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Punctuation

Incorrect punctuation can change the meaning of a sentence.

For example:

Let's eat Vicky.

Let's eat, Vicky.

Do you see how the usage of a comma changes the entire meaning in both the sentences? The missing of a comma in the first sentence indicates that the speaker is asking to eat Vicky, which does not make sense. Whereas, the comma after 'Let's eat' in the second sentence helps to convey the meaning that the speaker is suggesting Vicky to start eating, which sounds more sensible and also saves a life.

Marks of Punctuation

Some of the commonly used punctuation marks are:

Full Stop- (.) Usually used at the end of a sentence.

Question Mark- (?) Usually used at the end of an interrogative sentence to form a question.

Comma- (,) Usually used to denote a pause in a sentence.

Exclamation Mark- (!) Used to denote shock, surprise, anger or a raised voice.

Colon- (:) Used to indicate what is to follow next.

Semi Colon- (;) Used to link two independent clauses not joined by a conjunction or used to separate two independent clauses in place of comma.

Apostrophe- (') Used to show possession or for contraction of two words into one.

Read the following sentences carefully and use the signs/marks of punctuation.

1. Rams father is a doctor. He treats many patients. He never charges any fee if he treats the poor people who cannot pay

Ram's father is a doctor. He treats many patients. He never charged any fee if he treats the poor people who cannot pay.

2. Nowadays people use internet in every field. Do you know many years ago we did not even know what internet is

Nowadays, people use internet in every field.

Do you know many years ago we did not even know what internet is?

3. Today I went to school The teacher said to me what do you mean by law of gravitational force Thank god I knew the answer

Today I went to school. The teacher said to me,

'What do you mean by gravitational force?' Thank god I knew the answer

4. Oh God it's really very hot today I cannot tolerate this heat I should stay at home

Oh God! It's really very hot today. I cannot tolerate this heat. I should stay at home.

5. The Principal said Boys don't be late

The Principal said, 'Boys, don't be late.'

6. There are four seasons summer winter spring and autumn

There are four seasons: Summer, winter, spring and autumn.

7. Raju do you know Rakesh

Raju, do you know Rakesh?

8. The invigilator said stop writing

The invigilator said, 'Stop writing.'

Will not	Won't	I won't go to the tennis court today.
What are	What're	What're you doing here?

A Use short forms for the underlined words. Re-write them:

1. **Rohit:** What are you doing here?

Punit: I am doing my homework now.

I'm

Rohit: When did you come here? You did not inform me.

didn't

Punit: I tried calling you up but your phone was engaged.

Don't

Rohit: Do not worry. Remember when you come, you should not forget to call me up.

Shouldn't

Punit: Definitely, I will do the same.

I'll

Rohit: O.K., remember to do so.

2. **Neha:** Do not you think the weather is changing?

Don't

Mridul: I am also feeling so.

I'm

Neha: I think it is going to rain today.

It's

Mridul: Let us play some indoor games.

Let's