

Punctuations

Latin Punctum___ Punctuation. Punctum means ‘point’.

Punctuation Marks help to express the variation of tones in a speech.

List of Punctuation Marks:

1. **Full Stop/ Period(.)** – M.B.B.S, Ltd., etc., Assertive, imperative, Optative, gmail.com
2. **Comma(,)**- A, B & C, He said,” “”, said he. Apositive-Mr. A, the chairman, is coming.
Date: 19 August, 2023, Address,
3. **Semicolon (;)**___ (Group) A &B; C & D;
4. **Colon (:)**___ Introduction: Rina:
5. **Note of Interrogation/ Question Mark (?)**___ Interrogative sentence?
6. **Note of Exclamation (!)** ___ Exclamatory sentence, Alas! Hurrah!
7. **Hyphen (-)** (father-in-law), mother-in-law, co-curricular activities.
8. **Dash (—)**
9. **Inverted Commas/ Quotation Marks (“ ” / ‘ ’)**
10. **Apostrophe (’)**___ Rina’s cat, It’s
11. **Bracket/ Parenthesis (___)/ [___]**
12. **Dots/Ellipsis (...)**
13. **Slash/Oblique (/)**
14. **Asterisk (*)**

Capitalization

Capitals are used: -

1. To begin a sentence
2. To begin each fresh line of poetry
3. Name of day and month. Sunday, January.
4. Abbreviation MBBS, FCPS.
5. Pronoun ‘I’ and interjection ‘O’.
6. For all nouns and pronouns which indicate the deity .
The Lord, He is the God.
7. To begin all Proper Nouns and Adjectives derived from them
For Example : Africa, African, Shakespeare , Shakespearian
8. After inverted Comma. “A...”.

Suggestion for HSC Examination:

1.Student : Excuse me Sir I want to discuss with you some grammatical problems.

Teacher: what class are you in

Student : Sir I am in class 11 I am a newly admitted student here.

Teacher: Okay tell me your problems.

Student : I want to understand the difference between a phrase and a clause.

Teacher: Dont worry. Ill help you understand the difference .

2.Sajid : Hurrah weve won the match.

Sifat : What match Sajid

Sajid : The football match between your school team and our school team

Sifat : Oh my Almighty ! how did it happen ?

Sajid : We won by three goals to one

Sifat : I thought our team was better than yours

Sajid : the result shows who is better

Sifat : Anyway well do better next year.

Sajid : Best of luck Sifat.

3.Youve cut of your hair, asked Jim laboriously, as if he had not arrived at that patent fact yet even after the hardest mental labor. Cut it off and sold it, said Della. Dont you like me just as well, anyhow I am me without my hair aint I Jim looked about the room curiously. You say your hair is gone he said with an air of almost idiocy

4. Jerry : I can chop some wood today .

Writer : but Ive a boy coming from the orphanage .

Jerry : I am the boy

Writer : you but youre very small in size.

Jerry : size doesnt matter in chopping wood. Some of the big boys dont chop well . Ive been chopping wood for a long time.

Writer : very well there is the axe. go ahead see what you can do

5. The traveler said to the peasant “can you tell me the way to the nearest inn” the peasant said “yes I can Do you want one in which you can spend the night” the traveller said “I dont wish to stay there I only want a meal” Follow me and I will take you to a nice one .

6. “how is your father Rana” said mr karim. he is very well thank you replied rana. “i am glad to hear that he is in good health” said mr karim.

7. Student: Excuse me sir may I come in?

Teacher: yes come in

Student: Thank you sir

Teacher: what can I do for you?

Student: would you kindly make me clear about the use of this punctuation marks?

Teacher: didnt you attend my class yesterday?

Student: no sir I did not come

Teacher: why you must not miss any class

Student: ill never miss any class sir.

8. Arif: hello how are you Zakia?

Zakia: Fine what about you?

Arif: well I was a bit sick

Zakia: Really what happened

Arif: Stomach upset I had outside food it troubles my stomach.

Zakia: Thats why I always try to avoid outside food they are unhygienic.

Arif: im not going to have it anymore.

Zakia: Anyway you take care Bye

Arif: Bye

9. The old sailor said, “I am saved because I have shown true love for all living things. Sometimes I feel I must teach the lesson that I learnt.” “what is the lesson” the guest said. The old sailor said, “He prayeth best who loveth best all things both great and small.

10. Bindu: do you read newspaper regularly hema

Hema: Yes I do what about you?

Bindu: to tell you frankly I do not read newspaper regularly.

Hema: why you get enough time

Bindu: I do but I do not like. Moreover I think it’s a wastage of time

Hema: Strange why do you think so?

11. Lion: How dare you wake me up

Mouse: Im sorry sir I did not mean to wake you I was just playing

Lion: Now Im going to kill you

Mouse: Oh please sir. Have mercy on me one day, I can be your help.

Lion: What rubbish how can a little mouse help a big lion

12. Ishtiak: Excuse me where is the nearest hospital

Fuad: Its about 2 km from here You will have to hire a taxi you can also go there by bus

Ishtiak: I see is there a bus station near here

Fuad: Yes there is a bus stop at the corner

Ishtiak: Thank you

Fuad: dont mention it.

Solutions:

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Teacher: Why? You must not miss any class.

Student: I'll never miss any class sir.

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Zakia: That's why, I always try to avoid outside food. They are unhygienic.

Arif: I'm not going to have it anymore.

Zakia: Anyway, you take care. Bye.

Arif: Bye.

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Ishtiak: Thank you.

Fuad: Don’t mention it.

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