

Assignment: 10

Class : III

Teacher: Mrs. Gurdeep Kaur

Subject: English

Topic – Punctuation

❖ **Punctuation marks tell us where to pause, where to stop and how to start a sentence. It helps us to understand the meaning of a sentence clearly.**

1. The use of capital letters:

- **A new sentence begins with a capital letter.**
- **Name of people, places etc. begin with a capital letter.**
- **Days of week and months of the year begin with a capital letter.**
- **Names of mountains, rivers, oceans etc. begin with a capital letter.**
- **“I” is always written capital.**

2. The use of Full stop (.)

- **A sentence ends with a full stop (.)**

3. The use of Question Mark (?)

- **Sentences that ask for information end with a question mark (?).**

4. The use of Exclamation Mark (!).

- **We use exclamation mark (!) to express strong emotions.**

5. The use of Comma (,)

- **It is used within a sentence to separate a list of items.**
- **We do **not** use the comma (,) before the last item or name in a list. We use “and” instead.**

Q1. Punctuate the following sentences.

a) what is your name

b) i love to speak in english

c) i have three pencils an eraser a sharpener and a ruler in my pencil box

d) hurrah Tomorrow is a holiday

e) my sister is three years younger than me

f) pallavi radha sunil and Gaurav goes to school everyday

g) such pretty flowers

h) when will you be free

Q1. Punctuate the following sentences.

a) what is your name

What is your name?

b) i love to speak in english

I love to speak in English.

c) i have three pencils an eraser a sharpener and a ruler in my pencil box

I have three pencils, an eraser, a sharpener and a ruler in my pencil box.

d) hurrah Tomorrow is a holiday

Hurrah! Tomorrow is a holiday.

e) my sister is three years younger than me

My sister is three years younger than me.

f) pallavi radha sunil and Gaurav goes to school every day

Pallavi, Radha, Sunil and Gaurav goes to school every day.

g) such pretty flowers

Such pretty flowers!

h) when will you be free

When will you be free?