



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 titles.
- 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

Rewrite the following using correct capital letters and punctuations marks. The wrong words or punctuation marks are underlined.

somebody knocked at the door. 'who is there!' i said. there is no replay, i looked out of the window, What a surprise? There is Uncle tom with a basket full of strawberries. apples and oranges.

Somebody knocked at the door. 'Who is there?' I said. There is no replay. I looked out of the window. What a surprise! There is Uncle Tom with a basket full of strawberries, apples and oranges.