

Classwork

21/11/25

Instructions for punctuation

1. The first word in a sentence begins with a capital letter.
2. Proper nouns always begin with a capital letter.
3. We always write the word I in capital.
4. We use a full stop (.) at the end of a sentence.
5. We use an exclamation mark (!) after an interjection or at the end of a sentence that expresses a sudden feeling such as surprise, fear, shock, pain or extreme happiness.
6. We use a question mark (?) at the end of a sentence which asks something.

The Comma

The symbol , is called a comma. We use a comma when we want to express a pause in our writing.

comma is used to separate words or groups of words in a long sentence in order to make the meaning of the sentence clear to the reader.

Usage of commas:

1. To separate things presented as a list.

For example:

I ate toast, omelette, fruits and rice for breakfast.

2. When we address someone directly.

For example:

Rohan, please come here.

Exercise

A. Insert a comma and punctuate it properly.

1. the teacher brought books posters
crayons pictures and chalk to the class

2. the gardener grew roses lilies
jasmines sunflower and lotus in our
garden

3. zayan wrote quickly

4. we need to buy shirts trousers
skirts frocks and pyjamas for the
children

5. rosy planned to visit dehradun
chennai bhopal and Jaipur.

6. ritesh did you have curd pulses
salad vegetables and rice for lunch

7. can I have a bottle of milk, some
cookies fresh lime and chocolates

8. a red tie a silver watch and a hat

will suit you mr johnson.

