

CAPITALIZATION AND PUNCTUATION

CAPITALIZATION

Rule-1 Capitalize the first word of a sentence.

- i. "Do you not perceive?"
- ii. "But what can you cure?"
- iii. She turned the unit over.

Rule-2 Capitalize proper nouns.

- i. "Chin up, **Harry**," said his wife.
- ii. "I've reached the years the **Good Book** allows to man."
- iii. And suppose a man wanted to be skating champion of the **Sahara**.

Rule-3 Capitalize the first word of the reported speech.

- i. The woman said, "**You** ought to be my son."
- ii. "**You** ought to be my son," the woman said.

Rule-4 Capitalize a formal title.

- i. The **Mayor**, a stout serious man, was waiting for Hubert.
- ii. They are expected to bring the case before the Qazi to seek justice.

Rule-5 Capitalize the words Mr., Mrs., Dr, etc.

- i. "**Mr.** and **Mrs.** Arthur Lewis.
- ii. **Dr.** Merivale visited him last night.
- iii. Martin Luther King **Jr.** was the most charismatic leader.

Rule-6 "I" as a pronoun is always capitalized.

- i. "Is that what you wanted to show me?" **I** asked.
- ii. "It's the best looking hay **I**'ve ever seen any place," **I** said.

EXERCISE-1

Capitalize the given sentences where required.

1. what are they doing here?
2. norma stared at the small man.
3. mr. steward looked embarrassed.
4. mr. bittering looked out of the windows.
5. 'we're stranded on mars, forever and ever!'
6. "you said I wouldn't know the one that died!"
7. suddenly he stopped at the edge of the meadow.
8. "mrs. lewis?" "yes?" "this is the lenox hill hospital."
9. "are you sure, laura?" asked the father quietly. laura wept.
10. "however, I assure you, the organization is of international scope."

FULL STOP / PERIOD

Rule 1 Use a full stop at the end of a complete sentence that is a statement.

- i. Mr. Steward looked **embarrassed.**
- ii. All we guarantee is that you don't know **them.**

Rule 2 Use a full stop in abbreviations.

- i. "Yes, **Mrs.** Lewis."
- ii. "**Mr.** Steward will call on you at 8.00 **P.M.**"
- iii. "**Mr.** Manana, the harness man, saw you pick up the pocketbook."

Rule 3 A full stop can be used after a single word or phrase if it is used as a statement.

- i. "**Good.**" He said.
- ii. "**Not at all.** The offer is completely genuine."

Rule 4 Use a full stop after reporting speech if it is placed after the reported speech.

- i. "You aren't making sense," **Arthur said.**
- ii. "Is this a practical joke?" **asked Arthur.**

Rule 5 Use a full stop after reported speech if it is placed after reporting speech, if the sentence is affirmative.

- i. The woman said, "You ought to be my **son.**"

Rule 6 Use a full stop after an imperative (positive or negative) sentence.

- i. "Don't laugh."
- ii. Raise crops and children.
- iii. "Let's get back on the rocket."

Rule 7 A Full stop can also be used after conversation (fragment, dialogue)

- i. Dark people. Yellow eyes. The Martians
- ii. "Even the house. The wind's done something to it."

EXERCISE-2

1. "Go about our business, of course
2. "Then we'll eat," said the woman
3. "If I turn you loose, will you run?" asked the woman
4. The Martians Very friendly We talked a bit, not much
5. "Well, you didn't have to snatch my pocketbook to get some suede shoes," said Mrs Luella Bates Washington Jones

COMMA

Rule 1. Use a comma to address somebody.

- i. "Here you are, **Harry**."
- ii. **Jess**, he almost whispered
- iii. "Why, **sir**, this cruel usage?"

Rule 2. Use a comma to separate a reported speech from a reporting speech and a reporting speech from a reported speech.

- i. "I won't touch **it**," he said."
- ii. She said, "Is this the doctor?"
- iii. No one's going **back**," he said.

Rule 3. Use a comma to separate a word from the sentence after and before the sentence.

- i. "Go about our business, **of course**."
- ii. "**Nonetheless**, that is the proposition," Mr. Steward said.
- iii. "**However**, I assure you, the organization is of international scope."

Rule 4. Use a comma after them the part of sentences beginning with *if, when, while, after etc.*

- i. "**If I turn you loose**, will you run?"
- ii. **After Arthur had returned to his book**, Norma went back to the kitchen.

Rule 5. Use a comma after these words such as Oh, Yes, No, Well, etc.

- i. "**Oh**, yes." Norma repressed a smile.
- ii. "**Yes**, Mrs. Lewis," Mr. Steward sounded pleased.

Rule 6. Use a comma to separate different items in the sentence.

- i. There were **chickens, pigeons and legs of mutton** in the roast.
- ii. I wanted to taste **yams, tomatoes, and potatoes** grown in this land.

Rule 7. Use a comma after the parts of sentence beginning with -ing form or to + V-1.

- i. Arthur was in the living room, **reading**.
- ii. **Stumbling into the living room**, she picked up the receiver.

Rule 8. Before and after additional remarks (as an interruption).

- i. "Mr. Manana, **the harness man**, saw you pick up the pocketbook."

Rule 9. Between two adjectives where a comma can be replaced by 'and'.

- i. "We're **clean, decent** people."
- ii. In the quiet autumn Mr. Bittering stood **very dark now, very golden-eyed**.

Rule 10. Use a comma to separate statement from a tag question.

- i. "They were, **weren't they?**"
- ii. "You haven't been prowling up in these ruins, **have you?**"

Rule 11. Use a comma to separate (a) word (s) from the whole sentence.

- i. **Never, never** again shall I set myself up for a doctor!
- ii. "**Oh, no, no,**" he said as he began to climb the second bluff.

Rule 12. Use a comma before *for, and, or, nor, yet, so* (FANBOYS) joining two sentences.

- i. Norma tried to lift it off, **but** it was locked in place.
- ii. Mr. Birthering hesitated, **and** then raised the mirror to his face.

Rule 13. Use a comma between two imperative sentences especially in conversation, and the word 'and' can be replaced by the comma.

- i. Come **on**, do what he tells you to.
- ii. Come on **now**, hold her," I said.

EXERCISE-3

1. "No sir but I'll get it for you."
2. She said "Is this the doctor?" and let me in.
3. "You did hear the news, the other day didn't you?"
4. "Ah" said the wretched man "I now begin to see my error."
5. So they seized him being minded to carry him before the king.
6. "If they fail they are expected to bring the case before the Qazi to seek justice.
7. "A piece of string a piece of string! By my word of honour I did not lie." And he died.
8. By that time two or three people passed stopped turned to look and some stood watching.
9. "Six, eight hundred I'd say living in those marble ruins in the hills sir."

EXCLAMATORY MARK

Rule 1. We use an exclamatory mark to show emotion, emphasis, or surprise.

- i. I've tried all kinds of land!"
- ii. "Look at this, Jess!" he bragged.
- iii. "This is something I want you to see!"

- iv. 'We're stranded on Mars, forever and ever!'

EXERCISE-4

1. The woman exclaimed: "I would bless you for evermore"
2. "You said I wouldn't know the one that died"
3. "Ah," cried the people, "this fellow is a villain"
4. "Nonsense" Mr. Bittering looked out of the windows.
5. "Yes listen "The wind blew as if to flake away their identities.

QUESTION MARKS

Rule 1. Use a question mark at the end of a sentence starting with helping verb and question words.

- i. Are you hungry?
- ii. "Is Mr. Hubert here?"
- iii. Why are you getting so upset?
- iv. "Why do you go on with it, then?"
- v. "Did you ever see better alfalfa grow out of the earth?"

Rule 2. Use a question mark at the end of the reported speech if it is an interrogative sentence.

- i. She said, "Is this the doctor?"
- ii. "Does your throat hurt you?" added the mother to the child.

Rule 3. Use a question mark after tag questions.

- i. "You did hear the news, the other day, **didn't you?**"

Rule 4. A Question mark can be used after a statement, word, or phrase expressing the tone of question.

- i. Fenced it against what?"
- ii. "Monetarily?" she challenged.
- iii. "Mrs. Lewis?" "Yes?"

EXERCISE-5

1. "They were, weren't they"
2. "Are you sure, Laura" asked the father quietly.
3. "Is that what you wanted to show me" I asked.
4. "Let's get back on the rocket. "Go back to the Earth"
5. "Why do you take the path straight up the point" I asked.

QUOTATION MARKS

Rule 1. Reported speech is written within a pair of inverted commas.

- i. "Who did this?" I asked.
- ii. "Look at this, Jess!" he bragged.

- iii. "Fertile," he laughed as he reached down.
- iv. "Yes, Mrs. Lewis," Mr. Steward sounded pleased.
- v. "I'm afraid I'm not at liberty to tell you that," he said.

EXERCISE-6

1. My dear lady, Mr. Steward said.
2. Good. He said.
3. Oh, Yes. Norma repressed a smile.
4. She said, Is this the doctor? and let me in.
5. Why won't you talk about it? Norma asked.

COLON

Rule 1. A colon instead of a semicolon may be used between two sentences when the second sentence explains the first one.

- i. I don't **know**: it was a long time ago.
- ii. Of course, it took a long **time**: that is politics too.

Rule 2. Use a colon to introduce a statement, quotation, announcement or message etc.

- i. The sign **said**: "Mrs. Sofronie. Hair Articles of All Kinds."
- ii. An old woman **exclaimed**: "O my son, I would bless you for evermore!"

Rule 3. Use a colon to introduce items or a series of items. Don't capitalize the first item after the colon (unless it is an (I) and a proper noun).

- i. Send me the following **articles**: a pen, a brush, a pencil, and some fine pointed nibs.
- ii. To make this dessert you will need the following **ingredients**: flour, sugar, eggs, and chocolate powder.

SEMICOLON

Rule 1. A semicolon can be used between two independent clauses.

- i. It wasn't her voice shrieking so; it couldn't be.
- ii. The package was lying by the front door; Norma saw it as she left the elevator.

Rule 2. A semicolon may be used between independent clauses joined by a connector such as *and, but, or, nor, etc.*

- i. Of course he made fine speeches, on many other subjects; **but** all the while he stuck to his one idea.

EXERCISE-7

1. He cried "What foolish men you must be!"
2. Margaret asked "Why do you go on with it, then?"
3. Away with you we shall have nothing to do with you."
4. His spirits were still high he was neither tired nor bored.
5. She pulled it off "Mr. Steward will call on you at 8.00 P.M."

6. The following were the few things a small black comb, a handkerchief, six annas and a few pies, a half smoked cigarette, a little diary.

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APOSTROPHE

Rule 1. An apostrophe + S is used to show possession or relationship.

- i. The child was sitting on her **father's** lap near the kitchen table.
- ii. The finder is requested to return the same to the **Mayor's** office.

Rule 2. Use only an apostrophe to show possession with plural noun ending in s.

- i. **Boys'** books were lying on the table.

Rule 3. An apostrophe + S is used to show possession of an irregular plural noun.

- i. The school going **children's** problems have been addressed in the meeting.

Rule 4. Use an apostrophe to replace letters in contracted forms.

- i. I just **won't** take it in. [won't=will not]

EXERCISE-8

1. "I wont touch it," he said.
2. "Lets get back on the rocket."
3. "For the Lord sake," said Margaret angrily.
4. They went into the living room and Mr. Steward sat in Norma chair.
5. "Before you begin your treatment, you are talking of digging the patient grave!"

HYPHEN

Rule 1. When compound adjectives consisting of two or more words are used before a noun, these adjectives are hyphenated.

- i. "Inside here is a key to the **bell-unit** dome," he said.
- ii. "Get me a **smooth-handled** spoon of some sort," I told the mother.
- iii. She cut him a half of her **ten-cent** cake.

Rule 2. Hyphens are often used in compound nouns, and hyphenate prefixes (well-, self-, pre-) when they come before nouns and adjectives.

- i. "I'll eat only food from our **deep-freeze**."
- ii. Hubert felt this shame and disgrace to his **self-esteem** and character.

EXERCISE-9

1. He set the envelope on the chair side table.
2. 'Do you not perceive?' answered the camel man.
3. "For the Lord's sake," said Margaret angrily, still half crying.
4. "Fertile," he laughed as he reached down and picked up a double handful of leaf rot loam.
5. In the quiet autumn Mr. Bittering stood, very dark now, very golden eyed, upon the slope above his villa, looking at the valley.

DASH

Rule 1. Dash is used to mark a break or abrupt turn in a sentence.

Rule 2. Em dashes can be used in place of commas, colon, missing text, pause, or parenthesis.

Rule 3. En dashes are used to indicate range, score, or connection.

- i. "Well, **whatever -**" Norman swallowed.
- ii. The package was lying by the front **door – a** cube-shaped carton sealed with tape.
- iii. The doctor s – a w the tonsils covered with **membrane -** the real cause of her illness.
- iv. "Oh, **the—**" Arthur pointed towards the living room and smiled.

EXERCISE-10

1. "Is that so, Harry?" Sam said, casually. "And you're taller and thinner"
2. "Mother, Father the war, Earth!" she sobbed. "A radio flash just came.
3. "Then we'll eat," said the woman. "I believe you're hungry or been hungry to try to snatch my pocketbook!"
4. "I know, but" Norma rolled another curler in her hair "doesn't it intrigue you, too?"