

Punctuation

Full stop

A full stop is used to end a sentence that makes a statement.

I like chocolate cake.

A full stop is used after abbreviations and initials.

The U.S.A.

The U.S.S.R.

Dr. A.P.J. Abdul Kalam

Mr. T. N. Jain

Comma

A comma separates words in a series.

I bought two notebooks, four pencils, an eraser and a sharpener from the shop.

Riya, Teena and Jaya are travelling to Agra.

A comma comes between a date and year and also between a city and state.

I was born on March 11, 2002.

He stays in Jaipur, Rajasthan.

Exclamation Mark

An exclamation mark is used to express a sense of urgency or a strong emotion.

Look out!

Hurrah! we have won the game.

Question Mark

A question mark is used at the end of a question.

How old are you?

Have you completed the chapter?

Quotation Marks

Quotation marks are placed before and after directly quoted words of dialogue.

"Who is your favourite actor?" I asked.
He replied, "Salman is my favourite actor."

"When will you come to me?" I asked.
He replied, "Tomorrow morning by 9 am."

Apostrophe

An apostrophe shows where letters have been left out in contractions.

It's your mother on the phone. (It is)

An apostrophe shows ownership.

That is my dad's car.

An apostrophe shows relationship too.

She is my sister's friend.