

Comma (,)

Uses

1 In sentence containing a series of words belonging to the same part of speech.

2 In sentences containing two or more phrases qualifying the same word

3 In direct speech, where the speaker is introduced in the middle of the speech.

4 To make off words and phrases like however, indeed, therefore, too, for instance, no doubt, in fact. Etc.

5 To mark off nouns, words or phrases in apposition and absolute construction.

6 To mark off a series of noun clauses or adjective clauses.



Comma (,)

Examples

1 Rashid bought pens, pencils, exercise books and other articles of stationary.

2 All kind of articles can now be transported by road, by sea, or by air.

3 “I am not interested in this conversation,” said the Manager, “unless of course, you have a specific proposal to make.”

4 It is, indeed, a pleasure to work with you.

5 Lahore, the city of colleges. Is the heart of Pakistan?

6 I do not know where he went, or why he did it.



Full Stop (.)

Uses

- 1 Use to separates a sentence from the following one.
- 2 After abbreviation, M.A, Ph.D., viz.,

Examples

- 1 Ash is a very hardworking girl. She goes to school Daily.
- 2 Ali has passes his M.A Exam.
- 3 He is a legendary batsman.



Colon (:=)

Uses

- 1 To introduce a direct statement or a direct question
- 2 To introduce a list, or enumerate details.

Examples

- 1 Become says: "Reading makes a full man, writing an exact man, speaking a ready man."
- 2 It cost you nothing: it cost me a lie.
- 3 This man is a habitual criminal: he has been four times convicted of felony, and is still leading a dishonest life.



Semi-Colon (;)

Uses

1 To separate long co-ordination clauses when the connection is absent.

2 To separate co-ordinate clauses joined by conjunction that express opposition, or introduce an inference.

Examples

1 Joan likes eggs; Jennifer does not.

2 The cat slept through the storm; the dog cowered under the bed.

3 Semi-colon is used in a sentence when something stronger than comma is needed.



Interrogation (?)

Uses

The sign of interrogation/question mark is used after sentence which ask questions.

Examples

1 What is your Question?

2 Is he going to school?

3 Who are you?

4 What is his name?



Dash (_)

Uses

1 To indicate an abrupt change or sudden break in a sentence.

2 To mark a parenthesis.

3 Before a repeated word.

Examples

1 This was calculated to cause pain and distress to my servant_ but why should anybody care?

2 You could not be oblivious of consequences_ the consequences which.....



Inverted Comma (“ ”)

Uses

1 The inverted commas are used to indicate the exact words of a speaker or a quotation.

2 If a quotation occur within a quotation, it is marked by single inverted commas.

Examples

1 He said, “May God bless you!”

2 He said, “We must remember that “Honesty is the best policy.”

3 "I'm hungry," she complained.



Parenthesis ()

Use

Parenthesis are brackets are used to separate from the main part of sentence a phrase or clause, which does not grammatically belong to it.

Examples

1 My family is getting a new dog from the shelter (we are going to name him Barney)

2 The University of Georgia (UGA) is where my mom went to school.

3 Marie (8 years-old) is a little girl who goes to school with my brother.



Hyphen (-)

Uses

1 To divide words into syllables and between one line and the next.

2 Hyphens are used to join two words or parts of words together.

Examples

1 truck-driver.

2 Ice-Cream

3 Par-a-graph



Apostrophe (‘)

Uses

- 1 To indicate the omission of some letter or letters from a words.
- 2 To show the genitive case of the noun.
- 3 In the plurals of such words as the following. (P's and Q's)

Examples

1 Don't

2 Mind your P's and Q's

