

Punctuation for Class 7

Punctuation is the symbols that we used to separate sentences and parts of sentences to make their meaning clear and easy to understand.

The following are the main marks of punctuation:

1. Full stop- (.)
2. Comma- (,)
3. Semicolon- (;)
4. Colon- (:)
5. Question mark- (?)
6. Exclamatory mark- (!)
7. Quotation mark- (" ")

1. Full stop (.)

(a) The full stop represents **the greatest pause and separation** between the sentences.

For example:

1. Nitin and Nikhil are best friends.
2. My class teacher teaches English.
3. My favourite fruit is mango.
4. I own two cars.
5. My father is my best friend.

(b) It is also used in **abbreviations and initials**.

For example:

1. B.B.A- bachelor of business administration
2. B.K Singh - Bhuvnesh Kumar Singh
3. Mr.Arora is our new boss.
4. I am a student of B.Tech Computer Science.

5. B.Com is tough to crack.

2. The comma (,)

It represents the smallest pause. It is used:-

(a) To **separate a series of words** in a sentence

For example:

1. Canada, France, Spain, UAE are all rich countries in the world.
2. There were clothes, shoes, sheets, and quilts in the fete.
3. Please bring chillies, watermelon and mangoes from the market.
4. Rohit, Riya and Anu submit your homework.
5. I have visited Paris, Switzerland and Hong Kong.

(b) To **separate a common or a proper noun**

For example:

1. Harry, behave yourself
2. Mother, have you prepared lunch?
3. Riya, maintain silence.
4. Arun, wipe the floor.
5. Brother, please pass me the salt.

(c) When a brief **pause is needed**

For example:

1. Write to me, whenever you feel okay.
2. Ronak, no doubt, is an all-rounder.

(d) To indicate **positive and negative expressions**

For example:

1. Yes, you gave the correct answer.
2. No, you did not pack your shoes.

(f) To **separate expressions** such as to, however, in fact

For example:

1. Shreen, too, is late for school.
2. The first chapter, however, is much more difficult.

(g) To **separate the reported verb** from the reported speech in an expression

For example:

1. Bheem said, "I have strength of fifty elephants".
2. The narrator told, "Yet they lived happily".

3. Semicolon (;)

Semicolon is used to indicate a greater pause than colon. We use it for:

(a) To **separate short clauses**

For example:

1. Sheekha weeped;
2. He screamed;
3. Riya wrote;
4. Father asked;
5. We laughed;

(b) **Separate loosely connected clauses**

For example:

- Francis Bacon said, ' Reading machete, a full man; speaking a ready man; writing an exact man'.

4. The colon (:)

The colon expresses a greater pause rather than a semicolon. It is used to



(a) Start direct quotation

For example:

1. Shakespeare quoted in Macbeth: " It's true isn't it".
2. Bill Gates said: "Hard work leads to success".
3. Once a great man said: "Never loose hope in life".
4. My mother says: Always enjoy life".
5. He said: " He loved her".

(b) Indicate a group of numbers that are in a ratio

For example:

1. The sum of two numbers is 45 and the ratio is 4:5. Find the numbers.
2. The multiple of two numbers are 66 and the ratio is 6:6. Find the numbers.
3. The ratio of two numbers are 6:7.
4. The sum of three numbers are 78 and the ratio is 4:5:6.
5. The sum of four numbers are 89 and the ratio is 3:4:5:6.

(c) Indicate time

For example:

1. The time is 8:45pm.
2. The lunch is at 1:30 pm.
3. We will have dinner at 9:00 pm.
4. The wedding is at 7:30pm.
5. Our school starts at 9:30 am.

(d) Introduce a list

For example:

1. Ria's favourite subjects are: English, Maths, Science.
2. Please bring these things from market: eggs, milk, bread and chocolates.

(e) Introduce an example

For example:

1. For example: sea, ocean, river
2. Brands for clothes: UCB, Zara, H&M.
3. Cities like: America, London, China are the financial capital of the world.
4. Please bring: mangoes, cherries, and apples.
5. Our teacher asked us to bring: candies, chocolates, and juices for the party.

5. The Question mark (?)

A question mark is used in interrogative sentences instead of full stop.

For example:

1. Where does your sister teach?
2. When did you visit your friend?
3. Who is your best friend?
4. What are you writing on your notepad?
5. Where does your father work?

6. The Exclamation Mark (!)

An exclamatory mark is used for expressions. Expression can be of various types: happy, sad, shocked etc.

For example:

1. Alas! The old lady died.
2. Wow! What a pretty dress.
3. Wonderful! We did it.
4. Amazing! That plan worked.
5. Help! We have a task to complete.

7. The quotation mark (" ")

The quotation mark is used to enclose the exact words of the speaker.

1. Shekher has said: "Uneasy lies the head of crown."
2. The teacher said: "You should maintain a daily routine."

The use of capital letters helps us to understand the sentences better. We use capital letters in various places in a sentence.

Uses of Capital letters

A capital letter is used:

(a) To begin every new sentence.

For example:

1. **M**ango is a delicious fruit.
2. **H**er name is Cathy.
3. **M**y elder brother is a software engineer at Facebook.
4. **O**ur new house is located near the lake.
5. **W**e went to celebrate her birthday.

(b) for every new sentence of the poem

For example:

1. **I**f winter comes, can spring be far behind?
2. **M**e, you and her, not a story long back.
3. **O**nce upon a time, there were a few people.
4. **C**an we change it, or will it change us?
5. **W**e shall move on, or shall we?

(c) for the pronoun I and interjection O

For example:

1. When **I** behold a rainbow in the sky.
2. **O** world! **O** sky! **O** time!
3. My two friends were fighting, and **I** stood up for my best friend.
4. **O**h my god! You are looking amazing.
5. John and **I** had a wonderful evening together.



(d) for **proper nouns and adjectives** formed from them

For example:

1. We live in **India**.
2. We buy **Indian** goods.
3. **Ashoka** was a great king.
4. **New York** is one of the most richest cities.
5. **Andy** is cooking pasta for his family tonight.

(e) for countries **villages, cities, and countries**

For example:

1. My uncle settled in **New York**.
2. I was born in **India**.
3. **Italy** is a beautiful place.
4. **Rajasthan** is one of the most royal states in India.
5. I am going to visit my cousins in **London** next month.

(f) for **days, months, week**

For example:

1. **Sunday**
2. **Monday**
3. **July**
4. **April**
5. 3rd **Friday**

(g) for books, newspapers, magazines

For example:

1. **The Bhagwat Gita**
2. **Femina** magazine is one of the best selling magazines in India.
3. **Times of India** is most sold newspaper in India.
4. I read the **Bible** on Christmas.
5. Chetan Bhagat is the author of **The One Indian Girl**.

(h) for *river, mountains, seas*

For example:

1. **G**anga is the holy river in India
2. **R**ed Sea is located between Arabian Peninsula and Africa
3. The **M**ount **E**verest is one of the tallest mountain.
4. **S**eine is a beautiful river in France.
5. The **Y**amuna is the cleanest river in India.

(i) for *subjects*

For example:

1. **E**nglish is one of my favourite subject.
2. **C**hemistry is one of the toughest subjects.
3. **M**athematics is an interesting subject.
4. **H**indi is a compulsory subject in India.
5. **C**hinese is tough to learn.

(j) for *festivals*

For example:

1. **C**hristmas is celebrated by Christians.
2. **D**iwali is the festival of lights.
3. **H**oli is the festival of colours.

(k) the first letter of the first word which is mentioned in a quotation

For example:

1. "**H**ard work leads to success"
2. "**I**f you can aim it, you can achieve it"
3. "**H**ave in yourself, good things take time"
4. "**W**inner never give up"
5. "**S**elf-belief is the key to success"

(l) for the *names of religions and religious groups*

For example:

1. It is said, **Hinduism** is one of the oldest religions.
2. **Sikhism** is followed by Sikhs.
3. **Christians** love wine.
4. **Muslims** have Quran as their holy book.
5. Guru Granth Sahib is followed by **Sikhs**.

(m) for roads and buildings

For example:

1. **Taj Mahal** is in India
2. **G.T Road** is the busiest road.
3. **Eiffel Tower** is in Paris.
4. **Burj Khalifa** is the tallest building in the world.
5. **The Empire State building** is located in New York.

(n) for ***important words in a heading***

For example:

1. **The Magic Show**
2. **The Hindustan Times**
3. **The Jaipur Express**
4. **The city Palace**
5. **The Pink City**

(o) for ***surnames and titles for the people***

For example:

1. **Sudhir Arora** is a **Major** in the Indian army.
2. **Aarushi** is my best friend.
3. **Sundar Pichai** is the CEO of Google.
4. **Mr.Arora** is our new manager.
5. **Radha** is my mother's name.

(p) for ***names of languages and events***

For example:

1. **H**indi is the national language of India.
2. **F**rench is spoken in Europe
3. **E**nglish is a universal language.
4. The **W**orld **W**ar killed millions of people.
5. **Q**uit India **M**ovement was started my Mahtma Gandhi.

(q) for names of **political parties and government bodies**

For example:

1. Indian **N**ational Congress
2. **B**hartiya Janta Party
3. **P**ublic **W**orks **D**epartment
4. **A**am **A**admi Party
5. **U**S **F**ederal **G**overnment

(r) for abbreviations

For example:

BBA, DA, Ms, Mr

(s) for **vitamins**

For example:

Vitamin **A**, **B**, **C**, **D**

Punctuation Worksheet for Class 7

Exercise: 1

In the given paragraph punctuate the given lines.

Chandigarh is situated below the foothills of the himalayas it was planned as the new punjab capital when lahore became a part of pakistan the city opened

in 1983 and was laid out in spacious rectangular blocks by a European team of architects under Le Corbusier.

Answer

Chandigarh is situated below the foothills of the Himalayas it was planned as the new Punjab capital when Lahore became a part of Pakistan the city opened in 1983 and was laid out in spacious rectangular blocks by a European team of architects under Le Corbusier.

Exercise: 2

Punctuate the following sentences using appropriate marks.

1. what are your plans for today
2. that was a amazing shot
3. i am going to leave for home early if i finish my work early
4. i love it
5. when are you going to go shopping for the wedding
6. i live near the market
7. stop the work
8. who has created the mess on the floor
9. help help i slipped on the floor
- 10.our head girl name is ruhi

Answers

1. What are your plans for today?
2. That was an amazing shot.
3. I am going to leave for home early if I finish my work early.
4. I love it!
5. When are you going to go shopping for the wedding?
6. I live near the market.
7. Stop, the work.
8. Who has created the mess on the floor.
9. Help! Help! I slipped on the floor.
- 10.Our head girl name is Ruhi.

Exercise: 3

Punctuate these sentences using capitals wherever required.

1. shakespeare's has four of the greatest tragedies that are hamlet, macbeth, othello and king lear.
2. what a lovely rose in your hand.
3. aru visited delhi in decemeber. but said it was colder in january.
4. my aunt completed m.a recently.
5. o god! please provide me the courage to do what is right.
6. alex was the emperor of the world.
7. india is a country where all hindus, muslims, christians, sikhs live without hatred.
8. i am ready to shoot the arrow.
9. mother shouted why are you wasting your time.
- 10.the washermen are on the door.

Answers

1. Shakespeare has four of the greatest tragedies that are Hamlet, Macbeth, Othello, and king lear.
2. What a lovely rose in your hand.
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