

Punctuation

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Punctuation

- ✓ Punctuation is a set of marks or symbols used in writing.
- ✓ It makes the meaning of sentences clear and easy to understand.
- ✓ It shows where to pause, stop, or ask a question.
- ✓ It expresses emotions, emphasis, or tone in writing.
- ✓ Without punctuation, writing can become confusing or misleading.
- ✓ With correct punctuation, writing becomes organized, smooth, and professional.

Punctuation

➤ Full Stop (.)

- ✓ Used to end a statement or simple sentence.

Example: She is my friend.

Example: We went to the park.

➤ Comma (,)

- ✓ Used to separate items in a list or clauses in a sentence.

Example: I bought apples, oranges, and bananas.

Example: After dinner, we went for a walk.

Punctuation

➤ Question Mark (?)

- ✓ Used at the end of a direct question.

Example: Where are you going?

Example: Did you finish your homework?

➤ Exclamation Mark (!)

- ✓ Shows surprise, excitement, or strong emotion.

Example: Wow! That's amazing.

Example: Stop! Don't touch that.

Punctuation

➤ Quotation Marks (“ ”)

- ✓ Used to show direct speech or exact words.

Example: Ali said, “I am tired.”

Example: “Where is my book?” asked Sara.

➤ Apostrophe (')

- ✓ Shows possession or contractions.

Example: This is Ali’s bag. (possession)

Example: It’s a beautiful day. (contraction of it is)

Punctuation

➤ Colon (:)

- ✓ Introduces a list, explanation, or detail.

Example: She bought three things: a pen, a notebook, and a ruler.

Example: He has one hobby: painting.

➤ Semicolon (;)

- ✓ Connects closely related ideas or separates items in complex lists.

Example: I have a test tomorrow; I can't go out tonight.

Example: We visited Lahore, Pakistan; Delhi, India; and Dhaka, Bangladesh.

Punctuation

➤ Dash (—)

- ✓ Adds emphasis or extra information in a sentence.

Example: She was going to the party — but changed her mind.

Example: My best friend — Ali — lives next door.

➤ Hyphen (-)

Joins words together or breaks a word at the end of a line.

Example: She is a well-known writer.

Example: Please re-check your answer.

Punctuation

➤ Parentheses ()

- ✓ Add extra information or an aside in a sentence.

Example: He finally answered (after five minutes) that he was tired.

Example: My brother (the youngest one) studies in college.

➤ Ellipsis (...)

- ✓ Shows omission of words or an unfinished thought.

Example: She began to speak, but then... stopped.

Example: I was thinking... maybe we should leave early.

Unpunctuated Sentences

- ✓ where are you going ali
- ✓ i have books pencils erasers and notebooks in my bag
- ✓ wow that was an amazing performance
- ✓ sara said i am very tired today
- ✓ its raining outside take your umbrella
- ✓ my brothers car is red while my sisters car is blue
- ✓ we visited lahore pakistan delhi india and dhaka Bangladesh
- ✓ she was upset she did not want to talk to anyone
- ✓ do you know the man who lives next door
- ✓ after dinner we went to the park and then we had ice cream

Punctuated Passage

❖ Last Sunday, we planned a picnic at the riverside. Everyone in the family was excited; even my little sister packed her toys. We left home early in the morning, carrying food, drinks, and a cricket bat. On the way, my father asked, “Did anyone bring the camera?” My brother replied, “Yes, I have it.” When we reached the riverside, the air was fresh, and the water looked clear. We spread a mat, played cricket, and enjoyed sandwiches. Suddenly, dark clouds appeared, and it started raining heavily. My mother shouted, “Quick, pack everything!” We ran back to the car, laughing and wet.

Unpunctuated Passage (Activity)

❖ yesterday i went to the market with my friend ali we wanted to buy some fruits vegetables and stationery items when we reached the market it was very crowded people were shouting bargaining and moving quickly from shop to shop we first went to the fruit shop the shopkeeper asked us what do you want i told him we need apples oranges and bananas after buying fruits we went to another shop suddenly ali said i forgot my wallet can you pay for everything i smiled and said no problem lets go home now

Reference

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THANKS.

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