Capital Letters and Punctuation

Standard difficulty · 20 questions · 40 marks · Time: 51 minutes

Name: _____ Date: _____ Score: ____ / 40

Write full answers in Sections B and C. Answers are on the last page — try every question first!

Section A — Choose the correct answer — 8 × 1 = 8 marks

1. Which sentence is written correctly?
   (a) Zoya and I went to Pune on Friday.
   (b) Zoya and I went to pune on Friday.
   (c) Zoya and i went to Pune on Friday.
   (d) Zoya and I went to Pune on friday.

2. Which mark should come at the end of this sentence? “I like to read stories”
   (a) comma (,)
   (b) question mark (?)
   (c) apostrophe (’)
   (d) full stop (.)

3. Which mark should come at the end of this sentence? “Grandma makes tasty pickles”
   (a) apostrophe (’)
   (b) question mark (?)
   (c) comma (,)
   (d) full stop (.)

4. Which word in this sentence should begin with a capital letter? “Yesterday i went to the library.”
   (a) i
   (b) library
   (c) the
   (d) went

5. How many capital letters are needed in this sentence? “my birthday is in july.”
   (a) 4
   (b) 3
   (c) 1
   (d) 2

6. What is the short form of “did not”?
   (a) didn’t
   (b) did’not
   (c) didnt
   (d) did’nt

7. Which sentence uses commas correctly?
   (a) At the zoo we saw, lions zebras tigers and bears.
   (b) At the zoo we saw lions, zebras, tigers and bears.
   (c) At the zoo we saw lions zebras tigers and bears.
   (d) At the zoo we saw lions, zebras, tigers and, bears.

8. Which is an asking sentence?
   (a) Which bag is yours?
   (b) The shop opens at nine.
   (c) Grandma makes tasty pickles.
   (d) How tall the giraffe is!

Section B — Short answer — 8 × 2 = 16 marks

9. Write the word that should begin with a capital letter: “It is very hot in september.”

10. Put a full stop or a question mark at the end of each sentence: (a) Birds build nests in trees (b) How old are you

11. Write the short form: (a) I will (b) let us

12. Write this sentence correctly with capital letters and a full stop: “my cousin sahil lives in delhi”

13. Change this telling sentence into an asking sentence: “The dog is hungry.”

14. Put commas in the right places: “Our pets are two fish a cat and a dog.”

15. Write the full form: (a) I’ll (b) it’s

16. Write one sentence about winning a race that ends with an exclamation mark.

Section C — Longer answers — 4 × 4 = 16 marks

17. Rewrite this passage with capital letters and full stops: “my name is farhan we play badminton on thursday i go to school by bicycle my best friend is ravi”

18. Put commas in the right places in each sentence:
(1) In our garden there are roses daisies and lilies.
(2) Our pets are a parrot a dog a cat and two fish.
(3) Please bring paper scissors crayons and glue.

19. Write the short form of the words in brackets:

(1) we are

(2) will not

(3) is not

(4) have not

20. Write two asking sentences and two telling sentences about a school play. Use the right mark at the end of each.

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Answer key

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Q	Answer	Working
1	**(a) Zoya and I went to Pune on Friday.**	a sentence begins with a capital letter and ends with a full stop; names of people, places, days and months, and the word I, take capital letters
2	**(d) full stop (.)**	a telling sentence ends with a full stop
3	**(d) full stop (.)**	a telling sentence ends with a full stop
4	**(a) i**	the word I is always a capital letter
5	**(d) 2**	My (first word), July
6	**(a) didn't**	the apostrophe (') takes the place of the missing letters
7	**(b) At the zoo we saw lions, zebras, tigers and bears.**	commas separate the things in a list; the last two are joined by "and"
8	**(a) Which bag is yours?**	an asking sentence ends with ?
9	**September**	names and the word I take capital letters
10	**(a) Birds build nests in trees. (b) How old are you?**	telling sentences end with a full stop; asking sentences end with a question mark
11	**(a) I'll; (b) let's**	the apostrophe takes the place of the missing letters
12	**My cousin Sahil lives in Delhi. (capital letters for the first word, names, days, months and I; a full stop at the end)**	check every capital letter and the full stop
13	**Is the dog hungry?**	move is, are or can to the front and end with a question mark
14	**Our pets are two fish, a cat and a dog.**	commas between the things in the list, "and" before the last one
15	**(a) I will; (b) it is**	the apostrophe shows where letters are missing
16	**e.g. Hurray, I won the race!**	Shows strong feeling and ends with !
17	**My name is Farhan. We play badminton on Thursday. I go to school by bicycle. My best friend is Ravi.**	each sentence begins with a capital letter and ends with a full stop; names, places, days, months and I take capital letters
18	**(1) In our garden there are roses, daisies and lilies.; (2) Our pets are a parrot, a dog, a cat and two fish.; (3) Please bring paper, scissors, crayons and glue.**	commas between the things in a list, "and" before the last one
19	**(1) we're; (2) won't; (3) isn't; (4) haven't**	the apostrophe takes the place of the missing letters
20	**e.g. Who played the king? Did you forget your lines? I was a tree in the play. Everyone clapped at the end.**	Two questions ending with ? and two telling sentences ending with a full stop.

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