



CLASS IX & X
ENGLISH GRAMMAR
PART II
LESSON 17
PUNCTUATION

NOTES

There is a difference between spoken and written languages. In speaking, there are pauses and variations in tone to express different shades of meaning. The pause and the difference in tone give indication of the meaning intended by the speaker. In written languages, these are indicated by the **Marks of Punctuation**.

The following are the principal Marks of Punctuation:

1. Capital Letters		6. Mark of Interrogation	(?)
2. Full stop	(.)	7. Mark of Exclamation	(!)
3. Comma	(,)	8. Inverted Commas	(“”)
4. Semicolon	(;)	9. Hyphen	(-)
5. Colon	(:)	10. Dash	(—)

1. Capital letters:

- i. The Capital letters are used in the beginning of every sentence.
Example: The girl dance gracefully.
- ii. Proper nouns generally begins with capital letters.
Example: Biren, Manipur, India etc.
- iii. Titles and posts also begin with capital letters.
Example: Prime Minister, Principal, Professor, etc.
- iv. In poems, generally the first word in every line begins with a capital letter. Nowadays, some poets, however, do not follow the rule.
Example: Two roads diverged in a yellow wood,
And sorry I could not travel both,
And be one traveler, long I stood
And look down one as far as I could.
- v. The letter ‘I’ when used alone is written in capital letters.
Example: He asked me who I was.



2. The Full Stop (.):

- i. It is used at the end of Assertive and Imperative sentences.

Examples:

He is my friend.

Please help me.

- ii. After abbreviations and initials:

Examples:

M.A., M.L.A., M.P., etc.

Prof., Dr., etc.

- iii. Some writers prefer to omit the Full Stop when the abbreviation ends with the final letter of the full word.

Examples:

Mr, Dr, etc.

3. Comma (,): It indicates a short pause. It is used –

- i. To separate three or more words belonging to the same part of speech.

Example: I gave him books, pencils and pens.

- ii. To mark Noun in Apposition

Example: Gandhiji, the Father of the Nation, was a simple man.

- iii. To mark off Nominative of address

Example: Friends, let us sacrifice our lives for the motherland.

- iv. To mark off absolute construction

Example: Breakfast over, the two girls went to school.

- v. To separate a non-defining phrase

Example: The U.S., having landed on the moon, decided to examine Mars.

- vi. To separate words, phrases and clauses inserted in the body of a sentence

Example: Tendulkar, after all, is an excellent player.

- vii. To avoid the repetition of a verb

Example: She brings glory to the school, joy to her parents.

- viii. To separate short co-ordinate clauses

Example: They waved, they cheered and they welcomed the victorious team.

(Note: Nowadays, there is much relaxation in the use of the comma.)



4. **The Semicolon (;):** It is used
- To separate the clauses of a compound sentence
Example: Dr. Kalam is a simple and modest man; but everyone respects him.
 - To separate sentences which are closely connected in thought, where a **full stop** is likely to put a complete break.
Example: Reading maketh a full man; conference a ready man; writing an exact man.
5. **The Colon (:):** it shows a more complete pause than that indicated by the **semicolon**.
- To introduce a list
Example: The fruits I like are: apples, grapes and raspberries.
 - To introduce a quotation
Example: Shakespeare said: ‘One may smile and smile and be a villain.’
6. **The Mark of Interrogation (?):** It is used after the interrogative sentences.
Example: Who are you?
7. **The Mark of Exclamation (!):** It is used after
- Interjection
Example: Alas!
 - Exclamatory sentences
Example: How nice!
8. **Inverted Commas (“”):** They are used to indicate Direct Speech. It is used to mark direct quotation.
Example: She said, “I am home, boys.”
9. **Hyphen (-):** It is used
- To form a compound from two or more words.
Example: right-wing, mother-in-law etc.
 - To form a compound from a prefix and a proper name
Example: Pro-American, Pre-Raphaelite etc.



iii. When writing compound numbers from 21 to 99 in words.

Example: twenty-five, seventy-one etc.

iv. To separate a prefix ending in a vowel

Example: co-operative, pre-eminent etc.

10. **Dash (–):** It is used to indicate that what follows is a summary or conclusion.

Example: Men were throwing stones, women were crying, policemen were everywhere – it was a chaos.

