

Tender Heart High School, Sec-33 B Chd.
 Subject: English Language
 Class: VI

Chapter: 28 Punctuation and Capital Letters

Good Morning Students

Let us understand the usage and importance of Punctuation in reading and writing english.

Punctuation marks are symbols used to indicate pauses in sentences. They make the sentences easy to read and their meaning clear.

Some commonly used punctuation marks:

i) the full stop

ii) the comma

iii) the question mark

iv) the semicolon

v) the colon

vi) the apostrophe

vii) the inverted commas

viii) exclamation marks. (ix) Question Marks.

(i) The full stop (.)

The full stop indicates the longest pause in a sentence.

It is used:

* at the end of assertive and imperative sentences.

* after the abbreviation.

ii) The comma (,)

It indicates the shortest pause in a sentence.

It is used:

- * to separate words in a list
- * before a direct quotation.
- * to separate the words yes or no from the rest of the sentence
- * to separate the date and the year.
- * after expressions like well, in fact, however.
- * to separate two or more academic degrees.
- * after salutations and endings in letters.
- * to separate question tags.
- * after a person's name when addressing.

iii) The Semicolon (;)

It indicates a longer pause than a comma.

It is used:

- * to separate clauses of equal importance
- * to separate pairs of words separated by commas
- * to separate parts of a sentence already separated by a comma.

iv) The colon (:)

It indicates a longer pause than semicolon.

It is used:

- * to introduce quotations
- * before a list coming after an independent clause.

v) The apostrophe (')

It is used to:

- * to show possession
- * to form contractions

vi) Inverted Commas ("...")

It is used to mark the beginning and end of the actual words of the speaker.

vii) Capital Letters

It is used

- * at the beginning of a sentence.
- * to write proper nouns.
- * to write pronoun
- * at the beginning of the sentence in direct speech.
- * for names of historic events
- * first letters of each word in the name of an article or book.
- * to write adjectives formed from proper nouns.

viii) Question Marks: (?)

It is used at the end of interrogative sentences

ix) Exclamation Marks: (!)

It is used at the end of exclamatory sentences.

