

GIRLS' HIGH SCHOOL AND COLLEGE, PRAYAGRAJ.

WORKSHEET NO. 4

SESSION (2020-21)

CLASS 3 (A-F)

SUBJECT- ENGLISH LANGUAGE

TOPIC- PUNCTUATION

Information- This portion is in continuation with Worksheet No.3.

Instructions– Parents are expected to help the child in revising Worksheet No.3. Thereafter, the child must be taught the other three punctuation marks given on this worksheet. The worksheet should be done by the child under the proper guidance of the parents.

After revising the Full Stop(.) ,Capital Letter and Question Mark(?) in Worksheet No.3, the other three punctuation marks are as follows:

• **A Comma (,)**

We use a comma-

1) To separate items on a list.

For example,

- I like grapes, apples, lychees and mangoes.
- My best friends are Ritesh, Satish and Imtiaz.

2) To set off the name of a person spoken from rest of the sentence.

For example,

- Kavita, can you close the door?
- Wait for me, Farzan.

3) To set off words and phrases, such as *yes, no, of course, please* and *well* from the rest of the sentence.

For example-

- Yes, we went for a long drive after dinner.
- Well, I am not sure if I can wait for you that long.

***Note: A comma stands for a short pause in a sentence.**

- **An Apostrophe(')**

We use an apostrophe-

1) To show that something belongs to someone.

For example,

- Mother's purse
- Sonika's toy

2) To show that some letters are missing.

For example,

- do not - don't
- he will - he'll
- what is – what's
- you will – you'll
- it is- it's
- you have-you've
- you are- you're

See the picture below and understand the use of an **apostrophe (')**



- **Exclamation mark:**

We use an exclamation mark-

1) To express strong feelings or emotions.

For example,

- What a pretty girl!
- There's been a terrible accident!

2) To give an order or a command.

For example,

- Sit down!
- Go away! I don't want to talk to you!

3) For interjections or exclamations.

For example,

- Ouch! That hurts.
- Hey! Stop playing tricks on me!

4) For Informal writing.

For example,

- You did a great job!
- Hello! How are you?

Look at the picture below and learn the use of an exclamation mark:

EXCLAMATION MARK !

- Used to express strong feelings or emotions such as shock, surprise, anger or a raised voice.
- Used to give a command.
- Used after interjections or exclamations.
- Used in informal writing.

EXAMPLES

- Stop!
- Sit down!
- John, don't touch that!
- Help!
- Hello! How are you?
- Good night!
- Please, help me!
- Ahem! Can I make a suggestion?
- "Boo!" they shouted, "Get off!"
- You did a great job!
- How interesting this film is!
- What a gorgeous room!
- The meal was so good!
- She's such a quiet girl!

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Exercise-1

Rewrite the sentences by using capital letters and suitable punctuation marks :

(The first and second one are done for you).

1) wow it is a hot day

Ans. Wow ! It is a hot day!

2) I met Jyoti Sujata and Maya on my way to school

Ans. I met Jyoti, Sujata and Maya on my way to school.

3) marys cat ran across the street.

Ans.

4) what a delicious pudding

Ans.

5) Kavitas cat loves to chase mice.

Ans.

6)we have pencils erasers sharpeners and pens in our school bags.

Ans.

7) you ve done a good job malathi.

Ans.

8) dans computer crashed

Ans.

9) look at the peacocks on the tree

Ans.

Exercise (2)

Complete each sentence by putting a full stop(.),an exclamation mark (!), question mark(?) comma(,)or an apostrophe(')in the blank space:

1. Wow ___ Look at that rainbow ___

2. When are we going for the school picnic ___

3. What ___s for dinner ___

4. My mother bought vegetables ___ fruits and cold drinks from the market ___

5. What a beautiful painting ___

6. Are the doors ___ windows and walls of the same colour ___

END