

punctuation

1 Capital letters

(a) Start each sentence with a capital letter.

He is going to school.

Ravi is playing cricket.

(b) 'I' is always capital

(c) Proper Nouns always start with a capital letter.

Ram, Delhi, Panipat.

(d) Every line in a poem starts with a capital letter.

"The distant strains of triumph
Burst agonised and clear!"

2 Full stop (.)

(a) It is used at the end of a simple sentence that make a statement.

He writes a letter. She went to Delhi.

(b) It is used with abbreviations
M.P., M.A., M.B.A.

The Comma

commas are used to separate parts of a sentence