

**IQRA NATIONAL UNIVERSITY  
PESHAWAR**

**( Functional English )**

**ID No : 16969**

**Assignment topic : Spellings  
and Punctuation**

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## **Punctuation**

the marks, such as full stop, comma, and brackets, used in writing to separate sentences and their elements and to clarify meaning.

Punctuation is a set of rules to place certain marks in a sentence to indicate division or pauses in that sentence, particularly in written communication.

### **Types of Punctuation Marks:**

(1) Comma ,

- (2) Full Stop or Period.
- (3) Semicolon ;
- (4) Colon:
- (5) Question Mark?
- (6) Exclamation Mark!
- (7) Dash and Parentheses (-)
- (8) Hyphen -
- (9) Inverted Commas or Quotation Marks “ ”

## **Use of Comma**

1. To separate words in a list:

He lost lands, money, reputation and friends.

2. To write a Noun or a Phrase in Apposition:

Pandit Nehru, the first prime Minister of India, died in 1964.

3. To separate an Adverb clause when it is followed by a main clause:

When the bus arrives, we will board it.

4. To separate Nominative Absolutes:

The wind being favourable, the squadron sailed.

5. To address people:  
How are you, Mohan?

### **Full Stop**

1. To mark the end of a declarative or an imperative sentence

We are leaving for Delhi Tomorrow.

2. After abbreviation and initials of names

He lives in the U.S.A

Mr. A.K. Sharma is our new English teacher.

3. after end of address

10, Islamabad , Pakistan.

# Semicolon & Colon

## Semicolon:

1. To separate the clauses of Compound sentence, when they contain a comma

He was a brave, large-hearted man; and we all honoured him.

2. In place of 'and', 'but', 'because' to mark end of one thought and continuation to another.

Man proposes; God disposes.

## Colon:

1. before enumeration, examples, etc; as,

2. The principal parts of a verb in English are: the present

tense, the past tense, and the past participle.

3. before a long list, quotation or speech

Wordsworth wrote: Child is father of man.

## **Questions & Exclamation Marks**

### **Question Mark**

1. after a direct question:

Have you written your exercise?

2. after question tag:

They can do it, can't they?

NO QUESTION MARK after an indirect question

He asked me whether I had written my essay.

### **Exclamation Mark**

1. After Interjections and after Phrases and Sentences expressing joy, sorrow, pride etc  
Ilma ! -- Oh dear!  
What a terrible fire this is!

## **Hyphen**

1. To make a compound adjective qualifying a noun

She is a well-known actor.

2. after prefixes to separate two vowels

Co-ordinate the meeting for me.

3. To write prefixes

He is the ex-principal of the college.

## **Quotes & Dash**

### **Quotes**

1. To enclose the exact words of a speaker, or a quotation

The king said “Free the prisoners”.

2. To enclose names of books, poems, essays etc.

I have bought “The Mahabharata” series.

## **Dash**

1. To indicate an abrupt stop or change of thought

They are – I am sure – genuine people.

2. To resume a scattered subject

Friends, companions, relatives - all deserted him.

## **Apostrophe**

1. To show possession (used with s)

Give me Rohan’s bag.



2. After plural nouns of proper Nouns apostrophe is used without 's'

She lives in a Girls' hostel.

3. To show the omission of a letter or letters

I don't need water.

## **NO APOSTROPHE**

1. In case of non-living things

The table's wood wood of the table is shining

2. With pronouns, only 's' is used.

Our's Ours is a big house.

## **SPELLING**

Spelling is defined as the proper way to write a word, using the correct order of letters.

**Example:** of spelling is the spelling of the word "cat" as "C" "A" "T."

An example of spelling is when you actually say or write the letters of the word "cat."

## **Sentence Examples**

The spelling also is interesting.

The name is often in popular literature written Cambalu, and is by Longfellow accented in verse Cambeilic. But this spelling originates in an accidental error in Rumania's Italian version, which was the chief channel through which Marco Polo's book was popularly known.

In the 19th century the word chymist became altered to chemist,

although the original spelling is still continued to a small extent.

As regards the English spelling of the name adopted throughout the Envy.

A Hawaiian spelling book was printed in 1822; in 1834 two newspapers were founded; and in 1839 the first translation of the Bible was published.

<https://www.yourdictionary.com/spelling>

<https://learningpundits.com/module-view/26-spelling-and-punctuation/1-english-grammar-tips---spelling-&-punctuation/>