

RAJAH'S DIAMOND

- R. L. Stevenson

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- R. L. Stevenson

GRAMMAR PUNCTUATION

DEFINITION

Punctuation is a set of marks that regulates and clarifies the meanings of different texts.

ORIGIN

Originally 'Punctuation' is a Medieval Latin word which means 'markings' or 'signs'.

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GRAMMAR

PUNCTUATION

TYPES

The units of written language in English are *the word, the sentence* and *the paragraph*.

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GRAMMAR

PUNCTUATION

TYPES

The units of written language in English are *the word, the sentence* and *the paragraph*.

1. The Word-Punctuation

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GRAMMAR
PUNCTUATION

Word Punctuation

CAPITAL LETTERS in ENGLISH

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

~ should be used

In the beginning of a sentence, like

Ram is going to college.

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

~ should be used

In the beginning of a new line of a poem, like

The woods are lovely, dark and deep,

But I have promises to keep,

And miles to go before I sleep,

And miles to go before I sleep.

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

~ should be used

In the beginning of any Proper Noun like

Ram, Agra

OR

Parts of a Proper Noun like

New Delhi, Jammu & Kashmir

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

~ should be used

In the beginning of the names of days.

Monday, **T**uesday, **W**ednesday, **T**hursday, **F**riday, **S**aturday, **S**unday

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

~ should be used

In the beginning of the names of months.

January, February, March, April, May, June, July, August, September,
October, November, December

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

~ should be used

In the beginning of the names of any religion, like

Hindu, Muslim, Sikh, Christian etc. etc.

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

~ should be used

In the beginning of the names of any festival, like

Dussehra, Deepawali, Eid, Christmas etc. etc.

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

~ should be used

In the beginning of any post, like

Principal, **G**overnor etc. etc.

OR

the parts of the posts, like

Chief **M**inister, **P**rime **M**inister etc.

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

~ should be used

In the beginning of any title, like

Hamlet, Godan etc. etc.

OR

the parts of the titles, like

War & Peace, Times of India

Note: - Grammatical words should not be capitalized.

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Word Punctuation

Use of Capitals:

Any title prefixed or suffixed to a proper noun, like

Professor Rao, Dr. Sethi.

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

Acronyms are also written in capital letters but grammatical words like articles, prepositions and conjunctions should not be capitalized. E.g. **MoU** (Memorandum of Understanding), **BBC** (British Broadcasting Corporation)

Bachelor of Commerce MOU MoU

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Word Punctuation

Use of Capitals:

Contractions are also written in the capital letters but only initial letters of words. E.g.

HiFi stands for High Fidelity

SciFi stands for Science Fiction

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

Any noun or pronoun standing for **G**od, the **L**ord, **A**llah,
Him or **H**is

For example;

For in **H**im doth our heart rejoice, For in **H**is holy name we have
trusted. (here Him and His have been used for God)

I know that **H**e is great

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Word Punctuation

Use of Capitals:

It is the pronoun 'I' and the interjection 'O'.

Tell me, O, Muse.

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Word Punctuation

Use of Capitals:

~ should not be used with

the names of subjects unless they occur as part of a title,
proper name etc., e.g. I am a student of economics.

but

Professor of Geography, Delhi School of Economics

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Capitals:

~ should not be used with

the names of directions, e.g. north, south, east, west
unless they are used in specific ways to denote a
geographical region, a political or economic entity etc.,
e.g. Birds fly south in winter

but

North is rich South is poor.

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Word Punctuation

APOSTROPHE SIGN



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Word Punctuation

Use of Apostrophe:

~ should be used

to show the possessive case of nouns and indefinite pronouns, like

Boy Boy's Boys

Ram's book

Someone's idea

Children's shop

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Apostrophe:

~ should be used

if the singular of a word ends in 's' sound, e.g.

Keats's poem

James's house

but if the word has a plural ending in 's' only the apostrophe is used without following 's', e.g.

Boys' hostel

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Apostrophe:

~ should be used

to show the omission of a letter, e.g. isn't (is not),
can't (cannot), o'clock (of clock), it's (it is) etc. don't (o)

It's (It is) a matter of great pleasure for me.

It's (It has) four legs.

but

The cow hurt its leg. [Here 'its' is a possessive pronoun without apostrophe- (it – it – its)]

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Apostrophe:

~ **should be used**

to show the omission of digits, e.g.

He is a famous actor of '60s. (Here '19' is missing, 1960s)

srfrgyhrnrchr

there are many r's in this word.

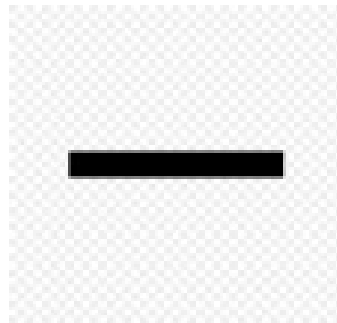
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Word Punctuation –

HYPHEN SIGN



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Word Punctuation

HYPHEN SIGN

A hyphen is a punctuation mark which is used to join two or more words together.

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Word Punctuation

HYPHEN SIGN

Hyphen is generally confused with the dash sign.

Dash sign is longer than a hyphen and is commonly used to indicate a range or a pause and it has a space on either side.

up-to-date (Hyphen)

There was no other way – or was there? (Dash)

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Hyphen:

~ should be used

with two words functioning as an adjective before a noun, e.g.

He is a little-known author.

How can I know the well-being of my father-in-law?

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Word Punctuation

Use of Hyphen:

~ should be used

with the compound numbers from 21 to 99 when written in words, e.g.

twenty-one, forty-eight, sixty-nine

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Hyphen:

~ should be used

with the fraction numbers, e.g.

two-third, one-fourth etc.

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GRAMMAR PUNCTUATION

Word Punctuation

Use of Hyphen:

~ should be used

with the prefixes Ex-, Self-, All-, e.g.

He is the ex-president of my college.

This is a self-help group. (don't confuse the prefix 'self-' with the pronoun 'self' like myself, himself etc.)

God is all-powerful.

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GRAMMAR

PUNCTUATION

TYPES

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2. The Sentence-Punctuation

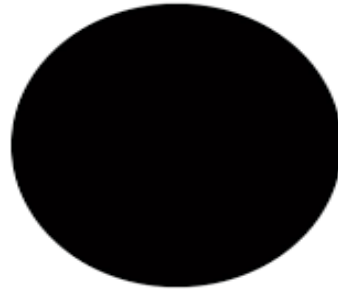
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Sentence Punctuation

PERIOD SIGN

Commonly known as Full-Stop



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GRAMMAR
PUNCTUATION

Sentence Punctuation

Use of Period or the full stop:

~ **should be used**

to mark the end of a declaratory sentence which is not question or exclamation, e.g.

The best way to predict a future is to create it.

B.Com.

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Sentence Punctuation

QUESTION MARK SIGN



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Sentence Punctuation

Use of Question Mark:

~ should be used

to mark the end of an interrogatory sentence, e.g.

Who was the father of Lord Ram?

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Sentence Punctuation

EXCLAMATION MARK SIGN



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Sentence Punctuation

Use of Exclamation Mark:

~ should be used

to mark the end of an exclamatory sentence, e.g.

What a beautiful building!

Fire! help!

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Sentence Punctuation

COMMA SIGN

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Sentence Punctuation

Use of Comma Sign:

~ should be used

to separate main clauses, joined by a conjunction unless the clauses are very short, e.g.

Now you'll say there's nothing wrong with me, and you'll tell me to go back to school.

Stand here and wait till I am back. (very short clause)

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GRAMMAR PUNCTUATION

Sentence Punctuation

Use of Comma Sign:

~ should be used

to separate very short clauses, not joined by conjunctions, e.g.

He came, he saw, he conquered.

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GRAMMAR PUNCTUATION

Sentence Punctuation

Use of Comma Sign:

~ should be used

to separate a subordinate clause from the main clause if the subordinate clause comes first unless the subordinate clause is very short, e.g.

If I certify that you have had a nervous breakdown, what will you do?

When you came I was sleeping. (very short subordinate clause)

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GRAMMAR PUNCTUATION

Sentence Punctuation

Use of Comma Sign:

~ should be used

to separate a subordinate phrase from the main clause if the subordinate phrase comes first unless the subordinate phrase is very short, e.g.

After a long stay in England for his education, Gandhi came back to India.

After his defeat he retired from politics. (very short subordinate phrase)

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GRAMMAR PUNCTUATION

Sentence Punctuation

Use of Comma Sign:

~ should be used

to separate the subjects, modified by non-finite clauses and participle phrases, e.g.

Defeated, he retired from politics. (non-finite clause)

Standing beside him, she looked small. (participle phrase)

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Sentence Punctuation

Use of Comma Sign:

~ should be used

to separate the non-restrictive elements (relative clauses and phrases) from rest of the sentence, e.g.

Yuri, who was his closest friend in Munich, found him a doctor.
(relative clause)

Yuri, his closest friend in Munich, found him a doctor. (relative phrase)

Note: - But restrictive elements are not separated.

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PUNCTUATION

Sentence Punctuation

Use of Comma Sign:

~ should be used

to separate the Appositive elements from rest of the sentence, e.g.

Gandhiji, the Father of the Nation, was a man of high principles.

Rohit is a good boy.

Rohit, my cousin, is a good boy.

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GRAMMAR PUNCTUATION

Sentence Punctuation

Use of Comma Sign:

~ **should be used**

to separate the elements that interrupt the structure of a sentence, e.g.

The incident, however, was soon forgotten.

They are, after all, young children.

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Sentence Punctuation

Use of Comma Sign:

~ should be used

to mark off the name or titles of the persons addressed,
e.g.

“Frankly, sir, I don’t”, said Albert.

In what year, Einstein, did the Russians defeat the French?

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GRAMMAR PUNCTUATION

Sentence Punctuation

Use of Comma Sign:

~ **should be used**

to separate three or more words, phrases or clauses that form a series, e.g.

He is honest, courageous, and hardworking.

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Sentence Punctuation

COLON SIGN



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GRAMMAR PUNCTUATION

Sentence Punctuation

Use of Colon Sign:

~ should be used

to separate two main clauses, when the second clause explains or elaborates the first one, e.g.

He knew what the answer would be: he would have to stay until he had taken his diploma.

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GRAMMAR PUNCTUATION

Sentence Punctuation

Use of Colon Sign:

~ **should be used**

to introduce an item or a list of items, e.g.

I am going to buy these items from the store: salt, sugar, and chocolates.

Note: - But don't use colon before the item or the items of a list if directly follow a verb, a preposition or a gerund, e.g.

I am going to buy salt, sugar, and chocolates from the store.

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Sentence Punctuation

SEMI COLON SIGN

;

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Sentence Punctuation

Use of Semi-colon Sign:

~ **should be used**

to connect two independent clauses without using a conjunction, e.g.

I am going to buy some items from the store; some items are very cheap there.

Note: - But don't use semi-colon and conjunctions together.

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Sentence Punctuation

Use of Semi-colon Sign:

~ should be used

to connect two independent clauses using a conjunctive adverbs, e.g.

I am not happy with his behaviour; however, I invited him.

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GRAMMAR PUNCTUATION

Sentence Punctuation

Use of Semi-colon Sign:

~ should be used

in the series to make subgroups or if the items themselves contain commas, e.g.

Victory on the Everest was the result of many things: the fine equipment, from sleeping bags to oxygen systems; the invaluable information about the route provided by the earlier expeditions; the tireless work of the Sherpa porters; the brilliant leadership of John Hunt; and finally, the courage, determination and team work of the climbers themselves. (As given in the text book)

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Sentence Punctuation

QUOTATION MARKS OR INVERTED COMMAS

Double Inverted Commas

“ ”

Single Inverted Commas

‘ ’

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Sentence Punctuation

Use of Sign:Quotation marks or Inverted commas

The distinction between Single and double inverted commas are not very significant but often, it is said that they are known to be associated with the UK or US writing style

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Sentence Punctuation

Use of Sign:Quotation marks or Inverted commas

~ should be used

for quoting someone's words, e.g.

He said, "My friends are coming to see me."

OR

For writing Direct Speech.

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GRAMMAR PUNCTUATION

Sentence Punctuation

Use of Sign:Quotation marks or Inverted commas

When there is a quote within a quote, both single and double inverted commas are used. For example;

I asked my teacher, "Why are you calling that student 'stupid'?"

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GRAMMAR PUNCTUATION

EXERCISES

1. i am a good boy

Ans. I am a good boy.

2. What is smith doing next week

Ans. What is Smith doing next week?

3. I dont like his behaviour said Mohan

Ans. "I don't like his behaviour," said Mohan.

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GRAMMAR PUNCTUATION

EXERCISES

4. She is a very nice looking girl.

Ans. She is a very nice-looking girl.

5. You know what to do practice.

Ans. You know what to do: practice.

6. Although they tried they failed.

Ans. Although they tried; they failed.

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GRAMMAR PUNCTUATION

EXERCISES

7. If you are ill you should go to the doctor.

Ans. If you are ill, you should go to the doctor.

8. Stop Police.

Ans. "Stop! Police!"

9. Keats poems are unique.

Ans. Keats's poems are unique.

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GRAMMAR PUNCTUATION

EXERCISES

10. Girls dresses are very beautiful.

Ans. Girls' dresses are very beautiful.

11. When i say stop I mean to say just stay said my boss

Ans. "When I say 'stop', I mean to say just stay", said my boss.

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GRAMMAR PUNCTUATION

CLAUSE

A clause is a combination of words with a subject and predicate.

There are two types of clause: -

- a. **Independent Clause (Main/Principal Clause)** : - It has a subject and a predicate. Then what is the difference between a sentence and an Independent Clause. A sentence is an independent unit which can not be a part of another sentence but a clause may be. For example;

I am going to market to buy some fruits. (a sentence)

I am going to market. (an Independent Clause)

Another difference is an Independent Clause is always assertive, while a sentence can be assertive, interrogative or exclamatory.

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GRAMMAR PUNCTUATION

CLAUSE

A clause is a combination of words with a subject and predicate.

There are two types of clause: -

- b. **Dependent Clause (Subordinate Clause)** : - It also has a subject and a predicate but it would be meaningless without the Independent Clause. For example;

We could not go out as it was raining.

S Predicate

S Predicate

'S' stands for subject.

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GRAMMAR PUNCTUATION

Restrictive Elements

The words that are essentially used to modify and restrict the meaning of the sentence are called Restrictive Elements. They are not separated by commas. For example;

The students who are specially-abled can sit in the front row.

Non-restrictive Elements

The words that are not essential to the meaning of the sentence and just give some additional information are called Nonrestrictive Elements, They are separated by commas. For example;

Yuri, who was his closest friend in Munich, found him a doctor.

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GRAMMAR PUNCTUATION

PHRASE

A phrase is a small group of words but not a complete sentence and that adds information to the main part of the sentence.

There are six types of phrase: -

- Noun Phrase
- Adjective Phrase
- Adverbial Phrase
- Prepositional Phrase
- Conjunctive Phrase
- Interjectional Phrase

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APPOSITIVE ELEMENTS

When a noun or word is followed by another noun or phrase that renames or identifies it, called Appositives.

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GRAMMAR PUNCTUATION

1. FINITE CLAUSE

A finite clause is a main clause or a subordinate clause that must have a finite verb means the verb in the present or past tense.

For example;

1. I **saw** a lady who **was laughing**. (Past tense is used in the main and subordinate clause)
2. I **don't like** the people who **smoke**. (Present tense is used in the main and subordinate clause)



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GRAMMAR PUNCTUATION

2. NON-FINITE CLAUSE

A non-finite clause is a subordinate clause that contains a verb that doesn't show tense.

There are three types of non-finite clause: -

- i. To-infinitive clause: - In this clause, the verb follows the word 'to'
e.g. He is coming **to meet** his younger brother.
- ii. Present Participle clause (-ing clause): - The verb ending in '-ing' is used. E.g. I walked out of the room **singing** happily.
- iii. Past Participle clause: - The past participle form (the Third form) of the verb is used. E.g. This is the last photograph **taken** by me.

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PARTICIPLE PHRASE

A Participle phrase functions as an ADJECTIVE to modify a noun, pronoun or noun phrase. For example;

Standing beside him, she looked small. (Participle phrase as an adjective modifies the pronoun 'she' in the sentence.)