



A home of complete solution of academic English

## ENGLISH LANGUAGE ZONE

*Committed to better teaching*

592, North Shahjahanpur, Dhaka. Cell: 01772828790

### PUNCTUATION

Full stop (.) Indicates the longest pause.	
To mark the end of an Assertive, Imperative or Optative sentence.	The police are looking in the case. Don't be indifferent to study. May you be success in life.
An acronym pronounced as a full word is written without full stop.	VAT – Value Added Tax
An acronym pronounced as a sequence of letters is written without full stop.	UN – United Nations BBC – British Broadcasting Corporation
Abbreviations of personal/ /titles/time are written with full stop.	A.K. Khandaker P.m.
Comma (,) Indicates the shortest pause.	
It is used to separate more than two words of the same class.	Mr. Khan bought tea, coffee and sugar.
It is used after or before a noun/pronoun in the vocative case.	Good morning, my friends. Rishad, come here.
It is used to make off a noun or phrase in Apposition.	Kazi Nazrul Islam, the great poet of Bangladesh, was born in 1899.
It is used before please when it is placed at the end of a sentence.	Would you like to have a cup of tea, please?
It is used before a tag question.	She is a student, isn't she?
It is used after the words like ( for example, for instance, however, moreover, besides, nevertheless, namely, in fact, in short, in fine, of course, luckily, fortunately, on the whole, too)	She is old. However, she works hard. Fortunately, we were able to save him. He is poor. Nevertheless, he is happy.
It is used to mark off direct speech from the reporting clause.	He said, "I'll not go to school tomorrow." "I never eat more than one thing," she said.
It is used after an adverbial clause.	If he reads, he will pass in the exam.
It is used after a participle phrase.	Having finished her homework, she went to bed.
It is used to separate a date from a year.	July 18, 2014 18 <sup>th</sup> July, 2013
Semicolon (;) Indicates a greater pause than the comma and shorter pause than the full stop.	
It is used to separate main clause in compound sentence not joined by a conjunction.	He was honest and hardworking; he was promoted out of turn.
It is used between coordinating clauses joined by and, but, still, yet, besides, however, when the subjects are different.	The song came to an end; and the singer was greeted heartily.
Colon (:) Indicates longer pause than the semicolon.	
It is used to introduced a list of items, especially after phrases like these: as follows, the following, thus, such as, etc.	The list of things we need is as follows: a pen, a pencil and a rubber.
Question mark (?)	
It is used at the end of direct question.	What does he want?

It is used after tag question.	He is learning English, isn't he?
Exclamation mark (!)	
It is used after interjection.	Hurrah! I stood first in the examination.
It is used after exclamatory sentence.	What a meritorious girl she is!
It is used after a sentence when a command is given in an angry and harsh tone.	"Get out at once!" she said.
It is used after Alas ,Hurrah, Hush, Fie, Hello, Bravo, Ah, Oh	Fie! You are a liar. Hush! The baby is asleep.
Quotation mark/ Inverted comma ("American") ('British')	
It is used to indicate quotation in a sentence.	"Give me a plate of rice," she said.
It is used to indicate the title of books, poems, stories, essays etc.	"King Lear" is written by Shakespeare.
Apostrophe (')	
It is used to indicate possessive case.	Rajshahi's mangoes are very sweet. Rita reads in a girl's college.
It is used to indicate contraction in the form of a word.	Don't make a noise. I'm writing a poem.
Hyphen (--)	
It is used to connect the parts of a compound word.	Mother-in-law Co-operative
It is used between a cardinal number and an ordinal number.	One-third Two-third
CAPITALIZATION	
Capital letter is used at the beginning of every sentence.	A bad workman quarrels with his tools.
Capital letter is used at the beginning of every sentence within quotation mark.	"Give me a plate of rice," she said.
Capital letter is used at the beginning of every line of a poem.	Alone, alone, all alone Alone on a wide, wide sea.
The personal pronoun I is always written as a capital letter.	I assured him that I would help him.
The first letter of proper noun/proper adjective is always a capital letter.	I am a citizen of Bangladesh. I don't like Indian culture.
The first letter of the name of a day/month/religion/festival/special day/occasion is a capital letter.	Friday July May Day
The first letter of the words Allah/God/Lord/Almighty	Only Allah can help us.
Capital letter is used for the name of a book/journal/holy books etc.	The Daily Star is a leading newspaper in Bangladesh.
Capital letter is used for the name of political parties/institutions/abbreviation	I read in Dhaka College. UNESCO
Capital letter is used for the name of road/street/colonies etc.	Mirpur Road
Capital letter is used for titles/degrees/official designation.	The Headmaster of our school is a kind man. He is an MA.



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### PUNCTUATION AND CAPITALIZATION (PRACTICE)

**1. Rewrite the following passage and punctuate where necessary.**

one day i saw a beautiful blue bird in my garden the bird had a bean in its claw the bird said to me take this bean and plant it in your garden.

**2. Rewrite the following passage and punctuate where necessary.**

thomas alva edison was born in 1847 in ohio america as a little boy he was very inquisitive very early in life he showed that he was full of curiosity a quality which is so important to inventors.

**3. Rewrite the following passage and punctuate where necessary.**

why don't you attend classes regularly the teacher said to Rohan you cannot expect good results unless you attend classes.

**4. Rewrite the following passage and punctuate where necessary.**

addressing nasruddin respectfully the students said that they wanted to ask him some questions nasruddin welcomed the idea and asked them what they wanted to ask they asked him where he came from and what he did.

**5. Rewrite the following passage and punctuate where necessary.**

man is mortal everybody must die someone welcomes death in smiling face on the other hand someone dies many times before death they are cowards we should not behave like cowards.

**6. Rewrite the following passage and punctuate where necessary.**

Bangladesh our homeland is mainly an agricultural country she has a large population most of them live in villages though they are poor they are hospitable we feel proud of our hospitality.

**7. Rewrite the following passage and punctuate where necessary.**

the teacher said to the boy do you think that honesty is the best policy the boy said yes sir i think so then learn to be honest from your boyhood said the teacher thank you sir said the boy may allah grant you a long life said the teacher to the boy

**8. Rewrite the following passage and punctuate where necessary.**

my father looked me angrily and said to me where have you been so long and why are you wasting your time after a moment he said will you not appear at the final examination i said i went to my friends house to borrow an essential book but he was not at home so i had to wait for him

**9. Rewrite the following passage and punctuate where necessary.**

the traveler said can you tell me the way to the nearest inn yes said the peasant do you want one in which you can spend the night no replied the traveler i only want a meal

**10. Rewrite the following passage and punctuate where necessary.**

why are you putting up the food in your pocket sir why dont you eat asked the nobleman i am doing the right thing my dress deserves these rich dishes replied sheikh sa'adi i dont understand what you meant to say said the nobleman and i am sorry

**11. Rewrite the following passage and punctuate where necessary.**

the teacher said to the boy why did you make a noise in the class you are not attentive to your lesson sorry sir said the boy i was asking for a pen to my friend the teacher said be attentive and listen to me carefully

**12. Rewrite the following passage and punctuate where necessary.**

dont mix with bad boys my father said to me you should read attentively as your examination is knocking at the door he said no i dont keep any bad company i have just asked him if he knows the date of examination i replied

**13. Rewrite the following passage and punctuate where necessary.**

sawan said to abir why are you late for school every day i cant get up early in the morning so i dont have enough time to be ready for school he said how lazy you have grown said sawan if you dont change your habit you will be cause of sorrow to your parents



**14. Rewrite the following passage and punctuate where necessary.**

rina have you done your english lesson today asked the teacher yes sir she replied but i have not understood one grammatical point would you please explain to me the teacher assured her saying ill help you to understand the point

**15. Rewrite the following passage and punctuate where necessary.**

have you killed the rats said the mayor yes i have replied the piper give me the promised money how funny you are said the mayor take only fifty

**16. Rewrite the following passage and punctuate where necessary.**

my friend said to me why are you sitting alone in your room at this hour dont you see the sky has cleared let us go for a walk in the open field i said angrily leave me alone

**17. Rewrite the following passage and punctuate where necessary.**

havent you heard the name of the powe kazi nazrul islam very few poets in bengali literature are as famous as nazrul islam nazruls writings were full of hope and aspiration

**18. Rewrite the following passage and punctuate where necessary.**

what is the time by your watch he said its half past eight i replied i want to go to school he said

**19. Rewrite the following passage and punctuate where necessary.**

man is the greatest creation of almighty as he is very kind to us we should be grateful to him

**20. Rewrite the following passage and punctuate where necessary.**

one day a farmer took some sacks of wheat to a mill the mill was far away on the way the horse stumbled and one of the sacks fell on the ground

**21. Rewrite the following passage and punctuate where necessary.**

do you think it is easy to pass english said talha no said tabassum but way are you so careless of english i dont fell interest in the subject oh i see

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