



Name: _____	Grade/Div.	Sub.	Sr. No.
Roll No.: _____	2/	Eng.	2.4
Date : _____			

Punctuation (I, Capitalisation, Full stop, Comma, Speech marks)

Punctuation marks are symbols that help make the meaning of sentences clear. The use of punctuation marks makes sentences easier to understand.

For example:

1. Every new sentence begins with a capital letter.
2. The proper nouns are capitalised in the sentence.
3. 'I' is always capitalised in the sentence.
4. Sentences that end with a full stop are called complete statements.
5. A comma helps to separate the list of the words in the same sentence. It also tells us to pause while reading.
6. Speech marks indicate the spoken words/dialogues in the sentence. Symbol of Speech mark – “”

Q1. Punctuate and rewrite the following sentences:

a) the dog ran towards his master

a)
.....

b) please give me your book said the teacher

b)
.....

c) i like ice-creams pastries and cakes

c)
.....

d) i bought milk cream sugar flour and chocolates from the food market.

d)
.....