

DELHI PUBLIC SCHOOL, JAMMU

FOUNDATION WORKSHEET

SESSION 2021-2022

CLASS : VI

SUBJECT: ENGLISH

TOPIC: PUNCTUATION AND CAPITAL LETTERS

Punctuation marks help us to read and understand a written sentence or passage clearly. Punctuation marks such as full stop, capital letters, quotation marks, commas are used in the written language to put pauses at the right places in a sentence and to separate one sentence from another.

The important marks of punctuation are:

1. **The full stop (.)**: The full stop represents the longest pause. It is used at the end of an assertive or imperative sentence.

Example: There are beautiful flowers in the garden.

2. **Comma (,)**: A comma is used to express the shortest pause in a sentence but it is never placed at the end of a sentence.

Example: Yes, she has agreed to be the compeer for the programme.

3. **The Question Mark (?)**: It is used after a question. **Example:** Have you completed your assignment?

4. **The Exclamation Mark (!)**: It is used after exclamations showing sudden and strong feelings of grief, joy, surprise and wonder. **Example:** What a terrific idea!

5. **Inverted Commas ("")**: They are used to indicate direct speech. They are used to enclose the exact words of a speaker or a quotation.

Example: Rohan said, "Where is your car?"

6. **Capital Letters**: They are used at the beginning of a sentence. Proper nouns also begin with capital letters. **Example:** She lives in Bhopal.

7. **The Apostrophe (')**: It is used to show possession. **Example:** Mita's bag is lost.

8. **The Semicolon (;)**: It indicates a longer pause than the comma. It is generally followed by conjunctions like 'and', 'but', 'or'.

Example: The interesting, exciting match came to an end; and there was loud cheering.

9. **The Colon (:)** It indicates a longer pause.

Example: The ingredients required for the cake are: flour, eggs, sugar, baking powder, butter and vanilla essence.

SOLVED EXAMPLES

Q. Punctuate the following sentences:

1. i said to ram you will not fail if you work hard
- I said to Ram, 'You will not fail if you work hard.'
2. i visited mr mehras shop
- I visited Mr Mehra's shop.
3. safdarjung tomb red fort humayuns tomb are all historical monuments
- Safdarjung tomb, Red Fort, Humayuns tomb are all historical monuments.
4. what are you carrying in the packet said reeta to sheema
- 'What are you carrying in the packet', said Reeta to Sheema.
5. the announcemet was in fact made by the government
- The announcement was, in fact, made by the government.
6. thank you sir
- Thank you, sir.
7. i didnt attend the art class
- I didn't attend the art class.
8. my father reads the statesman
- My father reads 'The Statesman'.
9. mount everest is the highest peak in the Himalayas
- Mount Everest is the highest peak in the Himalayas.
10. sulekha visited the museum the library and the airport before she returned home
- Sulekha visited the museum, the library and the airport before she returned home.
11. sunaina my friend and guide is remarkably talented
- Sunaina, my friend and guide, is remarkably talented.
12. the team leader said hurray we won the running trophy
- The team leader said "Hurray! WE won the running trophy."
13. he was absent wasnt he
- He was absent, wasn't he?
14. my favourite movie is the jurassic park
- My favourite movie is the Jurassic Park.
15. where has raj gone
- Where has Raj gone?

PRACTICE EXERCISE

Punctuate the following sentences:-

1. harrys birthday is in july
2. my friend nidhi is smart friendly helpful and intelligent
3. what a lovely birthday gift
4. we are taking our caps binoculars cameras and notebooks for the trip
5. the show begins at 330 pm

6. who is preparing the main dish for the dinner
7. king vikramaditya was brave strong and kind
8. the teacher said honesty is the best policy
9. akbar said to birbal you have to find a solution to this problem
10. he said lets go home
11. oh dear what an unfortunate incident
12. i reach the chennai airport late yesterday
13. she has woken up hasnt she
14. the interesting exciting match came to an end and there was loud cheering
15. arjuns dog is very playful