

# English Grammar – 8

## Chapter 21 - Worksheet: Punctuation

### Section 1: Fill in the Blanks

1. The marks used in writing to separate sentences or clarify meaning are called \_\_\_\_\_.
2. A full stop is used at the end of a \_\_\_\_\_ sentence.
3. A question mark is used after an \_\_\_\_\_ sentence.
4. A comma is used to separate words in a \_\_\_\_\_.
5. Quotation marks are used to show the exact \_\_\_\_\_ of a speaker.

### Section 2: MCQs

**1. Which punctuation mark ends a declarative sentence?**

- a) ?
- b) !
- c) .
- d) ,

**2. “What is your name\_\_” — Choose the correct punctuation mark.**

- a) .
- b) ,
- c) !
- d) ?

**3. Quotation marks are also called—**

- a) apostrophes
- b) inverted commas
- c) exclamations
- d) brackets

**4. Which sentence uses commas correctly?**

- a) I bought apples, oranges, bananas and grapes.
- b) I bought, apples, oranges, bananas, and grapes.
- c) I bought apples oranges bananas and grapes.
- d) I bought apples, oranges, bananas, and, grapes.

**5. An apostrophe is used to show—**

- a) surprise
- b) possession
- c) a question
- d) a pause

**Section 3: True / False**

1. A colon is used before a list. \_\_\_\_\_
2. An apostrophe can show omission of letters. \_\_\_\_\_
3. A semicolon is stronger than a full stop. \_\_\_\_\_
4. Hyphens join two or more words. \_\_\_\_\_
5. Brackets are used to remove additional information. \_\_\_\_\_

#### **Section 4: Define / Explain**

1. Define punctuation with an example.
2. Explain the use of commas.
3. Explain the use of question marks and exclamation marks.
4. Give examples of sentences using apostrophes.

#### **Section 5: Rewrite / Transform Sentences**

1. Insert correct punctuation:

- a) what a lovely day
- b) where are you going
- c) she said I will come tomorrow

#### **2. Add commas where needed:**

- a) We saw lions tigers elephants and zebras.
- b) He is an honest sincere hardworking boy.

#### **3. Rewrite with quotation marks:**

- a) She said I am hungry.
- b) He said I will win.

#### **Section 6: Application-Based Exercises**

1. Punctuate the following correctly:

- a) oh no I broke the vase

b) do you know the answer

c) rahul said I am ready

**2. Identify the punctuation marks used:**

a) Wow! That is amazing.

b) Don't touch that.

c) She asked, "Are you coming?"

**3. Make sentences using:**

a) an apostrophe

b) a comma

c) an exclamation mark

**4. Write a short paragraph (4-5 lines) using at least six punctuation marks.**