

**G.D. GOENKA PUBLIC SCHOOL**  
**Subject: English, Date: August 12, 2021**  
**Aspect: Supporting Content (Home Assignment)**  
**Note: This PDF is not to be printed**

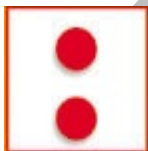
**Chapter 17: Punctuation**  
**Prime English Grammar Book page no. 83 to 85**

**Objective: By the end, students will be able to understand the concept of punctuation and its usage.**



**A punctuation mark is a symbol that helps us to understand the sentence better.**

Dear students, in our previous content we learnt about four punctuation marks. Today we will learn about some more punctuation marks.



**Colon: Use a colon after a salutation or before a list.**

**Example: Dear Mr. Smith:**

**The colours are as follows: red, blue, yellow , green.**



**Apostrophe: Use an apostrophe to show ownership or in place of letters omitted in a contraction.**

**Example: Amit can't go to the school today.**

**This is Ali's bicycle.**



**Comma: Use a comma between the words in a series.**

**Ali bought pencils, erasers, and crayons.**

**Use a comma in the addresses or dates.**

**Our family moved to Colaba, Mumbai on March 10, 2020.**

**Use a comma after the words or a phrase at the beginning or end of a sentence.**

**Last summer, our family went to beach.**

**Use a comma after the greeting and the closing of a letter.**

**Dear Aunt Mary, Sincerely, Nina**

GODPS