## **GIRLS' HIGH SCHOOL AND COLLEGE, PRAYAGRAJ.**

## **WORKSHEET NO. 4**

#### **SESSION (2020-21)**

#### CLASS 3 (A-F)

#### **SUBJECT- ENGLISH LANGUAGE**

#### **TOPIC- PUNCTUATION**

<u>Information-</u> This portion is in continuation with Worksheet No.3.

<u>Instructions</u>— 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.

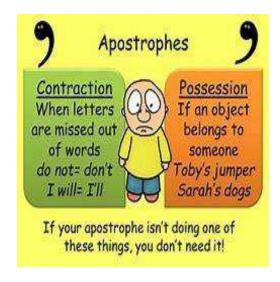
For example,

- 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:



# Exercise-1

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

5. What a beautiful painting \_\_\_\_

The hist and second one are done for your.
<ol> <li>wow it is a hot day</li> <li>Ans. Wow! It is a hot day!</li> <li>I met Jyoti Sujata and Maya on my way to school</li> <li>Ans. I met Jyoti, Sujata and Maya on my way to school.</li> <li>marys cat ran across the street.</li> <li>Ans.</li> </ol>
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

**END** 

6. Are the doors \_\_\_\_ windows and walls of the same colour \_\_\_\_