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Punctuation and Capital Letters



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Capital letters have many uses.

beginning sentences	There was a storm here yesterday. White is my favourite colour.
beginning proper nouns	Kolkata; Bhagat Singh; Google; Antarctica
for the pronoun I	The book I want is with Maryam.
names of months and days	September; Saturday
names of special days	Christmas; Teachers' Day
titles	Ms; Mr; Dr
names of books, films, songs, etc.	The Jungle Book; Up; 'Vande Mataram'

PRACTISE

A. Use capital letters in the correct places in the sentences.

1. when mother fell ill, we took her to dr samir akram.

When mother fell ill, we took her to Dr Samir AkrAm.

2. we visit our grandparent's house during diwali.

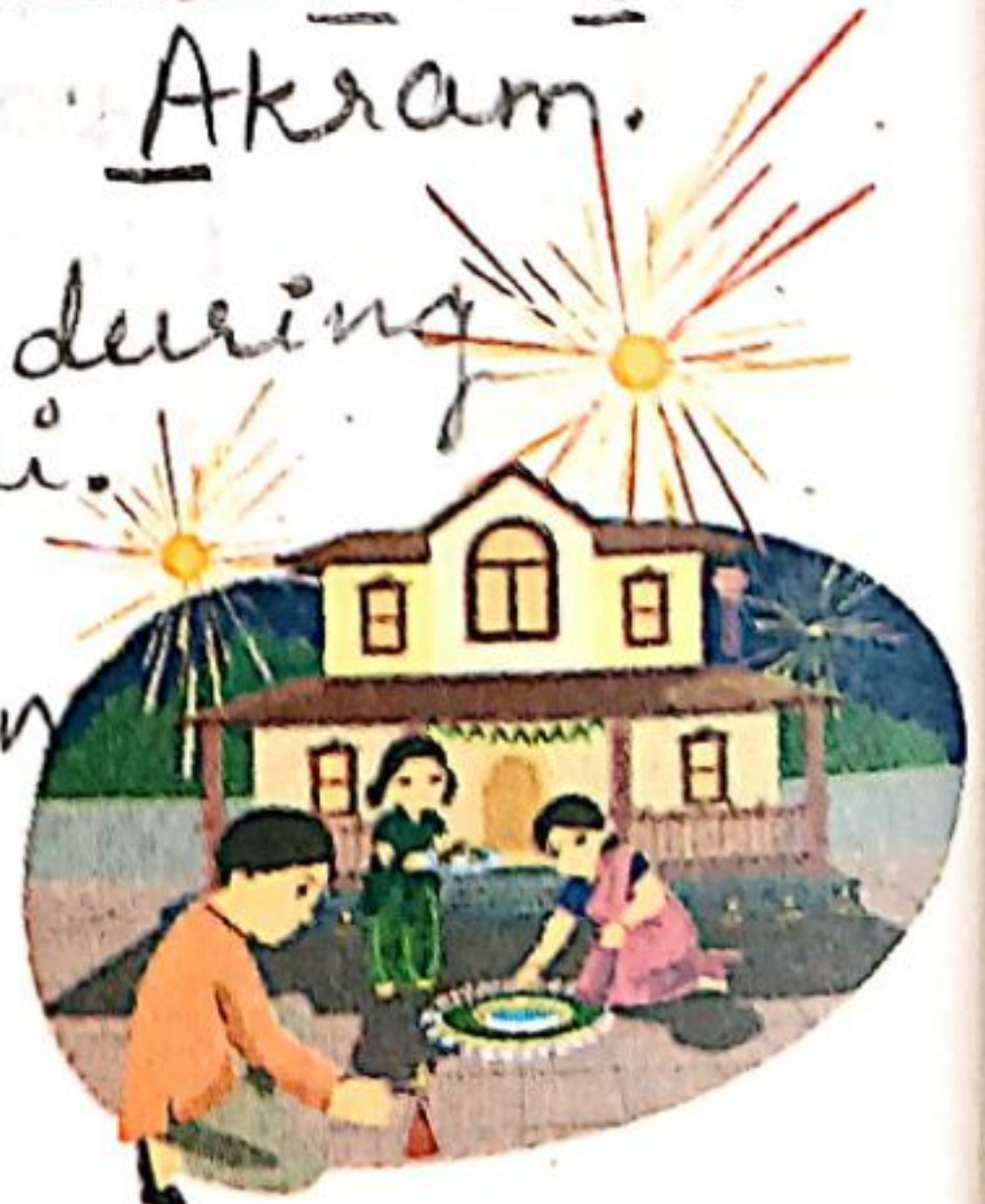
We visit our grandparent's house during Diwali.

3. amar and neetu had a great time in nagaland. Diwali.

Amar and Neetu had a great time in Nagaland.

4. may i have another scoop of ice cream? Nagaland.

May I have another scoop of ice-cream?



5. this tuesday, we have a quiz on charlotte's web.

This Tuesday, we have a quiz on Charlotte's Web.

6. the one place i have always wanted to visit is new zealand.

The one place I have always wanted to visit is New Zealand.

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Punctuation marks help us make what we have written more sensible. They also guide us when we read something aloud.

A full stop (.) or a period marks the end of a sentence.

- The sparrow is a little brown bird.

A question mark (?) is used at the end of a sentence that asks a question.

- Have the children completed their work?

The exclamation mark (!) is used after words that show a person is experiencing a very strong feeling.

- Hurray! We have won the race. (happiness)
- Alas! My holidays are over. (sorrow)
- Wow! What a lovely gift. (surprise)

The comma (,) has many uses.

It is used to separate items when we are listing a number of them.

- My mother went to the market and bought carrots, beans, cabbages and potatoes.

We also use it to separate the name of a person we are speaking to from the rest of the sentence.

- Mini, can we have our dinner now?

When we read something aloud, a comma indicates a short breath pause.

PRACTISE

B. Write the sentences correctly using capital letters and punctuation marks.

1. oh no the bridge has collapsed

Oh no! The bridge has collapsed.



2. there will only be healthy food at my birthday party

There will only be healthy food at my birthday party.



3. phew i have finally completed my project

Phew! I have finally completed my project.

4. rajat is this the way to your aunt's house

Rajat, is this the way to your aunt's house?

5. do you want red green or blue for the poster

Do you want red, green or blue for the poster?

6. geeta richa my uncle my niece and samar will go to the museum with me

Geeta, Richa, my uncle, my niece and samar will go to the museum with me.

C. Look at this picture. Add punctuation marks wherever required.



We decided to go for a picnic on Sunday. I got up early and packed my games, drawing book, colours and ball. Riya asked if we could take our basket of toys. All of us thought it was a good idea. We helped Mother and Father in preparing our favourite food. We took along pies, sandwiches and cake. It was fun. Mother drove the car and Father sat at the back with me. Father had a little surprise for Mother. It was her birthday and we decided to gift her a book. Oh! She was so



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You have already learnt that **apostrophes** (') are used to express possession.

Apostrophes are also used to mark the places where letters have been omitted to form short forms of words or phrases. These short forms are called **contractions**.

- she is—**she's**
- I will—**I'll**
- do not—**don't**
- they are—**they're**
- let us—**let's**
- I am—**I'm**

Note that the apostrophe is placed at the point from where the letters are dropped.

Remember that **it's** is the short form for **it is**.

- **It's** very cloudy today.

When **its** is used to show possession, an apostrophe is not used.

- The cat drank milk from **its** bowl.

PRACTISE

D. Rewrite the sentences using contractions.



1. I cannot go with you to see Fatima.

I can't go with you to see Fatima.

2. Let us go to the library.

Let's go to the library.

3. I do not think that he can run a marathon.

I don't think that he can run a marathon.

4. I am going to collect some apples from the farm.

I'm going to collect some apples from the farm.

5. I will not go to boxing practice today.

I'll not go to boxing practice today.



6. We are trying to finish reading the book by today.

We're trying to finish reading the book by today.