

CLASS – 4 ENGLISH LANGUAGE WORKSHEET

TOPIC: PUNCTUATION

SYNOPSIS-

- We use capital letters and marks of punctuation to make our writing clear. **Full stops, question marks, exclamation marks and commas** are called **Punctuation**.
- A **capital letter** is used:
- To begin a sentence. For example,
 - **T**he cows are grazing in the field.
 - **T**he film was very interesting.
- For proper nouns. For example,
 - **V**ijay and **V**idya will be visiting me tomorrow.
 - We met **S**usan at the **R**ed **F**ort.
- For the pronoun **I**. For example,
 - **I** am going to the market now.
 - Nishant and **I** went to school by metro.
- For an abbreviation or short form of a word. For example,
 - Mr **A P J** Abdul Kalam was a renowned scientist before he became the President of India.

The uses of different Punctuation are as follows.

1)Full Stop

A **full stop** (.) is used:

- At the end of a statement or command. For example,
 - Richard has gone to the market.
 - The Ashoka Chakra in the centre of the Indian flag has 24 spokes.
- After an abbreviation or short form of a word. For example,
 - My sister completed her B.A last month.
 - He woke up at 6 a.m.

2)Question Mark

A **question mark** (?) is placed

- At the end of a question. For example,
 - When are you leaving for London?
 - Who is the author of the Harry Potter series?

3)Exclamation Mark

An **exclamation mark (!)** is placed

- After interjections or exclamatory sentences. For example,
 - Look out !
 - How crowded the market is!

4)Quotation Marks

Quotation marks ('...') are placed to

- Show the exact words of the speaker. For example,
 - 'Did you get the medicines?' asked Jane.
 - Raveena said, 'Be ready by 5:30.'

5)Comma

We use a comma

- To separate words or a group of words in a sentence. For example,
 - Mary Kom, Saina Nehwal, Gagan Narang and Yogeshwar Dutt won bronze medals at London Olympics in 2012.
- To set off a name from the rest of a sentence. For example,
 - Rose, please pass my water bottle.
 - Are you going to the mall, Rajiv?
- To separate one-word (or two-word) expressions, such as **please, yes, no, well, however, sadly, unfortunately, in fact, oh yes**, from the rest of the sentence.

For example,

- Yes, you may go out to play.
- Unfortunately, we missed the train.
- Well, I may be able to help you.
- Give me a glass of water, please.

6)Apostrophe

The apostrophe is used

- To show that something belongs to someone.
For example,
 - The skirt of the girl- the girl's skirt
 - The bicycle of Jenny- Jenny's bicycle
- To show that some letters are missing. For example,
 - I'm (I am)
 - he'll (he will)
 - couldn't (could not)

EXERCISE:-

I. Rewrite the following sentences using appropriate punctuation marks and capital letters whenever necessary.

1. river yamuna flows through agra
2. who told you this
3. eiffel tower is the most famous monument in france
4. mumbai is the capital of maharashtra
5. which is my seat asked the passenger

II. Rewrite these words using apostrophes.

1. the guitar of Harshit _____
2. the book of Mrs. Singh _____
3. the aquarium of his uncle _____
4. the feather of the peacock _____
5. the purse of her mother _____

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