



NAME _____ DATE _____

PUNCTUATION (INTRODUCTIONS)

Punctuation is the act of putting stops / marks with the help of some signs. It helps to bring the needed meaning of a sentence. It is linked with the pause or pitch of a sentence. Punctuation marks can be used in a written text. They help to separate words, phrases and clauses and focus the tone of a sentence.

Examples: 1) Brian, What a fun! [Expressing a feeling]
2) Where have you been all the time? [Enquiring the matter]
3) a) Harry, my brother, is ill. [My brother Harry is ill]
b) Harry, my brother is ill. [Telling Harry that my brother is ill]

Depending on their presence, punctuation marks may be divided as follow.

1) **End punctuation marks:** They come at the end of a sentence.

Example: Period [.] , Question mark [?] , Exclamation [!].

2) **Internal punctuation marks:** They are present in the middle of a sentence / in between words / phrases / clauses.

Example: Comma [,] , Semicolon [;] , Colon [:] , Hyphen [-] , Dash [___] , Inverted commas [" "] , Brackets [()] , Apostrophe ['] , Slash [/].

Note: a) Exclamation mark may also serve as internal punctuation.

b) Brackets (parenthesis) may also be used as end punctuation marks.

i) **Full stop / Period [.] :** All declarative and imperative sentence end with a period. Period comes after abbreviations also.

Examples:

- 1) Mr. Moses left for Australia .
- 2) Get me a glass of water .
- 3) A.M., P.M., B.B.C.

ii) **Comma [,] :** It is used to separate ideas or elements in a sentence. It is also used at the end of salutation and closing part of a letter. It comes after yes and no.

Examples:

- 1) Mom bought vegetables , fruits , sweets and a mop from the market.
- 2) Our class leader , George is a tall guy.
- 3) Dear Brother , Thank you ,
- 4) Yes , sir. No , please.