

PUNCTUATION

Instructions: This section tests the appropriate use of punctuation marks. Candidates are required to punctuate the given paragraph correctly, using capital letters, full stops, commas, question marks, apostrophes and quotation marks where necessary. **6 Marks**

Model Question

Q. 1 Punctuate the following passage using appropriate capitalization and punctuation marks:

sara said i love reading books especially mystery novels her friend asked which one is your favourite she replied the mystery of the old house without a doubt

PUNCTUATION

PUNCTUATION:

Punctuation refers to the marks used in writing, such as the full stop, comma, question mark, exclamation mark, apostrophe, and quotation marks, that separate sentences and clarify their meaning. Correct punctuation makes writing clear, readable, and unambiguous.

Formula: Capitalization + Correct Punctuation Marks = Clear, Grammatically Correct Sentence

Examples:

- Let's eat, grandma! (comma saves grandma) vs. Let's eat grandma! (without the comma)
- "Are you coming?" she asked. (quotation marks + question mark)

CATEGORIES / TYPES

No.	Punctuation Mark	Use	Example
1	Full Stop (.)	Ends a statement	She is a doctor.
2	Comma (,)	Separates items, clauses or phrases	I bought apples, mangoes, and grapes.
3	Question Mark (?)	Ends a direct question	Where are you going?
4	Exclamation Mark (!)	Shows strong feeling	What a lovely day!
5	Apostrophe (')	Shows possession or contraction	Ali's book; it's raining
6	Quotation Marks (" ")	Encloses a person's exact words	She said, "I am ready."
7	Colon (:)	Introduces a list or explanation	Bring these items: pen, book, ruler.
8	Capital Letters	Begin sentences, names and titles	Ali lives in Lahore.

PRACTICE EXERCISES

PRACTICE 1

Punctuate the following paragraph using correct capitalization and punctuation marks.

ali went to the market on sunday he bought apples oranges and bananas his mother asked him did you buy any vegetables ali replied no i forgot mother said please go back and buy some carrots and potatoes

PRACTICE 2

Punctuate the following paragraph using correct capitalization and punctuation marks.

the weather today is very hot i think it might rain later this afternoon should we carry an umbrella yes lets take one just in case

PRACTICE 3

Punctuate the following paragraph using correct capitalization and punctuation marks.

my sisters name is sara she is ten years old and she loves to draw paint and dance she said i want to become an artist when i grow up

PRACTICE 4

Punctuate the following paragraph using correct capitalization and punctuation marks.

the teacher asked the students to open their books to page ten then she said please read the first paragraph carefully and answer the questions below

PRACTICE 5

Punctuate the following paragraph using correct capitalization and punctuation marks.

have you ever visited lahore it is a beautiful city full of history the badshahi mosque the lahore fort and the food street are must see places

PRACTICE 6

Punctuate the following paragraph using correct capitalization and punctuation marks.

wow what a beautiful sunset she exclaimed the sky was painted in shades of orange pink and purple we sat quietly and watched until it disappeared

PRACTICE 7

Punctuate the following paragraph using correct capitalization and punctuation marks.

my brothers birthday is next week we are planning a surprise party for him mother is baking a chocolate cake and father is buying balloons and decorations

PRACTICE 8

Punctuate the following paragraph using correct capitalization and punctuation marks.

the doctor said mr khan you must rest for a few days and drink plenty of water avoid heavy food and take your medicine on time

PRACTICE 9

Punctuate the following paragraph using correct capitalization and punctuation marks.

where are you going asked ahmed im going to the library to return these books replied sana ill join you if you dont mind he said

PRACTICE 10

Punctuate the following paragraph using correct capitalization and punctuation marks.

the recipe needs flour sugar eggs butter and milk first mix the dry ingredients then add the eggs and butter finally pour in the milk and stir well

PRACTICE 11

Punctuate the following paragraph using correct capitalization and punctuation marks.

its raining heavily outside so we cant go for a walk today lets stay home and watch a movie instead that sounds like a great idea she said

PRACTICE 12

Punctuate the following paragraph using correct capitalization and punctuation marks.

the football match starts at five oclock sharp dont be late the coach warned the players everyone arrived on time and the match began as scheduled

PRACTICE 13

Punctuate the following paragraph using correct capitalization and punctuation marks.

hurry up we are getting late shouted father the children quickly put on their shoes grabbed their bags and ran towards the car

PRACTICE 14

Punctuate the following paragraph using correct capitalization and punctuation marks.

islamabad is the capital of pakistan it is known for its clean roads green hills and modern buildings faisal mosque is one of the most famous landmarks in the city

PRACTICE 15

Punctuate the following paragraph using correct capitalization and punctuation marks.

can you help me with this math problem asked hina of course replied noor lets solve it together after school

PRACTICE 16

Punctuate the following paragraph using correct capitalization and punctuation marks.

the shop sells books pens pencils notebooks and erasers it opens at nine in the morning and closes at eight in the evening

PRACTICE 17

Punctuate the following paragraph using correct capitalization and punctuation marks.

my fathers car broke down yesterday so we had to take a taxi to the airport we almost missed our flight but thankfully we reached just in time

PRACTICE 18

Punctuate the following paragraph using correct capitalization and punctuation marks.

please remember to bring your id card your admit card and two pencils to the examination hall the invigilator announced

PRACTICE 19

Punctuate the following paragraph using correct capitalization and punctuation marks.

what time does the train leave asked the passenger it leaves at seven thirty sharp replied the officer so please reach the platform early

PRACTICE 20

Punctuate the following paragraph using correct capitalization and punctuation marks.

the childrens favourite part of the trip was the zoo they saw lions tigers elephants and giraffes it was an unforgettable day for the whole family

ANSWER KEY

Practice 1:

Ali went to the market on Sunday. He bought apples, oranges, and bananas. His mother asked him, "Did you buy any vegetables?" Ali replied, "No, I forgot." Mother said, "Please go back and buy some carrots and potatoes."

Practice 2:

The weather today is very hot. I think it might rain later this afternoon. Should we carry an umbrella? Yes, let's take one just in case.

Practice 3:

My sister's name is Sara. She is ten years old, and she loves to draw, paint, and dance. She said, "I want to become an artist when I grow up."

Practice 4:

The teacher asked the students to open their books to page ten. Then she said, "Please read the first paragraph carefully and answer the questions below."

Practice 5:

Have you ever visited Lahore? It is a beautiful city full of history. The Badshahi Mosque, the Lahore Fort, and the Food Street are must-see places.

Practice 6:

"Wow, what a beautiful sunset!" she exclaimed. The sky was painted in shades of orange, pink, and purple. We sat quietly and watched until it disappeared.

Practice 7:

My brother's birthday is next week. We are planning a surprise party for him. Mother is baking a chocolate cake, and father is buying balloons and decorations.

Practice 8:

The doctor said, "Mr. Khan, you must rest for a few days and drink plenty of water. Avoid heavy food and take your medicine on time."

Practice 9:

"Where are you going?" asked Ahmed. "I'm going to the library to return these books," replied Sana. "I'll join you if you don't mind," he said.

Practice 10:

The recipe needs flour, sugar, eggs, butter, and milk. First, mix the dry ingredients. Then add the eggs and butter. Finally, pour in the milk and stir well.

Practice 11:

It's raining heavily outside, so we can't go for a walk today. Let's stay home and watch a movie instead. "That sounds like a great idea," she said.

Practice 12:

The football match starts at five o'clock sharp. "Don't be late," the coach warned the players. Everyone arrived on time, and the match began as scheduled.

Practice 13:

"Hurry up! We are getting late!" shouted Father. The children quickly put on their shoes, grabbed their bags, and ran towards the car.

Practice 14:

Islamabad is the capital of Pakistan. It is known for its clean roads, green hills, and modern buildings. Faisal Mosque is one of the most famous landmarks in the city.

Practice 15:

"Can you help me with this math problem?" asked Hina. "Of course," replied Noor. "Let's solve it together after school."

Practice 16:

The shop sells books, pens, pencils, notebooks, and erasers. It opens at nine in the morning and closes at eight in the evening.

Practice 17:

My father's car broke down yesterday, so we had to take a taxi to the airport. We almost missed our flight, but thankfully, we reached just in time.

Practice 18:

"Please remember to bring your ID card, your admit card, and two pencils to the examination hall," the invigilator announced.

Practice 19:

"What time does the train leave?" asked the passenger. "It leaves at seven thirty sharp," replied the officer. "So please reach the platform early."

Practice 20:

The children's favourite part of the trip was the zoo. They saw lions, tigers, elephants, and giraffes. It was an unforgettable day for the whole family.