



Let's link it

A. Read the descriptions of **punctuation marks** and write their names in the ovals.

1. 'I separate items on a list, parts of a sentence, and indicate a pause in a sentence.'

Comma

exclamation mark

2. 'I am used after something is said with force, after a strong command, or after strong feelings are expressed.'

question mark

3. 'I mark the end of a question and come at the end of a question tag.'

full stop

4. 'I mark the end of a sentence and follow most initials and abbreviations.'

apostrophe

5. 'I show ownership and missing letters in contractions.'

Punctuation is the use of different marks and capital letters in writing to make the meaning of a sentence clear.

Let's look at this table to revise the functions of these punctuation marks.

Punctuation marks	Functions	Examples
Full stop (.)	a) marks the end of a sentence b) follows most initials c) follows most abbreviations	<ul style="list-style-type: none"> I will go to the zoo. John F. Kennedy Jan., Rev.
Question mark (?)	a) marks the end of a question b) comes at the end of a question tag	<ul style="list-style-type: none"> Why are you late? You are feeling fine, aren't you?
Exclamation mark (!)	a) expresses strong feelings	<ul style="list-style-type: none"> Alas! We lost the game. Wow! What a sight!

- People must protect the environment from pollution, deforestation, etc.
- At the picnic, may we sing, dance, paint, etc.?
- A **full stop** always comes before a closing speech mark at the end of a sentence / statement / declaration. For example—
 - Maya said, 'I don't want to get wet in the rain.'

More about the question mark

If the **question mark** is part of a direct speech, it should be placed within the closing speech mark. If the **question mark** is not a part of a direct speech, it should be placed outside the closing speech mark. Look at these examples.

- 'Where do you live?' the policeman asked the wounded man.
- Do you know who said, 'Swaraj is my birthright, and I shall have it'?



B. Punctuate these sentences.

1. ^W well done !
2. ^W why were you absent yesterday ?
3. ^S strawberries are my favourite fruit.
4. ^A aspen, pine, and oak are all trees.
5. ^{D D} dr das is coming to our city.
6. ^{Don't} dont touch that pan, said my mother.
7. ^T these are ^{Miha's} miha's books, ^{aren't} aren't they ?
8. ^{N D} nov, dec, and ^J jan are winter months.
9. ^W what lovely weather!
10. ^I I have been to ^D delhi a couple of times.
11. ^I Is there any juice left in the carton ?
12. ^M mary needs some paper, scissors, and colours.
13. ^D diwali will be in ^O october this year.
14. ^{O T} ouch, this medicine stings.
15. ^S sammy served us tea, cakes, and chips.



Using capital letters

The use of the capital letter is explained below with examples.

- at the **beginning** of all sentences
 - **T**his is my house.
 - **I**s this book yours?
 - **W**hat a lovely sight!



- for the pronoun **I**
 - She and **I** will sit together in class.
- to begin **proper nouns** (the names of specific people, places, organizations, and sometimes, things)
 - **London**
 - **William Shakespeare**
 - **Pacific Ocean**
- to begin the words derived from **proper nouns**
 - **India-Indian**
 - **Switzerland-Swiss**
- for **days of the week** and **months of the year**
 - School reopens on the first **Monday** of **July**.
- for the major words in the **titles of books, articles, and songs** (However, short prepositions or articles—a, an, and the—are not capitalized unless they are the first word of the title.)
 - **The Wind in the Willows**
 - **The Old Man and the Sea**
- for a person's **title** when it comes before the name (However, we **do not** capitalize it when the title is acting as a description following the name.)
 - I have an appointment with **Chairman** Mohinder Singh after lunch.
 - **Aunt** Poonam is coming for the function.
 - I will meet Mohinder Singh, **chairman** of the company, this afternoon.
 - The director of this play is my **aunt**.
- for all words that refer to **God**
 - I pray to the **Lord** every morning.
- to begin words spoken in the **direct speech**
 - The captain said, '**W**e will set sail in the morning.'

C. Rewrite these sentences using **capital letters** in the correct places.

- the little boy said, 'please take me home.'
The little boy said, 'Please take me home.'
- the chief guest for the afternoon is the principal, mr d'souza.
The chief guest for the afternoon is the principal, Mr D'souza.
- the red cross society, started by a swiss gentleman, serves people who are wounded or injured.
The red cross society, started by a Swiss gentleman, serves people who are wounded or injured.
- every saturday, ms reema, our teacher, reads us a story from the jataka tales.
Every Saturday, Ms Reema, our teacher, reads us a story from the Jataka Tales.

5. he is sitting lazily and enjoying the sun.

He is sitting lazily and enjoying the sun.

6. rabindranath tagore won the nobel prize for literature.

Rabindranath Tagore won the Nobel Prize for literature.



Let's perfect it

M.B.A. Rewrite these sentences in your notebook using capital letters wherever needed.

1. directions to my house are easy. just drive down kg marg, turn right at chelmsford lane, and my house number 10 will be on your left.
2. janit, saurabh, and reena want to go for a swim to lake sultanpur this weekend.
3. his father has been appointed as a minister in the union government.
4. my favourite subject is english because I love to read.
5. the coldest place on earth is vostok in antarctica.
6. they met president kovind at a state reception.
7. the olympic games are held once in four years.
8. uncle rahul has bought a jar of irish coffee.
9. mr and mrs rao visit us every sunday.
10. my pet dog plays with timothy, my kitten.
11. meet me at palm street.
12. rohit has an ma degree in english.



B. Rewrite these sentences correctly using speech marks (' ... ') and commas (,).

1. Joe said it's time for lunch.

Joe said, 'It's time for lunch.'

2. Sit down said my mother.

'Sit down,' said my mother.

3. Where do you live asked the old lady.

'Where do you live?' asked the old lady.

4. Sheena said please let me borrow that novel.

Sheena said, 'Please let me borrow that novel.'

5. I need a new backpack said Raman.

'I need a new backpack,' said Raman.



C. Punctuate these sentences.

1. be quiet
2. i am going to see dr joseph
3. the chef said tonight there will be potatoes for dinner
4. she enquired if the work was done on time
5. the police constable is on duty isnt he
6. please shut the door quietly
7. when do you return from work
8. i can hear the phone ringing cant you
9. which way to the museum asked daniel
10. my brother has just completed his degree in medicine
11. lets go and watch the film in the theatre
12. the americans are celebrating the success of their space project



Composition

- A. Prepare a list of ten questions for a **survey**. Then ask these questions to the oldest person in your family or your neighbourhood. Interview the person, and write down the answers you receive.

Here are some of the questions you could include in the survey—

- Where did you grow up?
- Who did you live with?
- What was the name of your school?
- How was it different from schools of today?
- What was your favourite subject?
- What games did you play?
- What were your hobbies?
- Which gadgets that we have today did you have when you were young?
- Do you think life is easier and better today?



Let's build words

A prefix is a letter or a group of letters added to the beginning of a word to form a new word. Here is a list of some commonly used prefixes.

Prefix	Word
a-, an-	asleep, another
anti-	antisocial, antibiotic
il-, in-, im-, ir-	illegal, inconsiderate, immoral, irresponsible
mis-	misbehave, misunderstand, misfortune
mono-	monologue
over-	overconfident, overcast
sub-	subsoil, subcontinent
de-	debug, dethrone, deforest
dis-	disregard, disagree
re-	repaint, recycle, reload, reuse
semi-	semicircle
un-	unplanned, unprepared, untie, unfit
non-	nonthreatening, nonsense

A. Fill in the blanks with the correct prefixes to complete these words.

1. semi circle
2. over cast
3. re paint
4. mis conduct
5. dis honest
6. un inspired

B. Fill in the blanks with the correct prefixes.

1. Rini and her brother were over joyed to play together.
2. Her visit was totally un planned.
3. Mahatma Gandhi led a non - violent movement.
4. We should try and re cycle waste.
5. The boy was scolded by the principal as he had mis behaved with another student.



Let's crack it

A. Use **conjunctions** from the table on the previous page to fill in the blanks.

1. One of the most popular nursery rhymes is about a boy named Jack and a girl named Jill.
2. I enjoy chess, but I don't like cricket as much.
3. We went to bed early because we were tired.
4. Since you won't help me, I will do the work myself.
5. They did not allow us in because we were late.
6. Although it was raining, we did not cancel the match.
7. People ran for shelter when it began to rain.
8. Do you want to play chess or carrom?
9. Although my grandmother is old, she is very strong and active.
10. My brother wanted to leave while the chief guest was giving a speech.



Word pairs as conjunctions

Read these sentences. Notice how they have been joined.

- She is a dancer. She is a singer.
Not only is she a dancer **but also** a singer.
(She is **not only** a dancer **but also** a singer.)
- She paints. She cooks. She plays football.
Not only does she paint and cook **but also** plays football.
She **not only** paints and cooks **but also** plays football.



Some conjunctions like **not only ... but also** are used in pairs.

B. Tick (✓) the sentences where **not only ... but also** has been used correctly.

1. We went to the park not only, but we also went to the zoo.
2. He not only baked a cake for us but also made sandwiches.
3. Not only she climbed Mt Everest, she climbed Mt Titlis but also.
4. Not only did I complete my maths assignment, but I also wrote an essay.
5. Mangoes are not only good to eat but also full of vitamins.



C. Join these pairs of sentences using **not only ... but also**.

1. I wore a coat. I wore a muffler.
2. I like playing badminton. I like playing basketball.
3. My sister ate ice cream. My sister ate chocolate.
4. She likes salads. She likes soups.
5. They were late. They were stuck in traffic.
6. He can sing. He can dance.
7. We were thirsty. We had no water.
8. She writes plays. She acts in plays.
9. She is an architect. She is a well-known author.
10. We had lunch at a restaurant. We rested on our way.



Let's perfect it

A. Choose the correct conjunctions to complete the sentences.

1. Since Ravi was not well, he did not go for the picnic. (since / although)
2. I went for a walk at night although I was afraid of darkness. (but / although)
3. The sun hid behind the clouds when it started raining. (when / that)
4. I will be late today because my car has broken down. (but / because)
5. Birds fly and fish swim. (or / and)
6. I took my umbrella since it was raining. (but / since)
7. Raj is not only a cricketer but also a poet. (not only ... but also / although / but)
8. Anita did not come because she had to study. (and / because)
9. I have to call the plumber and get the taps fixed. (but / and)
10. You can apply glue to the pictures while I stick them. (because / while)

B. Complete the following sentences.

1. We wanted to watch the film, but I had some work to do.
2. Since it was raining, I took cover under a tree.
3. I bought not only a box of crayons but also a packet of sketch pens.
4. He was overjoyed because he had managed to clear the test.
5. Wait here while I fetch the books.

6. When it is winter, *these birds migrate to the northern regions.*
7. We hurried home and *waited for the match to begin.*
8. Though we were exhausted, *we decided to play one more game.*

C. Use these conjunctions to make sentences of your own.

Do this

and	but	because	while	although
though	or	when	since	not only ... but also

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Comprehension

A. Read the passage and answer the questions that follow.

We had just left school when my sister and I saw our parents walking towards us. Although it was a weekday, they had come to take us out for lunch. Since both of us had been promoted to the next class, our parents had decided to give us a treat. They were both very proud of us, but they did not hesitate to remind us of the importance of completing our homework daily and making sure we did not neglect our studies. While we were eating, we promised our parents that we would continue to work hard. We walked out of the restaurant with big smiles on our faces.

1. What is meant by the word **promoted**?
2. Circle the conjunctions used in the passage.
3. Use the conjunctions you have circled to make sentences of your own.