

## Full Stop (.)

Use a full stop at the end of a declarative sentence and in abbreviations

*My name's Usman and I was 18 in July.*

*Mr. Ahmad was talking with Mr. Adnan."*

## Question Mark (?)

Use a question mark after an interrogative sentence

*Where are you from?*

## Quotation Marks /Speech Marks (" ")

Use quotation marks for direct quotations

*"I work in Italy" said Amir.*

## Apostrophe (')

Use an apostrophe in contractions and to indicate possession

*Azher's performance at school has greatly improved.*

*They're going to the movies tonight.*

## Comma (,)

- ❖ Add a comma when two separate sentences are combined  
*We purchased some cheese, and we purchased some fruit.*
- ❖ Use commas between words in a series. Notice that a comma does not follow the last word in the series  
*I like reading books, listening to music, watching TV and studying English.*
- ❖ Use a comma to separate an introductory element from the rest of the sentence  
*As the day came to an end, the fire fighters put out the last spark.*
- ❖ Use the comma to set off the words “yes” and “no”  
*No, thank you.*
- ❖ Use a comma to set off a tag question from the rest of the sentence  
*She is your sister, isn't she?*
- ❖ Use a comma to indicate direct address  
*Is that you, Uzma?*
- ❖ Use a comma after an expression  
*Most certainly, you can borrow my pencil.*
- ❖ Add a comma when a participle phrase clause is used  
*Walking slowly, I could see the beautiful flowers.*
- ❖ Use a comma to separate parts of the date  
*Tuesday, May 2, 2016 was when I graduated.*

## Exclamation Mark (!)

Use an exclamation mark to show strong emotion or give a command

*Stop!*

*Yeah!*

*Sit down!*

## Colon (:)

Use a colon to introduce a list and before a final clause that explains something in the sentence

*You have two choices: finish the work today or lose the contract.*

## Semicolon (;)

Use a semicolon to join two independent clauses that are not connected with a coordinate conjunction

*My daughter is a teacher; my son is a doctor.*

## Parentheses/Brackets ( )

Use parentheses for extra non-essential information

*The two brothers (Richard and Sean) were learning how to play guitar.*

## Ellipsis (...)

Use ellipsis to show that parts of sentences are left out

*To be continues...*

## Exercise No 1

a hungry lion slipped out of the forest into a barnyard one evening when he saw a plump donkey his mouth began to water but just as he was ready to jump on the donkey a rooster crowed he was frightened and so turned away into the forest again hey look at that cowardly lion the donkey brayed to the rooster i am going to chase him and the donkey ran after the lion wait the rooster shouted you dont know that but it was too late the lion had turned and killed the donkey ah my poor stupid friend the rooster said as he watched the lion eating the donkey the lion wasnt afraid of you but of my crowing

## Exercise No 2

a quaker was one day walking on a country road he was suddenly met by a highwayman pointing a pistol the robber exclaimed your money or your life my friend said the quaker i cannot deliver my money for i should be helping thee in evildoing however exchange is lawful and i will give thee my purse for the pistol the robber agreed on receiving the purse the quaker at once held the pistol at the robbers head and said now friend give me back my purse back or the weapon may go off fire said the robber there is no powder in the pistol

## Exercise No 3

Scientists and philosophers of science tend to speak as if “scientific language” were intrinsically precise as if those who use it must understand one another’s meaning even if they disagree / but in fact scientific language is not as different from ordinary language as is commonly believed / it too is subject to imprecision and ambiguity and hence to imperfect understanding / moreover new theories or arguments are rarely if ever constructed by way of clear-cut steps of induction deduction and verification or falsification / neither are they defended rejected or accepted in so straightforward a manner / in practice scientists combine the rules of scientific methodology with a generous admixture of intuition aesthetics and philosophical commitment / the importance of what are sometimes called extra-rational or extra-logical components of thought in the discovery of a new principle or law is generally acknowledged / ...but the role of these extra-logical components in persuasion and acceptance in making an argument convincing is less frequently discussed partly because they are less visible / the ways in which the credibility or effectiveness of an argument depends on the realm of common experiences on extensive practice in communicating those experiences in a common language are hard to see precisely because such commonalities are taken for granted / only when we step out of such a “consensual domain” when we can stand out on the periphery of a community with a common language do we begin to become aware of the unarticulated premises mutual understandings and assumed practices of the group even in those subjects that lend themselves most readily to quantification / discourse depends heavily on conventions and interpretation conventions that are acquired over years of practice and participation in a community.

# Punctuate the following sentences

## Exercise A

- i like playing with my friends ahmad nasir sameer
- we went through the smoky mountains, near shimla on our way to kashmir
- myfavourite soap is pears and my favourite toothpaste is pepsoden
- i'm a catholic and that's why i go to st.joseph's school
- my friend Amna speaks german and she is teaching me some words
- akbar the greatest of the mughal emperors ruled wisely

## Exercise B

- 1. A grandparents job is easier than a parents
- 2. It looks as if the sun goes around the earth but of course the earth really goes round the sun
- 3. He neither smiled spoke nor looked at me
- 4. Long ago in a distant country there lived a beautiful princess
- 5. It was my aunt who took Peter to London yesterday not my father.
- 6. Ruth was invited to the party but she was ill so Jane went instead of her

- 7. Sorry to disturb you could I speak to you for a moment
- 8. Is it any use expecting them to be on time
- 9. Zahid going to sleep during the wedding was rather embarrassing
- 10. Having lost all my money I went home

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