

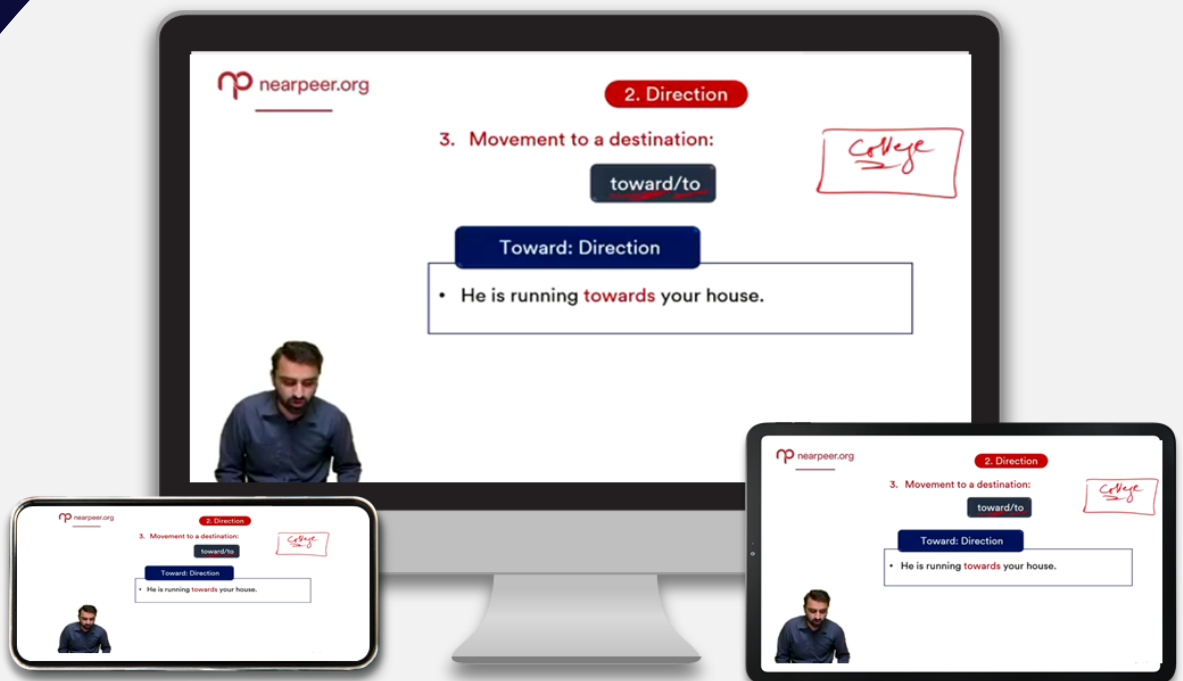
MDCAT

# English

Quick Practice Book

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# Chapter 10

## Punctuation

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## Punctuation

Punctuation is a set of symbols and marks which are used to clarify meaning in text by separating strings of words into clauses, phrases and sentences.

### Is there any difference in meaning?

- Let's eat my friend.
- Let's eat, my friend.
  
- A woman, without her man, is nothing.
- A woman! Without her, man is nothing.

## Capitalization

### 1. The First letter of the sentence

- **The** class has prepared its lesson.
- **Honesty** is the best policy.

### 2. Subjective Case of the First-Person Singular Pronoun (I):

- **I** had finished my lesson when my father called me.
- You and **I** are best friends.

### 3. Proper Nouns: Persons, Places, Things, Events

- The principal awarded first prize to **Yaseen** in essay writing.
- The students visited **Lahore Zoo** as a study tour.
- He bought a **Mercedes** after he became a consultant.
- His father will return from Dubai at **Eid**.

### 4. Compound Proper Nouns:

- Aliya has got admission in **The King Edward Medical College**.
- Imran Khan represented Pakistan in **The United Nations Organizations**.

### 5. Acronyms:

- **UNICEF** is an agency of **UNO**.
- Haris has planned to study in the **UK**.

### 6. Titles + Names:

- **Mr. Ali** is standing outside waiting for his turn to consult **Dr. Mehshim**.
- **Ms. Tahira** is teaching Biology at this college.

### 7. Name of days and months:

- Nearpeer has started **Sunday** sessions for students.
- The exams will be conducted in **August** this year.

### 8. Title of Books and Topic Names:

- **Wuthering Heights** is a masterpiece of Emily Bronte.
- Stephen Leacock's **My Financial Career** is a comic essay.

## Full Stop (.)

### 1. At the End of Sentences:

- I have finished drinking water.
- Javeria has learnt the points of her speech.
- Do not smoke.

### 2. At the End of Indirect Questions:

- Waris asked me what I was doing at college.
- I don't know how he has passed the entrance test.
- The teacher asked the students if they had done their work.

### 3. At the End of Short Form of the Titles.

- Dr. Aslam is one of the best doctors.
- Mr. Kamran is not willing to cooperate with us.

### 4. At the End of Abbreviations:

- Etc.
- E.g.

### 5. It is used in email addresses and websites:

- Nearpeer.org
- www.joinpaf.gov.pk

### 6. It is Used to Separate Whole Numbers from Parts:

- (six point 9)
- Rs. 100.79 (100 Rupees and 79 Paisas)

## Points to Remember:

1. We use the full stop ( . ) at the end of the sentence.
2. We should not use any space between last letter and the full stop.
3. We should use one space between the full stop and first letter of the next sentence.
4. If we write next sentence, we should write the first letter of the next sentence with capital letter.

## Question Mark (?)

Question Mark (?) is used at the end of the direct questions.

1. Questions that need confirmation in Yes or No:
  - Have you understood the basic rules for Punctuation?
  - Do you respect your elders?
  - Is there anything confusing?
2. Questions that need detail answers:
  - How have you understood the basic rules for Punctuation?
  - Why do you respect your elders?
  - Why is there anything confusing?
3. Tag Questions/ Half statement, half question:
  - I have give you your due amount, haven't I?
  - She does not speak fluent English, Does she?
  - There is a bag in the class, Isn't there?

## Exclamation Mark (!)

1. Exclamation Mark ( ! ) is used at the end of the sentences that show strong feelings or emotions.
  - What a grand ceremony it was!
  - What a beautiful piece of jewelry it is!
  - How melodiously he sings!
2. Exclamation Mark ( ! ) is used at the end of interjections.
  - Alas! I lost my wallet in the farewell party.
  - Aghast! What should I do?
  - Ouch! I got my ankle wrenched.

3. Exclamation Mark ( ! ) is used at the end of words/phrases that show strong feelings or emotions.

- What! Are you really serious to resign?
- A snake under the table! Yelled the worker.
- Congratulations! You just learnt everything you need to know about exclamation marks.

## Comma ( , )

1. Comma ( , ) is used to separate alike entities “words, phrases, clauses” (Coordination):

Nouns, Adjectives, Verbs, Adverbs

- Ali, Ahmad and Aslam are working together.
- Bilal is an intelligent, sharp and active student.
- I like to eat, sleep and repeat.
- My brother speaks fluently, efficiently and clearly.

2. Comma ( , ) is used after an introductory dependent clause.

Dependent  
Clause

,

Independent  
Clause

- When my father came home, I was studying.
- If you work hard, you will succeed.

3. Comma ( , ) indicates that introductory words and phrases moved from the end of the sentence.

Introductory  
Phase

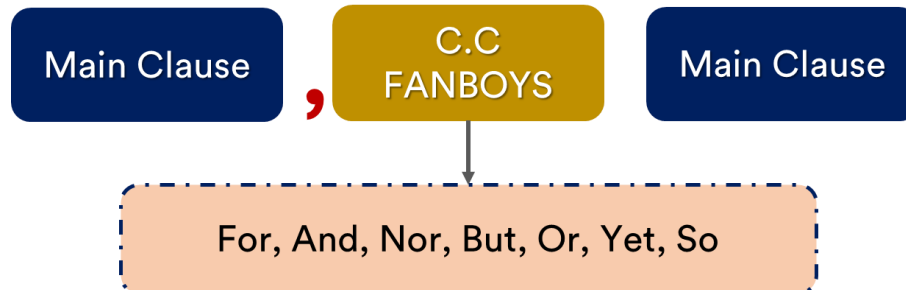
,

Independent  
Clause

- After passing NMDCAT, he is studying MBBS from KEMC.

- In the light of day, everything looked different.

4. Comma ( , ) is used before coordinating conjunction in a compound sentence.



- I am studying hard, but my brother is playing in ground.

5. Comma ( , ) is used after conjunctive adverbs:

|             |              |            |         |
|-------------|--------------|------------|---------|
| Accordingly | Nonetheless  | Likewise   | Finally |
| However     | Nevertheless | Still      | hence   |
| Moreover    | Furthermore  | Conversely | Then    |
| Also        | Furthermore  | Meanwhile  | Instead |
| Indeed      | Subsequently | Similarly  | Besides |
| Otherwise   | Consequently | Therefore  | Thus    |

- You must pass this test; otherwise, I shall send the report at your home.
- Therefore, he went to work in New York to earn money.

6. Comma ( , ) is used to separate reporting and reported speech in direct narration.

i. **Comma After Reporting Speech:**



- Ali said to me, “I shall help you in the upcoming exams.”

- ii. If reported speech comes first, comma will be used inside quotation marks.



7. Comma ( , ) is used to separate vocatives, discourse markers and interjections:

- Mother, please cook rice for me. (vocative)
- Well, what do you think we should do about it. (Discourse marker)
- Wow, that sounds really exciting.

8. Comma ( , ) is used to separate statement in tag questions:

- She is your teacher, isn't she?
- They are not working now, are they?
- I am not annoying you, am I?

9. Comma ( , ) is used to separate non-essential clause:

- The ambulance, which arrived after just five minutes, took three people to the hospital immediately.

**Comma ( , ) is not used to separate essential clause:**

- This was the pen that was used by space scientists in space.

**Colon ( : )**

1. Colon ( : ) is used to introduce lists:

- There are three main reasons for the success of any organization: leadership, determination, and goal.

2. Colon ( : ) is used to indicate a subtitle or to indicate a subdivision of a topic:

- Life in a Big City: A Public Survey

3. Colon ( : ) is often used to introduce direct speech:

- Then Ali said: "I really cannot help you in any way."



4. Colon ( : ) is often used between sentences when the second sentence explains or justifies the first sentence:

- Try to keep your car well maintained and neat: It will sell more easily.

5. Colon ( : ) is used to tell ratio and time:

- The property share of these two brothers in 50:50.
- The arrival time is 7 O'clock, but Ali arrived at 7:23 today.

## Semi-Colon ( ; )

1. Semi-colon ( ; ) is used to link (in a single sentence) two independent clauses that are closely related in thought.

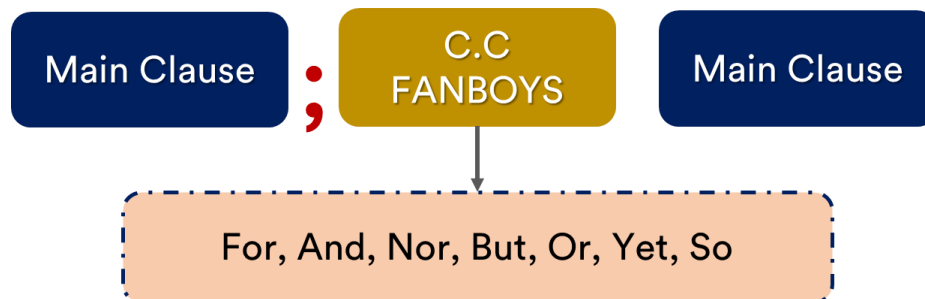
- Some people write with a word processor; others write with a pen or pencil.

2. Semi-colon ( ; ) is used between two independent clauses that are connected by conjunctive adverb.



- Ayesha kept talking in class; therefore, she got in trouble.

3. Semi-colon ( ; ) is used between two independent clauses that are connected by Coordinating conjunction (FANBOYS) when a comma is already used.



- Some people write with a word processor, tablet or even a phone; but others, for different reasons, choose to write with a pen or pencil.

## Apostrophe (‘)

### 1. Apostrophe ( ‘ ) is used in contractions:

| Expanded form  | Contraction | Expanded Form | Contraction |
|----------------|-------------|---------------|-------------|
| Do not         | Don't       | I am          | I'm         |
| Does not       | Doesn't     | You are       | You're      |
| Has not        | Hasn't      | He is/has/was | He's        |
| Have not       | Haven't     | We have       | We've       |
| Is not         | Isn't       | I shall/will  | I'll        |
| Are not        | Aren't      | She would/had | She'd       |
| Will/would not | Won't       | They are      | They're     |
| Was not        | Wasn't      | She will      | She'll      |
| Were not       | Weren't     | He had        | He'd        |

### 2. Apostrophe and an “S” ( ‘s ) is used to make plurals of Alphabet and Numbers:

- Abdul Rehman got all A's in final exams.
- Afridi hit ten 6's and twelve 4's in this match.

### 3. Apostrophe and an “S” ( ‘s ) is used to tell possession of the nouns:

- Ahsan's father has agreed to send him abroad.

### 4. Only Apostrophe ( ‘ ) is used to tell possession of the plural nouns ending with s:

- The government is making a new Judges' colony.

### 5. Apostrophe and an “S” ( ‘s ) is used with the last word of the compound noun to tell its possession:

- He was asking for Prime Minister's helpline number.
- He doesn't like his father-in-law's attitude.

### 6. No pronoun uses apostrophe except indefinite pronoun “One”.

- Usman is sitting at my desk.
- One should respect one's parents.

## Hyphen (-)

A Hyphen ( - ) is an extension used for words.

1. Use a hyphen for creating compound words.
  - I saw a cube-shaped carton.
  - His aim is to become commander-in-chief.
  - I need an up-to-date book for NMDCAT preparation.
2. Use a hyphen for writing numbers from twenty-one to ninety-nine.
  - Five hundred and twenty-nine
3. Use a hyphen for writing fractions.
  - One-third of the syllabus has been covered.
4. Use a hyphen when a prefix comes before a capitalized word or the prefix is capitalized.
  - He is comfortable with non-Pakistanis at his workplace.
5. Use a hyphen when prefix (non, self, and ex) are used.
  - He is comfortable with non-Pakistanis at his workplace.
  - You must have self-control.
  - He is an ex-army officer.
6. Hyphenated compound adjective is used when it comes before noun it describes.
  - I need an up-to-date book.

### Exceptions:

- i. Compound adjective that has a word ending with “ly” is not hyphenated.
  - You will find a friendly looking man when you enter the class.
- ii. Non-Hyphenated compound adjective is used if it comes after noun it describes.
  - This book is up to date.

## Dash (—)

A dash (—) is an extension used for Sentence.

1. Use a dash to interrupt a thought or explanation.
  - The package was lying by the front door, a cube-shaped carton. (wrong)
  - The package was lying by the front door — a cube-shaped carton. (correct)
2. Use a dash at the end of the sentence to introduce an afterthought or a summary of part of the sentence.
  - Then came a sharp crack from a bush - a branch had snapped off. (Wrong)
  - Then came a sharp crack from a bush — a branch had snapped off. (Correct)
3. Use a dash in place of Commas to emphasize a word or phrase.
  - I think - well , you misunderstood me. (wrong)
  - I think — well — you misunderstood me. (Correct)

## Quotation Marks (“”)

1. Use quotation marks ( “ ” ) to set of quoted material or sayings.
  - It is said, “As you sow, so shall you reap.”
  - Farhan said, “Pakistan will win this match.”
2. When reporting speech comes as an interrupter, if the comma (,) is used inside the first reported speech, the second reported speech starts with small letter.
  - “English is not a difficult language,” said the teacher “it’s very easy to learn if you just practice.”
3. When reporting speech comes as an interrupter, if the full stop (.) is used inside the first reported speech, the second reported speech starts with the capital letter.
  - “English is not a difficult language.” Said the teacher “It’s very easy to learn if you just practice.”

## Assessment 01

1. Incidentally, we would be grateful if you would do your best to be ready to start work at 11.00 am.
  - A. Incidentally,
  - B. Grateful
  - C. To be
  - D. Am
2. But let me speak the last word to the wise of these days: of all who give gifts, these two were the wisest.
  - A. Speak
  - B. Days:
  - C. of
  - D. Were
3. “We have in this war gone back to all the septic infections of the middle ages,” said the Director-General of the Army Medical Service.
  - A. War
  - B. middle ages
  - C. Director-General
  - D. Army Medical Service
4. Ever since Joachim quit his last job he has been free to pursue his solo jazz career, and he has actually become quite skilled at improvisation.
  - A. Last job
  - B. To pursue
  - C. Career,
  - D. Quite skilled
5. “Above all you must remember to conjugate the verbs correctly on tomorrow’s test,” the French teacher said.
  - A. “Above all
  - B. The verbs
  - C. Tomorrow’s
  - D. Test,
6.
  - A. There was no possibility of turning over for an extra doze, and seeing the hours of school stretching ahead, was a dismal experience, especially on a monday.
  - B. There was no possibility of turning over for an extra doze, and seeing the hours of school stretching ahead, was a dismal experience, especially at a Monday.
  - C. There was no possibility of turning over for an extra doze, and seeing the hours of school stretching ahead, was a dismal experience, especially on a Monday.
  - D. There were no possibility of turning over for an extra doze, and seeing the hours of school stretching ahead, was a dismal experience, especially on a Monday.

7.

- A. Rockies of colorado, peaks of California, Stone Mountain of Georgia, Mountain of Tennessee and Mole-hill of Mississippi are the names of mountains of those states.
- B. Rockies of Colorado, peaks of california, Stone Mountain of Georgia, Mountain of Tennessee and Mole-hill of Mississippi are the names of mountains of those states.
- C. Rockies of Colorado, peaks of California, Stone Mountain of Georgia, Mountain of Tennessee and Mole-hill of Mississippi are the names of mountains of those states.
- D. Rockies of Colorado, peaks of California, Stone Mountain of Georgia, Mountain of Tennessee and Mole-hill of mississippi are the names of mountains of those states.

8.

- A. Our liberal minded clergyman managed to unite the entire congregation.
- B. Our liberal-minded clergyman managed to unite the entire congregation.
- C. Our liberal-minded-clergyman managed to unite the entire congregation.
- D. Our-liberal-minded clergyman managed to unite the entire congregation.

9.

- A. Jan asked; "What did Joe mean when he said, 'I will see you later.' "
- B. Jan asked, 'What did Joe mean when he said, 'I will see you later?'
- C. Jan asked, "What did Joe mean when he said, 'I will see you later'?"
- D. Jan asked, "What did Joe mean when he said, 'I will see you later' "?"

10.

- A. When I noticed that our dog cut it's paw, I called the veterinarian right away.
- B. When I noticed that our dog cut its paw. I called the veterinarian right away.
- C. When I noticed that our dog cut its paw, I called the veterinarian right away.
- D. When I noticed that our dog cut its paw; I called the veterinarian right away.

## Assessment 02

1. Jane wanted to go parasailing over vacation but then, a fierce storm rolled in and flooded the harbour.  
A. To  
B. Vacation  
C. Then,  
D. And
2. The crowd jumped out of their seats and cheered loudly, when the home team scored the game-winning shot at the buzzer.  
A. Out of  
B. Loudly, when  
C. Game-winning  
D. At
3. Though he no longer held an official position, the ex mayor still attended all the town's functions.  
A. No longer  
B. Ex mayor  
C. All  
D. Town's
4. The top one third of all high school graduates are entitled to an education at the California State University.  
A. One third  
B. High school  
C. To  
D. California State University
5. It was not that he was less active - he could still knock up a half century on the cricket-field; nor was it that he had lost any interest or keenness in his work.  
A. Was  
B. Active -  
C. Half century  
D. Cricket-field
6.  
A. When the first world war broke out in 1914, it also contributed to the war effort and quite a few of the teachers and students joined the Armed Forces.  
B. When the First World war broke out in 1914, it also contributed to the war effort and quite a few of the teachers and students joined the Armed Forces.  
C. When the First World War broke out in 1914, it also contributed to the war effort. Quite a few of the teachers and students joined the armed Forces.  
D. When the First World War broke out in 1914, it also contributed to the war effort. Quite a few of the teachers and students joined the Armed Forces.

7.

- A. When asked to confirm whether all the missing soldiers were accounted for, the lieutenant Richard answered in the negative.
- B. When asked to confirm whether all the missing soldiers were accounted for, the Lieutenant richard answered in the negative.
- C. When asked to confirm whether all the missing soldiers were accounted for, the Lieutenant Richard answered in the negative.
- D. When asked to confirm whether all the missing soldiers were accounted for, the lieutenant richard answered in the negative.

8.

- A. This final presidential debate stacks up and compares to the others, do you think.
- B. This final presidential debate stacks up and compares to the others, do you think?
- C. This final presidential debate stacks up and compares to the others, does you think?
- D. This final presidential debate stacks up and compares to the others, do you thought?

9.

- A. A state-of-the-art printer is not that expensive.
- B. A state of the art printer is not that expensive.
- C. A state-of the art printer is not that expensive.
- D. A state-of-the art printer is not that expensive.

10.

- A. A liberally sprinkled dose of humour was very much appreciated.
- B. A liberally-sprinkled dose of humour was very much appreciated.
- C. A liberally-sprinkled-dose of humour was very much appreciated.
- D. A liberally sprinkled dose-of-humour was very much appreciated.



## Assessment 03

1. He thought at first he would give up his house master ship; but the Head persuaded him otherwise.  
A. At first  
B. Give up  
C. Mastership;  
D. Head
2. The sharp icy gusts of wind struck like steel but the young man seemed to be immune to them.  
A. Sharp icy  
B. Steel but  
C. Man  
D. To
3. I asked "What is the reason for your planting this patch up here?"  
A. Asked  
B. What  
C. This  
D. Here?
4. Norma, overcame by the temptation pushed the button in the absence of her husband and got him killed in an accident.  
A. , overcame  
B. Temptation  
C. Absence  
D. In
5. After the drum beat had ceased the drumbeater called out to the people who were now attentive and impatiently waiting for him to call out the public announcement.  
A. After  
B. Ceased  
C. Impatiently waiting  
D. Call out
6.  
A. The school which, had only just opened, burnt down.  
B. The school, which had only just opened burnt, down.  
C. The school, which had only just opened, burnt down.  
D. The school, which had only just, opened burnt down.
7.  
A. In the South of Spain, across the strait from Ceuta, were stationed Syrian troops from Damascus.

- B. In the south of Spain, across the strait from Ceuta, were stationed Syrian troops from Damascus.
- C. In the south of Spain, across the strait from ceuta, were stationed Syrian troops from Damascus.
- D. In the south of spain, across the strait from Ceuta, were stationed Syrian troops from Damascus.

8.

- A. High-brightness LEDs for rear-projection TVs are attracting much attention as samsung leads the way with new products.
- B. High-brightness LEDs for rear-projection TVs are attract much attention as Samsung leads the way with new products.
- C. High brightness LEDs for rear-projection TVs are attracting much attention as Samsung leads the way with new products.
- D. High-brightness LEDs for rear-projection TVs are attracting much attention as Samsung leads the way with new products.

9.

- A. The average working week in U.S. is 42.3 hours, compared with 41.6 in the UK, so they are not too badly off.
- B. The average working week in US is 42.3 hours, compared with 41.6 in the U.K., so they are not too badly off.
- C. The average working week in U.S. is 42.3 hours, compared with 41.6 in the U.K., so they are not too badly off.
- D. The average working week in U.S.A. is 42.3 hours, compared with 41.6 in the UK, so they are not too bad off.

10.

- A. As a consultant to N.A.S.A, Cockburn had access to confidential details of the U.S.A space program.
- B. As a consultant to NASA, Cockburn had access to confidential details of the USA space program.
- C. As a consultant to NASA, Cockburn had access to confidential details of the U.S.A space program.
- D. As a consultant to NASA, cockburn had access to confidential details of the U.S.A space program.

## Key

### Assessment 01

1. d
2. c
3. b
4. a
5. a
6. c
7. c
8. b
9. c
10. c

### Assessment 02

1. c
2. b
3. b
4. a
5. c
6. d
7. c
8. b
9. a
10. a

### Assessment 03

1. c
2. b
3. a
4. b
5. b
6. c
7. b
8. d
9. c
10. c