Punctuation Marks

Punctuation marks are symbols that are used to aid the clarity and comprehension of written language

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| Sr.  no | Punctuation Mark | Symbol | Definition/ Detail | Examples |
| 1 | Capitalisation/  Capitalization |  | In the beginning of a sentence  Proper Noun  Proper Noun Phrase  Nationalities  Languages  Days of the week  Months of the year  Public holidays  Geographical places  Festivals  Events  Titles of books  Title of magazines  Titles of newspapers  Title of Plays  Title of music: | **We** got managerial skills from that institution.  Our national poet is **Allama Iqbal**.  I have to watch **The Football World Cup** matches**.**  You know**, Chinese** are industrious people.  I like to learn **Arabic** language.  I will be back on **Monday**.  Next exam is in **November**.  We will visit Lahore on **Resolution Day**.  We visited **Deosai National Park** last week**.**  Kalash people celebrate **Chilam Joshi** every year**.**  Did you attend **Daira** 2022 at our campus?  Have you read **Treasure Hunters**?  Do you frequently go through **Herald?**  I love to read articles given in **The Nation**.  One of the famous plays of Shakespeare is **Hamlet**.  Have you ever listened **Shaabi**? |
| 2 | Full Stop/  Period | **.** | At the end of declarative  Imperative sentence(suggestions and commands)  After reported / indirect questions  In initials for personal names  after abbreviations  after some qualification  professions  some designations  as a decimal point  in websites | They offer prayer five times a day.  Let's go to the park.  Shut the door.  He asked what time it was.  David A. Johnston G. W. Dwyer  etc. (etcetera)  M.Phil. Ph.D.  Dr.  Prof.  1.3 million dollars  https://7esl.com |
| 3 | Comma | **,** | to separate phrases or items in a list  between words in a series  to separate an introductory element from the rest of the sentence  to set off the words “yes” and “no”  to set off a tag question from the rest of the sentence  to indicate a direct address  after a participle phrase clause  to separate parts of the date | She bought milk, eggs, and bread.  He was tall, dark, and handsome.  As the day came to an end, the firefighters put out the last spark.  No, thank you.  She is your sister, isn’t she?  Is that you, Mary?  Walking slowly, I could see the beautiful flowers.  Tuesday, May 2, 2016, was when I graduated. |
| 4 | Colon | **:** | before a list  ratio  to Introduce a Quote  to further explain  to introduce example  to indicate a subtitle/subdivision of a topic  between sentences when the second sentence explains or justifies the first sentence  to emphasize  to separate hours and minutes  to separate elements of a mathematical | There are many punctuation marks: period, comma, colon, and others.  Mark Twain said it best: “When in doubt, tell the truth.”  Our company offers many publishing services: writing, editing, and reviewing.  Life in Provence: A Personal View  Try to keep your flat clean and tidy: it will sell more easily.  There was one thing she loved more than any other: her dog.  The time is 2:15.  The ratio of girls to boys is 3:2. |
| 5 | Semi Colon  (Stronger pause than a comma) | **;** | to separate two independent clauses in a compound sentence  to separate items in a series  (where commas are already in use)  to stress the close relationship between one sentence and another. | The class was cancelled today; Mr. Smith was homesick.  Relatives at the reunion included my older brother, Bob; my cousin, Art; and my great-aunt, Mattie.  Joan likes eggs; Jennifer does not.  My daughter is a teacher; my son is a doctor*.* |