Punctuation

Standard difficulty · 20 questions · 40 marks · Time: 50 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 sentence uses speech marks correctly?
   (a) My kite is stuck in the tree, “said Sahil.”
   (b) “My kite is stuck in the tree, said Sahil.”
   (c) “My kite is stuck in the tree,” said Sahil.
   (d) “My kite is stuck in the tree” said, Sahil.

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

9. Write the word that should begin with a capital letter: “My uncle works in spain.”

10. Put a full stop or a question mark at the end of each sentence: (a) Is it raining outside (b) The shop opens at nine

11. Write the short form: (a) cannot (b) I will

12. Write this sentence correctly with capital letters and a full stop: “my friend sahil was born in january”

13. Change this telling sentence into an asking sentence: “The children are tired.”

14. Put commas in the right places: “At the zoo we saw lions zebras and tigers.”

15. Write it in a shorter way using ’s: “the bicycle of Ravi”

16. Write one sentence about a tall building 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 kabir my best friend is ravi my birthday is in may i have a parrot called bubbles”

18. Put commas in the right places in each sentence:
(1) Please bring paper crayons glue and scissors.
(2) I bought bananas grapes and oranges.
(3) Our pets are a parrot a dog a cat and two fish.

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

(1) will not

(2) let us

(3) I will

(4) cannot

20. Write these sentences with speech marks and the right punctuation:

(1) Dev said let us play outside

(2) Isha asked who took my pencil

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Answer key

Punctuation · AW-5E-PUN-2026-V1 · For parents — fold back or tear off before handing the sheet to your child.

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	**(c) “My kite is stuck in the tree,” said Sahil.**	the spoken words, with their comma or question mark, go inside the speech marks
9	**Spain**	names and the word I take capital letters
10	**(a) Is it raining outside? (b) The shop opens at nine.**	telling sentences end with a full stop; asking sentences end with a question mark
11	**(a) can’t; (b) I’ll**	the apostrophe takes the place of the missing letters
12	**My friend Sahil was born in January. (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	**Are the children tired?**	move is, are or can to the front and end with a question mark
14	**At the zoo we saw lions, zebras and tigers.**	commas between the things in the list, “and” before the last one
15	**Ravi’s bicycle**	’s shows who something belongs to
16	**e.g. What a tall building!**	Shows strong feeling and ends with !
17	**My name is Kabir. My best friend is Ravi. My birthday is in May. I have a parrot called Bubbles.**	each sentence begins with a capital letter and ends with a full stop; names, places, days, months and I take capital letters
18	**(1) Please bring paper, crayons, glue and scissors.; (2) I bought bananas, grapes and oranges.; (3) Our pets are a parrot, a dog, a cat and two fish.**	commas between the things in a list, “and” before the last one
19	**(1) won’t; (2) let’s; (3) I’ll; (4) can’t**	the apostrophe takes the place of the missing letters
20	**(1) “Let us play outside,” said Dev. (2) “Who took my pencil?” asked Isha. (the spoken words go inside the speech marks)**	the spoken words and their comma or question mark go inside “ ”

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