



NAME _____ DATE _____

PUNCTUATION (INTRODUCTIONS)

iii) **Semi-colon [;]:** It is greater pause than comma. It helps to connect independent clauses. It is used to separate the parts of a very big and complex sentence.

Example:

1) Jim was hurt ; he knew Sew was the reason for it.

iv) **Colon [;]:** It helps to provide explanation to the first clause. It is used to introduce a list.

Example:

1) Johanna keeps the following in his back pack : text books, note books, crayons and erasers.

v) **Apostrophe [']:** It indicates the omission of a letter or letters. It helps in the formation of contract forms. It is also used to form possessives.

Example:

1) Bill^{'s} hat is grey. [Possessive]

2) She^{'ll} go to the movie theater. [Contract form of she will]

3) It^{'s} my friend's house. [Contract form of it is]

4) I^{'ve} gone to the swimming pool. [Contract form of I have]

vi) **Inverted commas [quotation marks] [“ ”]:** These are used to mark out speech and quote something. The speech of a person / the interested fact from a book etc... can be quoted in direct speech using quotation marks.

Example:

1) Mother said, [“]I will prepare yogurt[”].

2) Henry quoted, [“]Keep on learning[”].

vii) **Hyphen [-]:** It is used to join two words to make a new word. It also used to show the syllables in a word.

Example:

1) Back[⊖]up, Son[⊖]in[⊖]law.