Friends, companions, relative—all deserted him.
- Apostrophe (') Shows possession (e.g., John's book) or is used in contractions to replace missing letters (e.g., don't).
- Inverted Commas ("……..") Enclose direct speech or quotations.

Full stop

Full stop is also known as period and is used to show the end of a complete sentence

1. Not used for Interrogative, Exclamatory and some optative sentences. An optative sentence expresses a wish, hope, prayer, or strong desire, often starting with words like "May," "Wish," or "Let".

What is your name? (Interrogative)

“May the king live long!” (Optative)

“Happy Journey!” (Exclamatory)

2. In abbreviations and initials:

B.A.

M.A.

Nov.

Dec.

S.K. Ramanujam

Correct the mistakes in each sentence

1. Where have you been ?.
2. It is a great thing to take pride in our work Anything that is worth doing at all , is worth doing well
3. Wow, you won the prize.
4. Please finish the task soon!.
5. T K Thomas is his name.

Comma

A comma shows a pause in a sentence or separates words, phrases or ideas to make the meaning clear.

1.Use a comma to separate items in dates and places.

*July 1**,** 1908*

*Prince George**,** British Columbia*

2. Use a comma in the openings of friendly letters and in the closings of all letters

Dear Grandmother,

Yours truly,

3. Use a comma between words or groups of words in a series.

*My lunch contained sandwiches**,** an apple**,** cake**,** and one raw carrot.*

4. Use a comma to separate adjectives before a noun.

Salman Khan bought a shiny, new, red, sports car.
They looked out on the choppy, grey sea.

5. Commas are used to set off introductory words or phrases that cannot stand alone as a sentence.

Introductory Phrase	**Independent Clause**
If I win the lottery,	*I will move to Dubai.*
While waiting for the bus,	*I fell asleep.*

6. **Use a comma to set off appositives.**

An appositive is a word or phrase that adds extra information about the noun that appears before it in a sentence.

Noun	**Appositive**	
Leo,	*my youngest brother,*	*was born on Canada Day.*
Lily,	*my neighbor,*	*is extremely unwell.*

7. After Yes/No in a sentence.

Yes, I will help you.

No, you can't.

8. To mark off words addressing people.

How are you, Mohan?

Come into the garden, Neil.

9. To indicate the omission of a word, esp. a verb

Rama received a parker pen; Hari, a watch.

He was a Brahmin; she, a Rajput.

10. To mark off a direct quotation from the rest of the sentence

"Exactly so," said Alice.

He said to his disciples," watch and Pray."

Capital Letters

Capital letters are used:

1.To begin a sentence.

2. To begin all proper nouns and adjectives derived from them e.g. India, Indian, Africa, African etc.

3. For all nouns and pronouns which indicate the Deity as:

Jesus, The Lord.

He is the God.

4. To write the Pronoun "I".

Question Mark

Question mark is used instead of full stop, after a direct question.

Have you written your exercise?

Question mark is not used for indirect questions

He asked me whether I had written my exercise.

Insert Comma where necessary ,in the following sentences

1. Speak clearly if you want to be understood.
2. Wealth may seek us but wisdom must be sought.
3. Apple Banana Kiwi & Mango are my favorite fruits.
4. Yes you may leave now.
5. Apples which are my favorite fruit grows in my orchard.
6. A public speaker should be cool collected and precise.
7. Sir I would rather be right than be a leader.
8. In fact there was nothing else to do.
9. History it has been said is the essence of innumerable biographies.
10. When I was in Delhi I visited Red fort Qutub Minar Raj Ghat India Gate and Chandni Chowk.

Punctuate the following sentence

islam is one of the world's largest religions with an estimated 1100-1300 million believers it was founded in the 7th century by prophet mohammed do you agree with this information

Insert Comma where necessary, in the following sentences

1. Speak clearly, if you want to be understood.
2. Wealth may seek us, but wisdom must be sought.
3. Apple, Banana, Kiwi & Mango are my favorite fruits.
4. Yes, you may leave now.
5. Apples, which are my favorite fruit, grows in my orchard.
6. A public speaker should be cool, collected and precise.
7. Sir, I would rather be right than be a leader.
8. In fact, there was nothing else to do.
9. History, it has been said, is the essence of innumerable biographies.
10. When I was in Delhi, I visited Red fort, Qutub Minar, Raj Ghat, India Gate and Chandni Chowk.

Islam is one of the world's largest religions with an estimated 1100-1300 million believers. It was founded in the 7th century by Prophet Mohammed. Do you agree with this information?