

[Punctuatethe-following-sentences-GRAMMAR](#)

**How to use Punctuation Marks in sentences? English Grammar
#EnglishForLearners**

Punctuation

**Punctuation makes writing clear and effective.
thoughts can be expressed more clearly. also
the relation of your thoughts to one another
can be clearly shown.**

विरामचिन्हांचा उपयोगामुळे लेखन सुस्पष्ट आणि प्रभावी होते. विचार स्पष्टपणे व्यक्त करता येऊ शकतात. तुमच्या परस्परांमधील विचारांचे संबंध स्पष्टपणे मांडणे शक्य होते.

1. The Full Stop (.): (पूर्णविराम)

This is used:

(1) At the end of assertive and imperative sentences.

e.g. 1. The rose is red.

2. Please come in.

(2) After initials and abbreviations.

e.g. Dr. A.P.J. Abdul Kalam. km. a.m. U.S.A. etc.

2. The Question Mark (?): (प्रश्नचिन्ह)

This is used:

at the end of questions, statements ending with a question or words or sentences that indicate a question.

e.g. 1. Where is your house?

2. She is pretty, isn't she?

3. Are they coming tomorrow?

4. When?

3. The Exclamation mark (!)

उद्गारवाचक चिन्ह !

This is used:

after a word, phrase or sentence expressing
a strong feeling

e.g.

1. Hurrah! we have won.
2. How beautiful the rain is!
3. Such enormous pumpkins!

4. The Comma (,)

स्वल्पविराम (,)

This is used:

(1) to separate long co-ordinate clauses of a compound sentence.

e.g. It is not certain if he will come now, but you can wait
all the same.

(2) between words, phrases, or clauses in a series.

e.g. (i) Everyone went except Tom, Shabbir and Govinda.

(ii) Nair is the accountant, Deshpande is the sales manager,
and Sharma is the advertising executive.

(3) to set off phrases, clauses, or phrases in apposition which are not essential to the meaning of the sentence. (phrases in apposition नामाचे स्पष्टीकरण करणारे शब्दसमूह)

- e.g. i) Shaila, busy as she was, answered his questions patiently.
ii) Gokarna, the office clerk, put his books away.

(4) to set off co-ordinate phrases that modify the same noun.
e.g. His fingers are as long as, but darker than, mine are.

5) between parts of a sentence suggesting contrast or comparison.

e.g. i) The more you eat, the sicker will you get.

6) to set off words that introduce a sentence.

e.g. i) Yes, he has the money.

ii) Of course, we shall be going there.

7) to set off the name of the person spoken to.

e.g. i) Ninad, your father has come to see you.

8) to set off a short quotation from the rest of the sentence.

e.g. i) "We could go," said John. "But first we will have to tell father."

5. The Apostrophe (')

स्वामित्व दर्शक विराम चिन्ह

This is used:

(1) to form the possessive of a noun.

e.g. i) the boy's parents.

ii) the cows' food.

iii) Jeetendra's story

(2) to show the omission of a letter or words.

e.g. i) didn't (did not)

ii) one o'clock (one of the clock)

6. Quotation Marks OR Inverted Commas (" "):

दुहेरी अवतरण चिन्ह

These are used :

(1) to separate direct speech from the rest of the sentence.

e.g. i) "Where did they go?" asked the writer

2) to mark out titles of stories, poems, etc.

e.g. i) "From Sir With Love". "Motherland.

(3) to enclose quoted words or phrases within a sentence.

e.g. i) Without even so much as a "sorry", he went away.

7. The Hyphen (-): (संयोग चिन्ह)

This is used:

1) when spelling out compound numbers between 21 and 99.

e.g. i) thirty-three, sixty-eighth.

(2) when writing out fractions used as adjectives.

e.g. i) one-third of the field.

(3) after prefixes such as "all", "ex" and "self".

e.g. i) all-American. ex-cadet. self-appointed.

4) between parts of compound adjectives when it appears before the word it describes.

e.g. i) up-to-date material, hard-working person. well-known personality.

(5) between parts of some compound nouns

e.g. i) father-in-law, stay-at-home, great-grandfather.

8. The Dash (-) (अपसारण चिन्ह)

1) to indicate a sudden change or break in thought.

e.g. i) I am sure he will agree - but no. he is so self-willed.

2) to suggest halting or hesitant speech.

e.g. i) "I-I-can't imagine -er-what I would have done without you," he mumbled.

(3) to emphasize or define a part of a sentence

e.g. i) Martina - that grand lady of lawn tennis - is making a comeback.

9. Capital Letters: (मोठी अक्षरे – A,B,G...Z)

These are used to begin:

(1) proper nouns.

e.g. i) Hari Nair. Delhi. the Himalayas

2) proper nouns that function as adjectives.

e.g. i) Chinese peasant. the Socratic method. the Indian classical dances

(3) the pronoun "I and the interjection "O

e.g. i) I tell you. O ye men of little faith. I have no personal gain in this matter.

4) words that show family relationships when they are used instead of a name or as part of a name.

e.g. i) I asked Father if Aunt Sheila was coming

(Note: Do not capitalise these words when they are preceded by possessives such as my **your, Their, etc.**)

e.g. He told me that my father and your aunt were going to visit us today

(5) titles.

e.g. i) Governor. General. Treasurer. etc.

(6) personified nouns.

e.g. i) The North wind invited Hail to the giant's garden.

7) nouns and pronouns that refer to a specific Supreme Being.

e.g. i) God. Krishna. Allah. Christ. Lord. Zeus: Trust in Him for He is good.

(8) specific branches, departments and other divisions of government.

e.g. i) Parliament. Sansad Bhavan. Rajya Sabha. Supreme Court

(9) specific awards.

e.g. i) the Nobel Prize. the Param Vir Chakra.

(10) the days of the week, the months of the year and festivals.

e.g. i) Wednesday. January. Diwali.

(11) the first word of a direct quotation.

e.g. i) "You can go." he said. "But see that you return soon.

Punctuate the following sentences:

1) what s your name little one

Ans: "What's your name, little one?"

2) meena it's a beautiful day i said

Ans: "Meena, it's a beautiful day," I said.

3) we wont get a taxi in this rain I grumbled

Ans: "We won't get a taxi in this rain," I grumbled.

4) no the sun is too hot

Ans: "No, the sun is too hot".

5) im all excited its nice to meet old friends

Ans: "I'm all excited, it's nice to meet old friends".

6) where do you disappear

Ans: "Where do you disappear?"

7) is that so said mrs srivastava

Ans: "Is that so?" said Mrs. Srivastava.

8) well I wish your luck said sitaram

Ans: "Well, I wish you luck," said Sitaram.

9) don't raise such dust he called out to nathu

Ans: "Don't raise such dust," he called out to Nathu.

10) as soon as i get my money im off

Ans: As soon as I get my money, I'm off!

(11) whats your name little one

Ans. "What's your name, little one?"

(12) yes but i wonder what bholi will say

Ans. "Yes, but I wonder what Bholi will say."

(13) robert said this girl is mad isnt she

Ans. Robert said, "This girl is mad, isn't she?"

(14) rajan exclaimed how intelligent the girl is

Ans. Rajan exclaimed, "How intelligent the girl is!"

(15) can you give me mohans phone number

Ans. "Can you give me Mohan's phone number?"

(16) open your books boys said the teacher

Ans. "Open your book, boys," said the teacher.

(17) tell me meena is there a Prince Charming who changed you so

Ans: "Tell me Meena, is there a Prince Charming who changed you so?"

(18) no, there isnt anyone like that, she said

Ans: "No, there isn't anyone like that." she said.

(19) where did you find it

Ans: "Where did you find it?"

(20) whats it about

Ans: "What's it about?"

(21) same with mine said margie

Ans: "Same with mine," said Margie.

(22) sure it they were the same age

Ans: "Sure, if they were the same age".

(23) can I read the book some more with you after school

Ans: "Can I read the book some more with you after school?"

14) look oh god our ship has left the shore

Ans: "Look, Oh God! Our ship has left the shore!"

15) nothing on the earth would save us

Ans: "Nothing on the earth would save us!"

16) how boring

Ans: "How boring!"

17) oh most great king

Ans: "Oh, most Great King!"

18) you haven't heard this have you he asked

Ans: "You haven't heard this, have you?" he asked

19) have you brought your ticket yet asked the barber

Ans: "Have you brought your ticket yet?" asked the barber.