



**Class VI – ENGLISH**

**Topic 9- Punctuation**

Dear Students

- This lesson is based on the topic ‘Punctuation’
- The lesson is divided into two parts – the first is the lesson on ‘Punctuation’ and the second is a ‘Fun with Writing’ exercise for you to practice.
- The exercise on ‘Punctuation’ and ‘Fun with Writing’ must be attempted in the fair notebook.
- You may take a print out of the worksheet, or write it in your notebook, along with the questions.
- This lesson also contains the answers to the practice worksheet shared in the e-lesson dated 19<sup>th</sup> May 2020.
- The answers to the practice questions in this worksheet shall be shared in the next e-lesson.

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Sec: \_\_\_\_\_ Date: \_\_\_\_\_

**PUNCTUATION**

**I. INTRODUCTION**

Punctuation marks are symbols like a full stop, comma or a question mark used in writing to separate sentences and their elements. They help in clarifying meaning and make language easier to read and understand.

**THE MAIN PUNCTUATION MARKS ARE AS FOLLOWS:**

- I. The Full-stop (.)
- II. The Comma (,)
- III. The Semi-Colon (;)
- IV. The Colon (:)
- V. Interrogation (?)
- VI. Exclamation (!)
- VII. The Inverted Commas (“ ”)
- VIII. The Apostrophe (‘ ’)

**II. EXPLANATION**

- **THE FULL STOP (.)**

The full-stop stands for the largest pause. It is used –

1. At the end of Assertive and Imperative sentences.

Examples -

- a. I have never been to Agra.
- b. He is too weak to walk.

2. With abbreviations

Examples

- a. B.C. Before Christ
- b. U.P. Uttar Pradesh
- c. Feb. February

### ➤ **THE COMMA ( , )**

The Comma is the shortest pause. It is used as under :-

1) It is used to separate items in a series or a list.

Example:

- I bought apples, grapes, mangoes and oranges.

2) A comma is used to separate two or more adjectives.

Example:

- Rohan is a smart, kind boy.

3) A comma is used before and after a noun that renames another noun

Example:

- My sister, Sussy, is in class seven.

Note: In the above sentence *Sussy* is the noun. It is giving more information about *my sister*.

4) A comma is used when a sentence begins with an introductory word or phrase.

Example:

- Yes, I got your email.

5) It is used when addressing someone.

Example:

- Rita, what was the book that you were reading in the morning?

6) It marks off direct quotations

- She said, "I shall be back very soon."
- The teacher said, "Why have you disturbed me?"

7) It separates the words – *yes, no* – in an answer.

Examples

- No, thanks.
- Yes, he is known to me.

8) It separates the day of the month from the year.

Examples

- Friday, May 16, was the day when I saw him.
- I have lived here since August 25, 2015.

### ➤ **THE SEMI COLON ( ; )**

The semi-colon is a longer pause than a comma. It is used to separate parts of sentences. It is used as under:

1. A semicolon is most commonly used to link two independent clauses (In simple words, a clause is a part of a sentence) that are closely related in thought.

Example:

- It is raining; you should take an umbrella.

2. It is used when the items on a list contain internal punctuation marks such as a comma.

Example:

- I decided to go to Texas for three reasons: first, I love the Aggie traditions; second I wanted to learn about leadership; and, third, I got a great scholarship!

### ➤ **THE COLON ( : )**

The colon is a punctuation mark consisting of two dots, one over the other.

- ❖ It is used to introduce a list of things.
- ❖ It is used to introduce a dependent clause that helps to emphasize the idea in the main clause.

Examples

- A man needs three things to survive: Air, Water, and Food.
- The bookstore specializes in three subjects: art, architecture, and graphic design.
- **Note:** The clause (part of the sentence) that comes before the colon should always be able to make sense on its own.
  - Use colon only when the list does not fit naturally into a sentence's construction.

### ➤ **INTERROGATION ( ? )**

This mark is used at the end of an interrogative sentence when you are trying to get an information. This type of sentence is called an interrogative sentence. Many interrogative sentences start with question words such as who, what, when, where, why or how and end with the **question mark**.

Examples:

- Where is your school?
  - Who is your English teacher?
  - How old are you?
- Interrogative sentences can also start with forms of the words "do" and "be."

### Examples:

- Did they go to her house?
- Does he like cherries?
- Do you know her name?
- Are you there?

NOTE: Do not use a question mark after an indirect question.

Example:

- The teacher asked for their homework? (incorrect)
- The teacher asked for their homework. (correct)



### ➤ EXCLAMATION (!)

Exclamation mark is used to denote shock, surprise, anger or a raised voice.

### USES:

- They are commonly used after Interjections (words or phrases that are used to exclaim, command or protest.)
- They are used in informal writing.

Examples:

- How fast he runs!
- Wow! What a beautiful car!
- You did a great job!
- Oh, no! This can't be right!
- Please help me!
- Stop! Don't move!

### ➤ THE INVERTED COMMAS (“ ”)

Inverted commas are punctuation marks used to show where a speech or a quotation begins and ends.

### USES

1. To indicate the beginning and end of direct speech.

Direct speech means the exact words used by a speaker or writer.

Examples

- “Where is my book?” Pinky said.
- “Come home directly after school without wasting any time.”, said Rekha’s mother to her.

2. To indicate a word or phrase being discussed, or a word or phrase directly quoted from somewhere else.

Example:

Her latest novel is called ‘The Fight against the Aliens’.

## ➤ THE APOSTROPHE ( ' )

The apostrophe has three uses:

### 1) To form possessive nouns

- To show possession by a **singular noun**, add 's to the singular form of the word  
Example: the owner's car.
- Add 's to the plural forms that do not end with s.  
Example: the houses' roofs
- Add 's to the last noun in a group to show joint possession of an object.  
Example: Todd and Anne's apartment.

### 2) To Show Omission of Letters.

In contractions, one or more letters have been omitted. The apostrophe shows this omission.

Note: Contractions are common only in speaking and informal writing.

Examples: don't - do not, I'm = I am, shouldn't - should not, didn't - did not

### 3) To Form Plurals of Letters, Numbers, and Symbols.

Although apostrophes are usually not used to form plurals, they are inserted in the creation of the plurals of letters, numbers, and symbols.

Example: Nita got A's in her Biology quiz

### **Do Not Use Apostrophes for Possessive Pronouns or for Noun Plurals -**

His, her, its, my, yours, and ours are possessive pronouns.

Examples: The group made its decision. (**Note: [it's] is the contraction meaning 'it is.'**)

## **III. SUMMARY**

Refer to the given table which will summarize the concept of 'Punctuation' for you-



Some common punctuation marks are listed below.

Punctuation	Usage	Examples
<b>Capitalisation</b>	At the beginning of a sentence	Doctors save life.
	To write the pronoun <b>I</b>	Tina told me that <b>I</b> was her best friend.
	To begin proper nouns and adjectives formed from them	I love <b>India</b> and <b>Indian</b> food.
	To begin a direct quote	She said, " <b>T</b> hey are busy."
<b>Full stop (.)</b>	To mark the end of a sentence that is a complete statement	We will meet some day.
	To mark abbreviations (optional)	Mr., etc., Dr.
<b>Comma (,)</b>  <b>Note: A comma indicates a short pause.</b>	To separate words or a group of words in a list	There was a wide range of chocolates, pastries, cakes and eatables at the party.
	To address people	➤ I love to paint, Daniel. ➤ Sita, get me a glass of water.
	To separate question tags	We have not met before, have we?
	To separate a direct quote	Davis said, "I know her."
	To separate an apposition (words) giving extra information about nouns	Reema, their youngest child, is a great dancer. Gandhiji, the father of our nation, believed in truth and peace.
	<b>Semicolon (;)</b>  <b>Note: A semicolon indicates a longer pause than a comma.</b>	It is used between independent clauses not joined by a connector/conjunction It is used between main clauses joined by connectors. It is used to separate main clauses in compound sentences not joined by a conjunction.
	To separate parts of a sentence when such parts contain too many internal commas to avoid confusion	➤ Those present at the seminar were Dr Sharma, Vice Chancellor; Dr Thompson, Principal; and Dr Verma, Professor of English.

<b>Colon (:)</b> <b>Note: A colon indicates much longer pause than a semicolon.</b>	To introduce a list of items	Healthy Foods I like: carrots, apples, spinach, broccoli and oranges
	Used within a heading or a descriptive title	Human Resource Management: Guidelines and Suggestions, Inter-House Activities: Speech, Elocution and Debate
<b>Interrogative mark (?)</b>	Used after a question	Have you seen the Hawa Mahal?
<b>Exclamation mark (!)</b>	Used after exclamatory sentences or interjections	How beautifully she draws! Hurray! We have won the competition.
<b>Inverted commas / quotes / quotation marks ("...") ('...')</b>	To indicate the exact words spoken by someone	Megha asked, "What is your favourite pastime?"
	If a quotation occurs within a quotation, it is marked by single inverted commas. We usually use single quotes ( ' ') for references.	He said, "I have been waiting in the 'hell' for 'ages' just to see her once." What does the 'terrible thing' refer to in the story?
<b>An apostrophe (')</b>	Used to show possession	This is Daniel's house.
	Used in contractions	It's always wise to think before speaking.
	Used to show plurals of single letters	Punctuation has 2 T's.



Quotation marks are usually replaced by a colon (:) in dialogues/reports of speeches by a series of speakers.

Example: Mary: Mr Jack, how are you?

Jack: Fine, thanks



# PUNCTUATION RULES

ENGLISH  
PUNCTUATION

## RULE 1

Every sentence must end with a full stop.



Proper nouns (names of people, places, brands, etc, i.e. unique instances of a class) must always be capitalised.

## RULE 2

## RULE 3

When you use opening quotation marks, do not forget to use closing quotation marks at the end of the quoted word or phrase.

Quotation marks are when quoting or sometimes to convey irony, not for emphasis; emphasis is conveyed by emboldening or italicisation, followed by an exclamation mark.

## RULE 4

## RULE 5

Do not use an apostrophe when you are pluralising a word. The plural of toy is toys, not toy's. Apostrophes are used to form contractions (it is = it's) and indicate possession.

The ellipsis, used to indicate variously the intentional omission of a section of text, an unfinished thought, and a trailing off into silence, consists of only 3 dots. It is pointless to add more dots to an ellipsis

## RULE 6

## RULE 7

As per the rules of British English, any punctuation mark that is not part of a quoted section of text must be placed outside the quotation marks.

Do not link independent clauses with commas. Independent clauses are groupings of words that can stand alone as sentences.

## RULE 8

## RULE 9

Use a comma after the introductory element of a sentence. The introductory element is a word or a phrase that begins a sentence by providing background, or simply modifies it.



#### **IV. FURTHER REFERENCE**

Refer to the following YouTube video for a better understanding of the topic -

<https://www.youtube.com/watch?v=bY5ChVDRus>

#### **V. ASSIGNMENT**

(To be done in the English fair notebook; Write the questions also.)

**Q- Punctuate the given sentences using the appropriate punctuation marks wherever required -**

- I. dr hussain works at the city hospital on dudley road
- II. i like playing with my friends sandy sunny sameer
- III. we went through the smoky mountains, near shimla on our way to leh
- IV. myfavourite soap is pears and my favourite toothpaste is pepsodent
- V. i'm a catholic and that's why i go to st.joseph's school
- VI. my friend priya speaks german and she is teaching me some words
- VII.he was honest sincere hard working
- VIII. hindus muslims sikhs christians live together in India
- IX. long ago in a town in Switzerland there lived a famous man called william
- X. akbar the greatest of the mughal emperors ruled wisely
- XI. tanya said to ila rahul is a nice guy
- XII.my name is carly smith and i support liverpool f.c.
- XIII. does david cameron work for queen Elizabeth
- XIV. i hope the christmas holidays come soon
- XV.who was the first person to land on the moon
- XVI. don't shout at me
- XVII. when can i take your dog, bailey, for a walk
- XVIII. my grandma watson lived in scotland until she was 80
- XIX. my auntie eleanor worked for a paint company in London

XX. london is the capital city of england, in the united kingdom

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## **PART II - FUN WITH WRITING**

(To be done in the English fair notebook)

**Task** – Given below is a list of words related to the global pandemic, COVID-19. Using any eight of these words, weave a story of about 100 words on any topic of your choice. (It would be awesome if your story has a moral too!) Ensure that you give a suitable title to your story.

1. Epidemic
2. pandemic
3. contagion
4. contamination
5. cluster
6. quarantine
7. social distancing
8. lockdown
9. immunity
10. essential services
11. migrants
12. mortality
13. morbidity
14. insulate
15. curtail

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## **ANSWERS TO THE PRACTICE QUESTIONS IN THE E-LESSON DATED 19<sup>th</sup> MAY 2020**

### **Three Forms of Verbs –**

S.NO	Base Form (V1)	Past Form (V2)	Past Participle Form (V3)
1.	Drink	Drank	Drunk
2.	Write	Wrote	Written
3.	Believe	Believed	Believed
4.	Behold	Beheld	Beheld
5.	Allow	Allowed	Allowed
6.	Carry	Carried	Carried
7.	Sell	Sold	Sold
8.	Put	Put	Put
9.	See	Saw	Seen

10.	Forgive	Forgave	Forgiven
11.	Paint	Painted	Painted
12.	Introduce	Introduced	Introduced
13.	Cost	Cost	Cost
14.	Meet	Met	Met
15.	Bake	Baked	Baked
16.	Take	Took	Taken
17.	Fight	Fought	Fought
18.	Forbid	Forbade	Forbidden
19.	Drive	Drove	Driven
20.	Buy	Bought	Bought

**Vocabulary Exercise -**

S. No	Word with 'Very'	Replaced with...
1.	Very dear	Cherished
2.	Very calm	Serene
3.	Very clean	Immaculate
4.	Very excited	Thrilled
5.	Very beautiful	Magnificent
6.	Very easy	Effortless
7.	Very shy	Timid
8.	Very lazy	Indolent
9.	Very clear	Obvious
10.	Very sad	Morose

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