

# GPU 37 Punctuation

CAPITAL LETTERS

FULL-STOP

QUESTION MARKS

COMMAS

APOSTROPHE

**EXERCISE 157-CAPITAL LETTERS** Rewrite these sentences using capital letters where necessary.

e.g. mary went to kowloon on friday.

**M**ary went to **K**owloon on **F**riday.

1. there is a man at the window.

**T**here is a man at the window.

2. i saw seng chye in the library.

**I** saw **S**eng **C**hye in the library.

3. have you been to hong kong?

**H**ave you been to **H**ong **K**ong?

4. she went to see miss jones.

**S**he went to see **M**iss **J**ones.

5. she went to see miss jones.

**S**he went to see **M**iss **J**ones.

6. mr lim will be back in august.

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7. we went to the botanic gardens last week.

We went to the Botanic Gardens last week.

8. my dog is called brownie.

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9. did you meet kim seng on the way?

Did you meet Kim Seng on the way?

10. mount kinabalu is a high mountain.

Mount Kinabalu is a high mountain.

11. pulau brani is to the south of singapore.

Palau Brani is to the south of Singapore.

**EXERCISE 158-FULL-STOP** Put in full-stops where necessary.

e.g. I bought a bag It costs me a dollar

I bought a bag • It costs me a dollar •

1. The girls were singing in the hall

The girls were singing in the hall •

2. He hit me on the head

He hit me on the head •

3. He walked to the window Then he opened it

He walked to the window • Then he opened it •

4. Mr Chan is my neighbour

Mr Chan is my neighbour •

5. We are too late The bus has already left

We are too late • The bus has already left •

6. They reached India on 15th Jan 1972

They reached India on 15th Jan 1972 •

7. 'Sat' is a short form for Saturday

'Sat' is a short form for Saturday •

8. "Here it is, "said the man

"Here it is, "said the man •

9. It was a hot night We could not sleep

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10. Mei Ling is not at home She has gone out

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### EXERCISE 159 - QUESTION MARKS

Put in question marks where necessary.

e.g. Where does Chee Hoong live

Where does Chee Hoong live?

1. When will they come

When will they come?

2. She went by bus, didn't she

She went by bus, didn't she?

3. Can ducks swim

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4. What is the time now

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5. It was Andrew, wasn't it

It was Andrew, wasn't it?

6. The boys weren't there, were they

The boys weren't there, were they?

7. Which is your book

Which is your book?

8. Where did he put it

Where did he put it?

9. Who brought you here, Yoke Lin

Who brought you here, Yoke Lin?

10. Did they help you

Did they help you?

## EXERCISE 160-COMMAS

Put in commas where necessary.

e.g. Tom put a book a pen and a ruler on the table.

Tom put a book, a pen and a ruler on the table.

1. The farmer had cows goats pigs and oxen.

The farmer had cows goats, pigs and oxen.

2. Wing Tak John Poh Wah Joan and Alice are here.

Wing Tak, John, Poh Wah, Joan and Alice are here.

3. Cars buses lorries and bicycles are vehicles.

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4. Butterflies ants bees and mosquitoes are insects.

Butterflies, ants, bees and mosquitoes are insects.

5. The woman bought rice flour eggs and potatoes.

The woman bought rice, flour, eggs and potatoes.

6. She likes reading singing and swimming.

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7. They saw a man a boy and a girl in the car.

They saw a man, a boy and a girl in the car.

8. She lives at 376 Redhill Lane Singapore 3.

She lives at 376 Redhill Lane, Singapore 3.

9. There are two apples three oranges and two mangoes in the basket.

There are two apples, three oranges and two mangoes in the basket.

10. Siam China India Japan and Burma are countries.

Siam, China, India, Japan and Burma are countries.

### EXERCISE 161 - THE APOSTROPHE

Put in the apostrophe where necessary.

e.g. She is Anns sister.

She is Ann's sister.

1. Mr Wongs car is black.

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2. You mustnt be late for the meeting.

You mustn't be late for the meeting.

3. Ah Lings father is a clerk.

Ah Ling's father is a clerk.

4. These are womens shoes.

These are women's shoes.

5. Whats the matter with you?

What's the matter with you?

6. Have you seen Marys pen?

Have you seen Mary's pen?

7. It wont rain so soon.

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8. I am going to my friends house.

I am going to my friend's house.



9. Ill show it to him.

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10. Wheres the bag?

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### EXERCISE 162 - PUNCTUATION

In each of these sentences one punctuation mark is missing. Put it in clearly.

e.g. The farmer has a horse an ox and a donkey.

The farmer has a horse , an ox and a donkey:

1. There are oranges apples and mangoes for sale.

There are oranges , apples and mangoes for sale.

2. Which is the shortest way to the post-office

Which is the shortest way to the post-office?

3. She wasn't at home, was she

She wasn't at home, was she?

4. That shop sells mens clothes.

That shop sells men ' s clothes.

5. My brother is ill today

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6. This is John He is my best friend.

This is John • He is my best friend.

7. May I use your pen

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8. We met Mary Alice and Swee Lan.

We met Mary, Alice and Swee Lan.

9. Wheres the book you were reading?

Where's the book you were reading?

10. Its raining. Take an umbrella with you.

It's raining. Take an umbrella with you.

### EXERCISE 163-PUNCTUATION

Put a punctuation mark in, each of these sentences, Use capital letters where necessary.

e.g. My uncle has gone to england.

My uncle has gone to England.

1. When did you see him

When did you see him?

2. What's the matter with john

What's the matter with John?

3. The servant bought beef fish and mutton.

The servant bought beef, fish and mutton.

4. There was nobody at home

There was nobody at home.



5. I saw mary She was cooking in the kitchen.

I saw **M**ary • She was cooking in the kitchen.

6. This is the way to pauls house.

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7. the thief stole a watch

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8. She works there, doesnt she?

She works there, doesn' t she?

9. i will tell her when she comes home.

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10. The teacher asked, "Where's your book"

The teacher asked, "Where's your book?"

~ The End ~