

BIRLA VIDYA NIKETAN

SESSION 2025-26

CLASS V

PUNCTUATION

1. CAPITAL LETTERS

Usage:

Capital letters are used at the beginning of a sentence, for proper nouns, and the pronoun “I.”

Examples:

- The book was kept on the table. (*Beginning of a sentence*)
- Riya is going to the market. (*Proper noun*)
- My brother and I love to play football. (*Pronoun “I”*)

2. FULLSTOP / PERIOD (.)

Usage:

A full stop is used at the **end of a complete sentence** that gives information or a statement.

Examples:

- The children were excited to visit the science museum.
- We stayed indoors because it was raining heavily.

3. COMMA (,)

Usage:

A comma is used to:

1. **Separate items** in a list
2. **Introduce a short pause** in a sentence
3. **Highlight contrast** using words like **but, if, also, however**, etc.
4. **Set off introductory words** (like yes, well, no)

Examples:

List:

- I packed my bag with pencils, erasers, notebooks, and crayons.

Contrast and Connectors:

- I like chocolate ice cream, but my brother prefers vanilla.
- If you finish your homework, you can play outside.

Introductory Words:

- Yes, I would love to join the game.
- Last night, we watched it again.

4. EXCLAMATION MARK (!)

Usage:

Used to express **strong feelings** like **joy, surprise, anger or urgency**.

Examples:

- Hurray! Our team won the match!
- What a beautiful rainbow!
- Oh no! I forgot my homework at home.
- Help! A dog is chasing me!

5. DOUBLE QUOTATION MARKS (“ ”)

Usage:

Double quotation marks are used to show **someone's exact words** (direct speech).

Examples:

- Rahul said, “I will bring my bat tomorrow.”
- “Do you know the answer?” the teacher asked.
- “I know the answer,” the student said confidently.
- My mother said, “Always tell the truth.”

