

Uses of Full Stop (.)

1. At the end of a sentence (Assertive and Imperative Sentence)

Examples:

- ✓ I love my country.
- ✓ Jane is a good student.
- ✓ Give me the pen.
- ✓ Please, give me a glass of water.

2. For the abbreviated words  
[Abbreviated means Short Form of lengthy words]

- ✓ **Mr.** Rahman is very kind person.
- ✓ **Mrs.** Chowdhury will come in the evening.
- ✓ I bought a pencil, a pen, an eraser **etc.**
- ✓ Give me your phone **no.**

\*\*\* Meaning of abbreviated words given in example: Mr. = Mister

Mrs. = Missus

etc. = Et cetera

No. = Number

Use of Question Mark (?)Examples:

1. At the end of a question or Interrogative Sentence

- ✓ What is your favourite food?
- ✓ Where do you live?
- ✓ Do you like to play?
- ✓ Does he play football?

## Uses of Comma (,)

1. Between the month – date and the year .

## Examples:

- ✓ I was born on March 24, 2008.
- ✓ He will come on December 10, 2020.
- ✓ I will visit India on November 20, 2020.

2. To separate 3 or more names, items etc.

- ✓ Rakib, Rumon, Ratul and Sima are my friends.
- ✓ I like bread, vegetable, chicken, fruits and lemon juice.
- ✓ We bought biscuits, noodles, pizza and juice.

3. After the words like –

- Yes
- No
- Of course
- Well, etc.

- ✓ Yes, I can sing.
- ✓ No, I don't want this.
- ✓ Of course, I will come to your birthday party.
- ✓ Well, let me do this.

4. If a sentence begins with a name

- ✓ Sima, come here.
- ✓ Ruma, give me your pen.
- ✓ Abir, are you listening?
- ✓ Ruma, you are looking nice!

**Exercise****1. Read the following sentences and add correct punctuation.**

- a. Do you have a colour pencils
- b. Jane is my best friend
- c. What do you like to do
- d. I am proud of my country
- e. I have a pen a pencil an eraser and a notebook
- f. No you can't go there
- g. Jahid listen to me
- h. She was born February 12 2010

**2. Choose the correct punctuation for each sentence.**

- a. I like to do math      .      ?      ,
- b. What is your name      .      ,      ?
- c. Yes I am Sima. "Which punctuation do we use after the word "Yes"?"  
 ?      .      ,
- d. Do your homework      .      ,      ?
- e. Mr Sumon is sick. Which punctuation do we use after the word "Mr"?"  
 .      ,      ?

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