

Punctuation

Punctuation is used to create sense, clarity, and stress in sentence. We use punctuation marks to make well-structure and organize our writing.

- Full Stop or Period(American)
- Comma
- Colon
- Em-Dash
- Semi-colon
- Hyphen
- Question mark
- Exclamation

<https://www.thepunctuationguide.com>

Full stop: Full stop between two separate sentences.

Semi-colon: It is put between two separate clauses.

Comma: It is put between two clauses linked by *and*, *but*, *and or*

Hyphen: The rules about when to use a hyphen is not very exact.

Em-Dash: It is significantly longer than the hyphen. We use the em dash to create a strong break in the structure of a sentence.

Full stop

Declarative sentences

I write a letter daily.

It is raining.

Shakespeare wrote plays. He also acted on the stage.

Imperative sentences

Close the door.

Don't do this.

Semi-colon

Full stop or semicolon shows there are two separate pieces of information.

Shakespeare wrote plays; he also acted on the stage.

Depending on the context, the em dash can take the place of commas, parentheses, or colons—in each case to slightly different effect.

The em dash can be used in place of a colon when you want to emphasize the conclusion of your sentence. The dash is less formal than the colon.

After months of deliberation, the jurors reached a unanimous verdict—guilty.

The white sand, the warm water, the sparkling sun—this is what brought them to Hawaii.

Comma:

After coordinating conjunction to combine at-least two clauses a (And, But, or, Yet, so)

She purchased the car, but she declined the extended warranty.
I lost my job, so I can't afford to go to Europe this summer.

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Exclamation: The Exclamation mark is used to convey strong emotion.

I am really excited to visit a new country. // No emotion

I am really excited to visit a new country! // Excitement

Em-Dash —:

Upon discovering the errors (all 124 of them), the publisher immediately recalled the books.

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After three weeks on set, the cast was fed up with his direction (or, rather, lack of direction).

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How to Form a Question

Hasan plays football every noon at our local field.

Does Hasan play football ? // Yes-No

What do you play ? // Answer might be a noun

Who play football? // Answer must be subject

Where does Hasan play?

When does Hasan play?

What time does Hasan play?

How does Hasan play?

How often does Hasan play?

Structure to form a question

Question word or Question phrase

Auxiliary verb

Subject

Main verb (Finite verb)

Question word/phrase + Auxiliary verb + Subject + Finite verb

What have you written? // A letter // I have written a letter

Have you written a letter? // yes/no

How to Form a Question

Yes/No or Confirmation

I have a pen?

Have I a pen?

You write a letter regularly?

Do you write a letter?

My name is Hasan?

What is your name?

Is your name Hasan?

Question Structure

The basic structure of a question is:

auxiliary verb	+	subject	+	main verb
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Look at these example sentences. They all have the auxiliary verb before the subject:

	auxiliary verb	subject	main verb	
	Do	you	like	Mary?
	Are	they	playing	football?
	Will	Anthony	go	to Tokyo?
	Did	he	leave	early?
Why	did	he	leave	early?
When	will	he	return?	

auxiliary verb	subject	not	main verb		answer: yes or no
Do	you		want	dinner?	Yes, I do.
Can	you		drive?		No, I can't.
Has	she	not	finished	her work?	Yes, she has.
Did	they		go	home?	No, they didn't.

question word	auxiliary verb	not	subject	main verb		answer: information
Where	do		you	live?		In Paris.
When	will		we	have	lunch?	At 1pm.
Why	has	n't	Tara	done	it?	Because she can't.
Who(m)	did		she	meet?		She met Ram.
Who*	has			run	out?	Ati has run out.
Who**				ran	out?	Ati ran out.

What? Which? (to ask about things)

Where? (to ask about locations)

Who? (to ask about people)

When? (to ask about time)

Why? (to ask for the reason)

How? (to ask about the way things happen or are done)

How many? How much? How often? (to ask about the number or amount)

I could have reserved a seat
Could I have reserved a seat?

They arrived at six o'clock.
Did they arrived at six?
When did they arrive?
What time did they arrive?

Who paid? = Who did pay money?

Following are look like a question but there role is different

Suggestion: Shall we take the early train?

Asking permission: Can I help you?

When Question words (Wh) are subject

Wh + Finite Verb

Wh + Auxiliary Verb + Subject + Finite Verb

Who write a letter?

What happens next?

How many people know the secret?

How

How can express means or manner

How do you open the door?

How wide is the river?

How soon can you let me know?

How is that?

How much money do you need?

How often do you play?

Question or Question Phrase

How often = Frequent

How much = Amount or Quantity

How long = Time

How many = Quantity

How could = Solution

Who what and which

Who refers to people.

Which refers to people or non-human

We use what, when there is an indefinite — number of possible answers

We use which when is a **definite** possible answer.

What newspaper do you read?

Which newspapers do you read?

Who what and which

What = Many possible answers. You can choose anything

Which = There are options. We have to choose.

What do you want to eat for lunch? // you can choose anything

Which do you want to eat? // Sandwich or Cake

Are you coming back today or tomorrow? Tomorrow or Today

Why pay more = Why should I pay more?

Why the panic? What is the reason for panic?

Who knows “who knows” as a phrase or an expression, not a question”

How come you're a reporter? // How it is possible that you can be a reporter.

Question: How warm **is the water?**

Exclamation: How warm **the water is!**

How lucky you are!

~~How lucky are you?~~

How we laughed!

How quickly the time passed!

What a journey we had!