**Punctuation**

Punctuation can make an enormous difference in the meaning of whatever it is you’re writing. Consider the following classic example of the change in meaning that punctuation can communicate:

Woman without her man is nothing.

Comma , Semi Colon ; Colon : Apostrophe ’ Dash **—** Quotation Marks **‘’ ’’**

***1. Comma ,***

Joining, Bracketing, Listing, Gapping.

***2. Semi Colon ;***

Between two independent clauses

Norway has applied to join the EC; Sweden is expected to do the same.

It is also used with conjunctive adverbs to join independent clauses together. The following are frequently used conjunctive adverbs:

*after all ,in addition, nonetheless ,on the contrary , in fact, on the other hand ,consequently ,in other words, for example ,furthermore , meanwhile , therefore , moreover , however, nevertheless.*

The tyre was flat ; therefore, we called a service station.

Umer is intelligent ; however, he doesn’t work hard.

***3.Colon :***

Normally it is used before introducing a list after the word *following* or *follows.*

*My Favourite colors are following :red , blue, and green.*

It generally explains the previous idea.

Lately, I have had only one thing on my mind: **graduation**.

Lately, I have had one thing on my mind: **graduating from college**.

Lately, I have had only one thing on my mind: **I can’t wait to graduate**.

Lately, I have had several things on my mind: **papers, grades, and finals**.

That is/are i.e.

**4. *Apostrophes ’***

Contractions , Possessives , and Making Plurals

***5. Dashes*** —

a)In the middle of a sentence, a dash can put special emphasis on a group of words or make them stand out from the rest of the sentence.

Huzefa — a CSS topper— is a gold medalist.

An honest politician—if such a creature exists— would never agree to this plan.

b)At the end of a sentence, a dash sep­arates information from the rest of the sentence.

If I had arrived earlier, I wouldn’t have missed the lecture.

If I had arrived earlier —but why blame the luck.

c) To resume a scattered subject

Joys, sorrows , sufferings — all are there in human life.

**CSS 2016**

**(b) Choose the punctuation mark that is needed in each of the following sentences: (5)**

(i) “It isn’t fair!” shouted Martin. Coach Lewis never lets me start the game!”

(ii) Maureen’s three sisters, Molly, Shannon, and Patricia are all spending the summer at their grandmother’s beach house.

(iii) For the centrepieces, the florist recommended the following flowers daisies, tulips, daffodils, and hyacinths.

(iv) Lily is an accomplished gymnast she won three medals in her last competition.

(v) Everyone was shocked when Max Smithfield – a studious, extremely bright high school senior decided that college was not for him.

**CSS 2017**

**(b) Punctuate the following text, where necessary. (5)**

a quaker was one day walking on country road he was suddenly met by a highwayman pointing a pistol the man 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 agree on receiving the purse the quaker at once held the pistol at the robbers head and said now friend my purse back or the weapon may go off fire said the robber there is no powder in the pistol

**CSS 2018**

**Use punctuation marks where needed in the following sentences: (5)**

(i) There is a slavery that no legislation can abolish the slavery of caste

(ii) All that I am all that I hope to be I owe to my angel mother.

(iii) Take away that bauble said Cromwell pointing to the mace which lay upon the table.

(iv) There is only one cure for the evils which newly acquired freedom produces and that cure is freedom

(v) History it has been said is the essence of innumerable biographies.