Punctuation

This world punctuation was derived from the Latin word ‘punctum’ means a point. The right use of putting in Marks, Points or stops in writing is termed as punctuation.

Marks of Punctuation

Full Stop or period	.
Comma	,
Semi-Colon	;
Colon	:
Mark of Interrogation	?
Mark of Exclamation	!
Apostrophe	'
Hyphen	-
Inverted Commas Or Quotation Marks	“ ”
Capital Letters	A-Z

1. Use of Full Stop or period

(.)

Full stop is used for the longest pause in English language. It can be used at the following given places.

At the end of every Assertive or Imperative Sentence.

- The mother cursed her lazy son.
- Do not waste your time in unnecessary gossips.

At the end of Abbreviations and Initials.

- Govt. = Government
- Dr. = Doctor
- M.A. = Master of Arts.
- Mr. K.L. Miglani = Mr. Krishan Lal Miglani

2. Use of Comma

(,)

Comma is used for a shorter pause in English language. It can be used at the following given places.

It is used to separate three or more than three words of same part of speech when last two words are joined by and/or.

- Nitin, Jatin and Harish are real brothers.
- He likes mangoes, apples and bananas the most.
- I, he are you are responsible for this success.
- Gayatri is clever, smart, intelligent and energetic girl.

It is used to separate pair of words of same part of speech.

- All Indian rich or poor, high or low and young or old respect Mahatma Gandhi.

To separate Vocative Noun from rest of the sentence.

- Sushil, go out of class now.
- Improve your pronunciation, Sunil.

To separate Nouns Case in apposition

- Pandit J.L. Nehru, the late Prime Minister of India, was a lover of children.
- Mumbai, the Capital of India, is the Industrial hub of India.

To separate Reporting verb of Direct Speech from Reported Speech.

- She said to me, “I shall come to your office tomorrow”.

To omit a verb from a sentence.

- Nitin beat Ravi, Rajiv, his son.(Here **(,)** after Rajiv stands for beat)

Comma is also used after Absolute Phrase.

- Time permitting we shall meet after the break.

It is used to separate Participle Phrase from rest of the sentence.

- Seeing her father, she began to cry.
- Having taken my lunch box, I boarded the school bus.

Comma is used after adverb clause if it is used before Principal Clause.

- If you insult your teacher, you will suffer.
- Where there is pleasure, there is pain.

When two or more than two Noun Clauses are used as an object of the same verb.

- I don't know what he says, what he wants and what he means.
- Please tell me who he is, where he lives and what relation has he with me.

After that Noun Clause that succeed Principal Clause.

- Whom the devil favours, suffer whole life.
- How he succeeded, is a top secret.

Comma is used to separates words like yes, no, well, sir, madam, please and thank you etc.

- Yes, she has left India for ever.
- No, he has never abused anybody.
- Well, it is right now.
- Keep at a distance, please.
- I am quite well, thank you.

It is also used before co-ordinate conjunctions like but, yet, still, or, otherwise etc.

- I called on him, but he had already left for Delhi.
- Run fast, otherwise you will be marked absent.

Comma is used to separate words or phrases inserted inside a sentence.

- She is, after all, my daughter.
- He, did not, however, agree to accompany me.
- Man, of course, is the best creation of God.
- I, therefore, requested you to be in line.

To separate a coordinate clause in a compound sentence.

- Ravi came, sat down and chatted for an hour at least.

Comma is used if we use a word or phrase again and again to lay emphasis

- If you fail in the first attempt, try, try again to succeed one day.

Comma is used before an Adverb or Pronouns used in continuative sense.

- I released the cat, which at once runs away.
- I went to Mumbai, where I stayed for five years.

It is used to separate date from the year.

- India become independent on August 15, 1947.

It is used to separate house number from street while writing address.

- House No 3389, Sector 47-D, Chandigarh.

Comma is used after Salutation and subscription in a letter.

- My dear father,
- My dear uncle,
- Yours lovingly.

3. Use of Semi-colon

(;)

Semi colon is used where the pause is less than **full stop** but great then **comma.** It is used at the following given places.

It is used to separate the co-ordinate clause attached with whereas, for, but, only, therefore, otherwise etc.

- Work hard; otherwise you will get low percentage of marks.
- She came late; therefore she was punished.
- I went to his house; but he did not meet me.

Before a co-ordinate clause which is not attached with a conjunction but have its own subject.

- We weep; we laugh; we pass away.
- Do not cheat anybody; God is watching you.

To separate those clauses of the compound sentences whose parts are separated with the help of comma?

- As Caesar loved me, I weep for him, as he was fortunate, I rejoice at it; as he was valiant, I honor him.

To separate pair of words when pair itself is separated with a comma.

- Principal, principle; rain, reign; meat, meet; week, weak;

Semi-colon is also used before e.g. and viz.

- We know three states of matter; viz. solid, liquid and gasses.

4. Use of Colon

(:)

Colon is used at the following given places.

Before the start of a quotation.

- Shakespeare says: “Sweet are the uses of adversity.

To separate two contrast Clauses

- To err is human: to forgive is divine
- Man proposes: God disposes

To clear a point by given the figure and facts

- The four friends are: Raju, Happy, Jai and Neelu

To separate a statement from the one which explain it.

- I will not take this tea: it is not hot.

To give a list or an example

- Separate the clauses in the following given sentences.

5. Use of mark of Interrogation

(?)

Mark of interrogation is used after the direct question?

- Have you finished your holiday homework?
- Do you know where Shammi lives?
- Why are you sitting here?

6. Use of Mark of Exclamation

(!)

Mark of interrogation is used in the following given situations.

At the end of some emotional sentence, word or phrase.

- How cute the child is!
- What a fun!
- Ah! Alas! Hurrah! Bravo!

At the end of every Optative (wishful) Sentence.

- May you live hundred years!
- Would that I were a King!

For a forceful address.

- God! Have mercy on me.

7. Use of Apostrophe

(‘)

Apostrophe is used at the following places.

To make possessive case of a Noun

- Amitab’s Book
- Ranjeet’s Pen
- One’s profession

In place of a left out letter (alphabet)

- Donot = Don’t
- Cannot = Can’t
- It is = It's

To make plural of a particular letter or figure. (alphabet)

- Two S.P's live here.

8. Use of Hyphen

(-)

Hypen is used at the following places.

To combine the parts of a compound word.

- Brother-in-law
- Land-lord
- Touch-me-not

To combine the fractional parts of a fraction number.

- Two - third
- Three - fifth

After the prefixes

- Sub-inspector
- Vice-Principal
- Co-operative

9. Use of inverted Comma's also known as Quotation Mark

(" ")

Inverted comma's are used to repeat the original words of the speaker.

- She said to me, "I will come late tomorrow."

Name of books, newspaper, poem, ships etc are put into inverted comma's

- I read 'The Times of India' everyday.

10. Use of Capital letter and Capitalization rules

(A-Z)

Capital letter is used to start a new sentence.

- The students are studying.
- Do not disturb me.

It is used to start new line of a poem.

- What is the life if full of care.
- We have no time to stand and stare.

Proper Nouns and Proper Adjective first alphabet is always capital. Ex:

- Mumbai
- India
- Russian
- French etc.

First letter of the first word of a reported speech is always capital except when the reported verb itself is given in quotations.

- The Director said to be students, “Life is a race.”
- “This plain speaking, “said Sukhdarshan” “is the cause of my unpopularity.”

Pronoun “I” and interjection “O” are always written in capitals

- It is I who said so.
- for a cup of hot coffee.
- Always believe in God.

Capital letters are used for the Initials and Abbreviations

- K.L. Miglani
- M.L.A.
- S.H.O.

When we consider something non-living as living the Capital letter is used.

- Solitude! where are thy charm

First and main word’s first letter in a title is always capital.

- The Clever Fox.
- The night before the final result
- The Second World War.

Name of designations and political parties starts with capital letter

- The Bharat Ratan
- Congress Party

First letter of the names of public places, mountain ranges, oceans etc.

- The Red fort
- The Himalayas
- The Indian Ocean

Names of the religious books, News papers etc.

- The Bhagwat Gita
- The Times of India

Capital letter is used as the first letter of names of days, months etc.

- Sunday
- January

First letter of the names of festival, languages or subjects etc.

- The Diwali
- Hindi
- Politics

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