

Punctaion

APOSTROPHE

Apostrophes are used to show possession or to indicate where a letter has been omitted to form a contraction. To show possession, add an apostrophe and an -s to singular nouns or indefinite pronouns that end in one or body.

example

Susan's wrench, anyone's problem. Add only an apostrophe for plural possessive nouns ending in -s.

example

my parents' car, the musicians' instruments. Add an apostrophe and an -s for plural possessive nouns that do not end in -s.

example

the men's department, my children's toys. Add an apostrophe and an -s for singular possessive nouns that end in -s.

example

Chris's cookbook, the business's system _ Do not use an apostrophe with possessive personal pronouns including **yours, his, hers, its, ours, their, and whose**. Apostrophes are also used in contractions, two words which have been combined into one, to mark where the missing letter or letters would be.

example

I am = I'm I have = I've who is = who's let us = let's cannot = can't he is, she is, it is = he's, she's, it's you are = you're they are = they're _ Avoid confusing it's with its. **It's** is a contraction for it is; **its** is a possessive pronoun.

PARENTHESES



Elements inside are related to the are nonessential. off additions or that are not the sentence. de-emphasize off.

example

We visited sever-countries (France, Spain) year. Parentheses within a

parentheses sentence but Parentheses set expression necessary to They tend to what they set

al European England, on our trip last enclose figures sentence.

QUOTATION MARK

Quotation marks are used to show the beginning and end of a quotation or a title of a short work. Quotation marks enclose the exact words of a person (direct quotation).

example

Megan said, "Kurt has a red hat." Do not use quotation marks around a paraphrase (using your own words to express the author's ideas) or a summary of the author's words.

example

Megan said that Kurt's hat was red. Quotation marks set off the titles of **magazine articles, poems, reports, and chapters** within a book. (Titles of books, magazines, plays, and other whole publications should be underlined or italicized.)

example

"The Talk of the Town" is a regular feature in Time magazine.

QUOTATION MARKS WITH OTHER PUNCTUA-TION.

Place full-stop and commas inside quotation marks.

example

Aida said, "Aaron has a blue shirt." Place semicolons and colons outside quotation marks.

example

He calls me his "teddy bear"; I'm not a bear. Place question marks or exclamation points inside the quotation marks if you punctuate the quotation only.

example

"Are we too late?" she asked. Place question marks or exclamation points outside the quotation marks if you punctuate the entire sentence.

example


Why did she say, "We are too late" ?

example

The snow (she saw it as she passed the window) was now falling heavily. When parentheses are used to enclose an independent sentence, the end punctuation belongs inside the parentheses.

example


Mandy told me she saw Amy's new car. (I saw Amy's car before Mandy.) She said it was a nice car.



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DETERMINE WHETHER EACH OF THESE SENTENCES IS PROPERLY PUNCTUATED.


1. It's 2 A.M.! You should be asleep!
2. How nice that Joseph offered to help clean up afterward?
3. What is the capital of Missouri?
4. I asked Carl to meet me at 3 P.M.to study.
5. Put your glasses away in a safe place.
6. Sh!!!! Be careful not to wake the baby?
7. We are supposed to head home at around 9:00 P.M..
8. Nonsense! I would never say that?
9. In yesterday's track meet, did Luke's high jump measure over 6 ft.?
10. How sad June must feel?



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ADD COMMAS WHERE NECESSARY IN THE FOLLOWING SENTENCES :


1. Marie's fat Siamese cat lounged in the front window.
2. The large scary bug crawled quickly across the bedroom floor.
3. We ate chips salsa pretzels pizza and popcorn during the movie.
4. "How many days" Juan continued "do we have off of school?"
5. The elephant in the center ring had leathery skin a long trunk and big floppy ears.
6. "I really hope David makes it to practice" said Frankie.
7. Mark Twain an American writer was famous worldwide.
8. Well what is your opinion about this?
9. Besides skateboarding and surfing John also plays baseball and soccer.



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PUNCTUATE THE FOLLOWING SENTENCES CORRECTLY :


11. Mrs Tomaino lives across the street
12. Excellent job, Kayla I knew you could do it if you put your mind to it
13. Rev Bill Turner spoke at a youth conference in St Louis this past weekend
14. The itinerary shows that the tour starts at 8 AM and goes to 4:30 PM
15. Colfax Jct is the third stop before reaching High land Borough
16. Gee why did Mark leave late He promised to be here by 10 AM
17. Peter was 4 ft 7 in tall in Jan It's Nov now, and he's almost 5 ft 1 in
18. Dr Lorimer said Paul should exercise for one hr on Mon, Wed, and Fri
19. Ouch That hurt my toe
20. I was wondering if Ashley saw Haley yesterday in school



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PLACE COMMAS WHERE NECESSARY IN THE FOLLOWING SENTENCES, PHRASES AND NUMBERS :


1. Jill bought the house at 5824 Mt. Holly Oak Drive Jonestown MD.
2. Sara's fifteenth birthday is March 17 2009.
3. Dear Martha
4. 2398762015200
5. Anita Marcus DMD is one of the dentists speaking at our meeting today.
6. Truly yours
7. 4673869297543269864325982
8. The Space Shuttle had successful missions in 2000 2001 2002 2003 2005 2006 2007 and 2008.
9. Dear Mr. Hughes Mr. Foley Mr. Drake and Mr. Lynch:
10. Mike's new address is 128 Girard Avenue Roxbury WV 87654.




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ADD COLONS AND SEMICOLONS WHERE NECESSARY IN THE FOLLOWING EXPRESSIONS :

1. Scott used his sister's cell phone to call Kris he lost his yesterday.
2. Liz will meet Kim and Erin at [six o'clock] they have a yoga class at [fifteen minutes after six o'clock].
3. We watched Garfield A Tail of Two Kittensafter school on Monday.
4. [TIME]volume number 4, pages 56-75.]
5. Add these to your list when you go to the grocery store bread, milk, lunch meat, and cheese.
6. Shari owns four dogs three of them are poodles.
7. Helen Keller once said "The best and most beautiful things in the world cannot be seen or even touched. They must be felt within the heart."
8. Dear Dr. Klinger
9. Lexi likes knitting scarves and hats Gina likes watercolor painting and Mona likes making pottery.
10. Our plane leaves at [four o'clock] in the morning therefore, we will leave at [one o'clock] to be sure we arrive on time.
11. Harry Spy Aficionado of Fourth Streettops Orland's list of favorite books.
12. Kayla's school supply list included a calculator, ruler, and protractor for math a composition book, pocket dictionary, and pens for English and a binder.
13. [Newsweek, volume number 5, issue number 26, pages 22-29.]
14. Ursula will go on stage at [five minutes after six o'clock] Mallory will fol- low shortly after at [eight minutes after six o'clock] and we'll wrap it up with Sue at [twenty minutes after six o'clock].
15. Dear Congressman Henderson

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The Daily Star