

# PUNCTUATION



Hang him not leave him



Hang him not, leave him.

Hang him,  not leave him.

# Terminal punctuation marks


- ▶ Full stop .
- ▶ Question mark?
- ▶ Exclamatory mark !



Full stop is used at the end of an assertive/declarative sentences and Imperative sentences. Example: I like mangoes.(Assertive)Imperative–Put it down.

- ▶ In abbreviations. Example: Ph.D, B.A, Co., Ltd.
- ▶ After titles say Mr., Mrs.
- ▶ After initials. Example. A.V.Rao

## Question mark

- ▶ At the end of a question. e.g Why are you late?
- ▶ Not in reported speech. e.g. He asked me why I was late. 
- ▶ Not in polite request.e.g. Would you mind to pass on this to him please.

## Comma

- ▶ To give a short pause in a sentence.example:He woke up, bathed, had break fast and soon left.
- ▶ Apposition(When we add details to an existing one.)
- ▶ A.P.J. Abdul Kalam, the former President of India was a statesman.
- ▶ To mark of the nominative of address.

Example: Sir, I cannot accept this.

## Semicolon

- ▶ Semicolon is for a longer pause.

Example: As Caesar loved me, I weep for him;  
as he was fortunate, I rejoice at it; as he is  
valiant, I honour him.





## Colon

Colon is used when we list out something.  
example: You are required to bring the following items to the yoga camp:

- ▶ Yoga mat
- ▶ Bed sheet
- ▶ Drinking water
- ▶ Cap



## Capital Letter

- ▶ In the beginning of a sentence
- ▶ For proper nouns



### Exclamatory mark

- ▶ To express a strong feeling.

example: Wow! It is a beautiful painting.

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THANK YOU