

## **Chapter 16 Punctuation**

### **Q1. What is punctuation?**

A: Punctuation refers to the marks used in writing to separate sentences and clarify meaning. Examples include full stops, commas, and question marks.

### **Q2. What is the rule for using a full stop (.)?**

A: A full stop is used at the end of a declarative sentence.

Example:

She is reading a book.

### **Q3. When do we use a comma (,)?**

A: A comma is used to:

1. Separate items in a list.

Example: I bought apples, oranges, and bananas.

2. After introductory words.

Example: Yes, I will come.

3. To set off a name or direct address.

Example: John, please sit down.

### **Q4. What is the use of a question mark (?)?**

A: A question mark is used at the end of an interrogative sentence.

Example:

What is your name?

### **Q5. What is the rule for exclamation marks (!)?**

A: An exclamation mark is used to express strong emotions or surprise.

Example:

Wow! This is amazing.

### **Q6. What is the rule for quotation marks (" ")?**

A: Quotation marks are used to show the exact words spoken or written by someone.

Example:

He said, "I will be late today."