



NAME \_\_\_\_\_ DATE \_\_\_\_\_

## PUNCTUATION AND CAPITALIZATION

### 1) Capital letter:

- a) A sentence begins with a capital letter. Write I (personal pronoun) and O (Interjection) in capital letters.
- b) Write abbreviations in capital letters.  
**Examples:** I, English, A.M, O' God! Jesus.
- c) Begin Proper nouns and 'God' in capital letters.

### 2) Period or full stop or full point (.):

- It is used at the end of a sentence. (Declarative or imperative)
- It is used in some abbreviations.  
**Examples:** I like sweets, P.M., Dr.

### 3) Question mark (?):

- It is used after a question or a question tag.  
**Example:** Do you like music? Don't you?

### 4) Exclamation point (!):

- It is written after an exclamation.
- It is used to express surprise, emotion, sudden feeling etc..  
**Examples:** How nice! Alas! What a surprise!

### 5) Comma (,):

- a) 'It' is used to show slight pause in a sentence.
- b) It is used to separate items in a list.
- c) It is used to separate days from months and years.
- d) It is used between adjectives.  
**Examples:** a) There are cups, jars and plates.  
b) Monday, October 5, 2014.  
c) When I get home, I am going to have a bath.  
d) Yes, I like it.  
e) A lovely, cool refreshing breeze.

### 6) Inverted commas or quotation marks (' '):

- a) They are used in direct speech.
- b) They are used to show tittles.
- c) They are used to show that you think a particular word.  
**Examples:** He said, "close the window"  
I don't know how to use the word "disagree"

### 7) Apostrophe ('):

- a) It is used to replace letters in contracted forms.
- b) It is used to express possessives.  
**Examples:** a) can't ----- cannot  
b) It's ----- It is, It has  
c) I'd ----- I had, I would  
d) John's toy

Use correct punctuation marks or capital letters in the circles given to make the sentences meaningful and correct. You may use the choices that follow.

Examples:

a) How many students are going to picnic?

a) .

b) !

c) ? ✓

b) I have turned west, when I have to turn east.

a) i

b) me

c) I ✓