

Grammar - Punctuation

Chapter 3: Grammar - Punctuation · Topic 1

Key Concept

A full stop (.) is used at the end of a statement, showing that a sentence is complete.

A question mark (?) is used at the end of a question, while an exclamation mark (!) shows strong feeling or surprise.

A comma (,) is used to separate items in a list or to create a pause within a sentence.

Using correct punctuation helps readers understand our writing clearly, avoiding confusion about where sentences begin and end.

Quick Revision Notes

- Full stop (.) ends a statement.
- It shows a complete sentence.
- Question mark (?) ends a question.
- Exclamation mark (!) shows strong feeling.
- Comma (,) separates list items.
- It also creates a pause in sentences.
- Correct punctuation avoids confusion.
- It helps readers understand writing clearly.

Practice Questions

- 1 Add correct punctuation to a given sentence without any.
- 2 Write a question and end it correctly.
- 3 Write an exclamatory sentence with correct punctuation.
- 4 Use a comma to separate three items in a list.
- 5 Correct the punctuation in a sample paragraph.
- 6 Write three sentences using different punctuation marks.