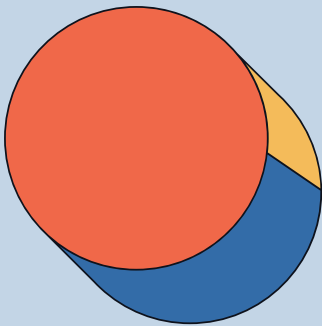


## FULL STOP

# RULE NO.1



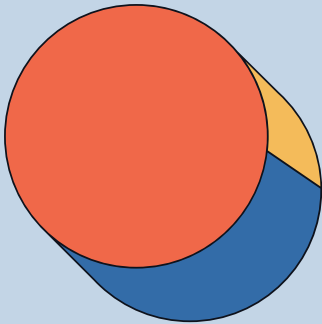
Use a full stop (.) at  
the end of a  
declarative sentence.

Used to indicate the  
end of a declarative  
sentence.

**She is a teacher.**

**FULL STOP**

# **RULE NO.2**



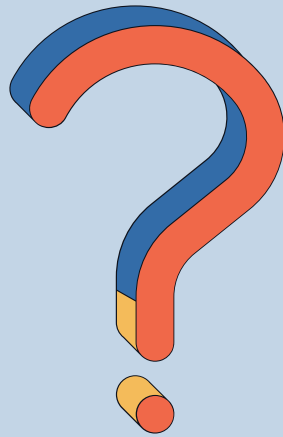
**Do not use a full stop  
after titles and  
abbreviations in  
modern style.**

**Used to indicate the  
end of a declarative  
sentence.**

**Dr Smith  
(not Dr. Smith in UK style).**

## QUESTION MARK

# RULE NO.3



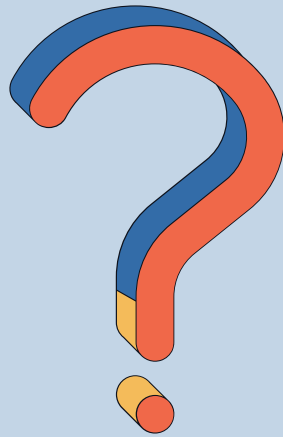
Use a question mark  
(?) at the end of  
direct questions.

Are you ready?

Used to indicate the  
presence of a direct  
question.

## QUESTION MARK

# RULE NO.4



**Do not use a question mark in indirect questions.**

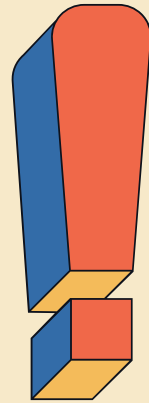
**He asked if I was ready.**

Used to indicate the presence of a direct question.



## EXCLAMATION MARK

# RULE NO.5



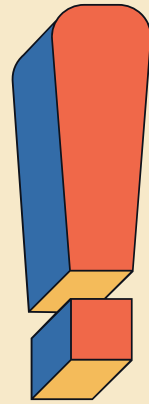
Use an exclamation mark (!) for strong feelings or commands.

Used to  
indicate strong  
emotion or  
emphasis.

Wow! That is amazing.

## EXCLAMATION MARK

# RULE NO.6



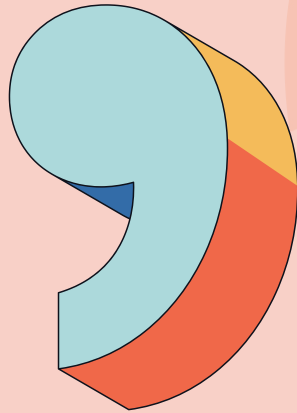
Used to  
indicate strong  
emotion or  
emphasis.

Avoid overusing  
exclamation marks in  
formal writing.

Correct: The results were  
surprising.  
(not surprising!)

# RULE NO.7

## COMMA



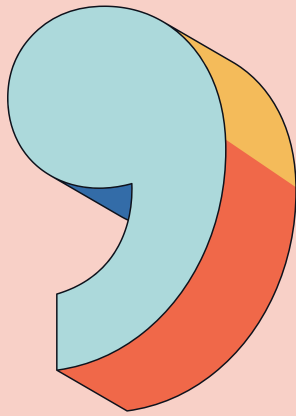
Use a comma to  
separate items in a  
list.

I bought apples, oranges,  
and bananas.

Used to separate  
items in a list or to  
indicate a pause.

COMMA

# RULE NO.8



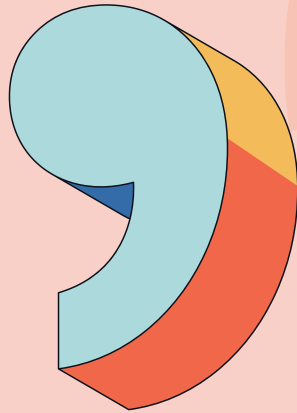
Use a comma before 'and' in a list (Oxford comma, optional in UK).

He likes tea, coffee, and juice.

Used to separate items in a list or to indicate a pause.

# RULE NO.9

## COMMA



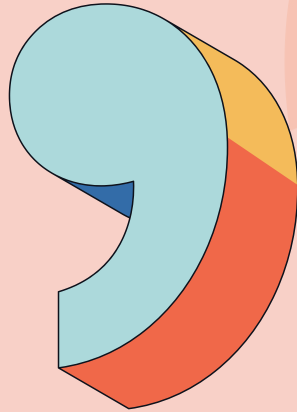
Use a comma after introductory words or phrases.

However, she refused to go.

Used to separate items in a list or to indicate a pause.

**COMMA**

# **RULE NO.10**



**Use a comma to  
separate two  
independent clauses  
with a conjunction.**

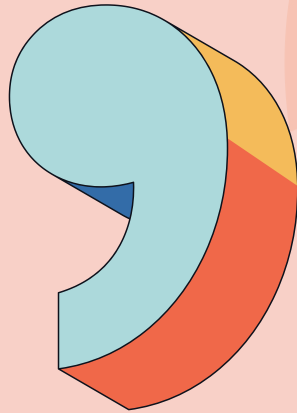
**Used to separate  
items in a list or to  
indicate a pause.**

**She was tired, but she  
continued working.**

## COMMA

# RULE NO.11

Do not use a comma  
to separate subject  
and verb.



Used to separate  
items in a list or to  
indicate a pause.

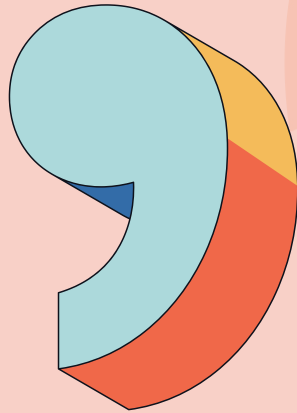
Wrong: The boy, is playing.

Correct: The boy is  
playing.

## COMMA

# RULE NO.12

Use commas around  
non-essential clauses.



My father, who is a doctor,  
is very kind.

Used to separate  
items in a list or to  
indicate a pause.

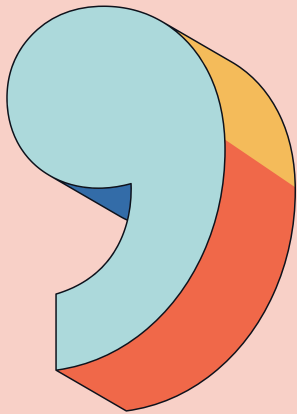
Team Digital Crescent Ballarpur

© cspm1edu@gmail.com



**COMMA**

# **RULE NO.13**



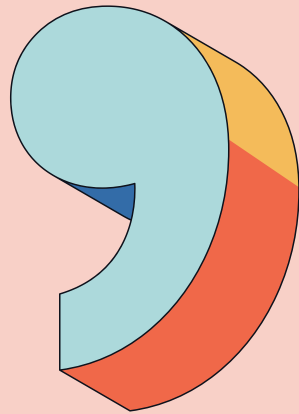
**Do not use commas  
around essential  
clauses.**

**Used to separate  
items in a list or to  
indicate a pause.**

**The boy who studies hard  
will succeed.**

COMMA

# RULE NO.14



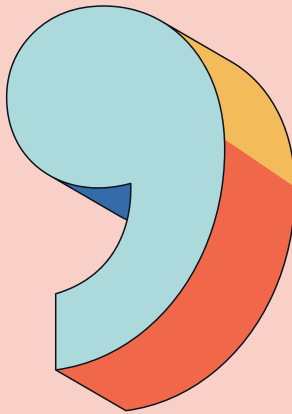
Use a comma to set off direct address.

John, come here.

Used to separate items in a list or to indicate a pause.

COMMA

# RULE NO.15



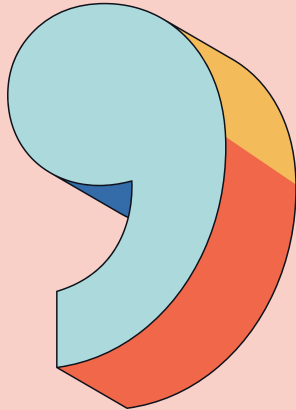
Use a comma after  
yes/no at the  
beginning of a  
sentence.

Yes, I agree.

Used to separate  
items in a list or to  
indicate a pause.

COMMA

# RULE NO.16



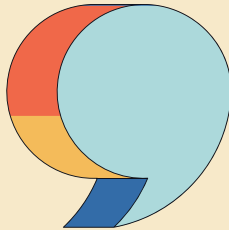
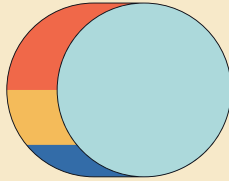
Use a comma after interjections.

Oh, that is great!

Used to separate items in a list or to indicate a pause.

## SEMICOLON

# RULE NO.17



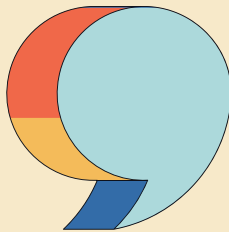
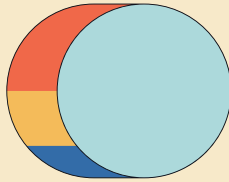
Use a semicolon (;) to join two closely related independent clauses.

Used to join closely related independent clauses.

She loves painting; he prefers music.

## SEMICOLON

# RULE NO.18



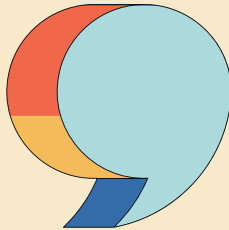
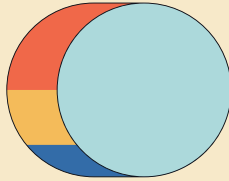
Use a semicolon  
before conjunctive  
adverbs.

She worked hard; however,  
she failed.

Used to join closely  
related independent  
clauses.

## SEMICOLON

# RULE NO.19



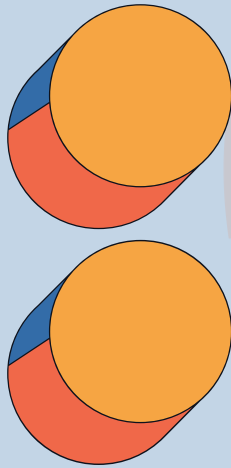
Do not use a  
semicolon with  
dependent clauses.

Because he was late, we  
left.

Used to join closely  
related independent  
clauses.

**COLON**

# **RULE NO.20**



**Use a colon (:) to introduce a list, explanation, or quotation.**

**Used for correcting, or adding additional information.**

**He has three hobbies: reading, writing, and swimming.**

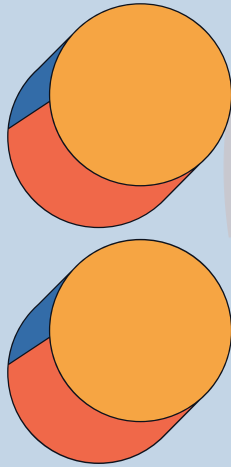
**Team Digital Crescent Ballarpur**

**© cspm1edu@gmail.com**



**COLON**

# **RULE NO.21**



**Used for  
correcting, or  
adding additional  
information.**

**Do not use a colon  
after a verb or  
preposition directly.**

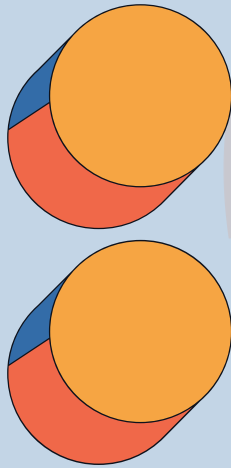
**Wrong: My hobbies are:  
reading. Correct: My  
hobbies are reading.**

**Team Digital Crescent Ballarpur**

**© cspm1edu@gmail.com**

**COLON**

# **RULE NO.22**

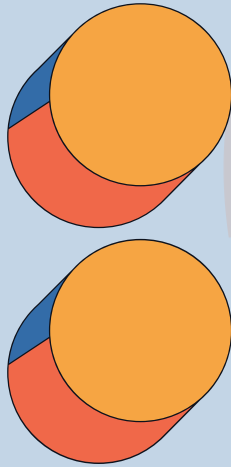


**Used for  
correcting, or  
adding additional  
information.**

**Use a colon between  
two independent  
clauses when the  
second explains the  
first.**  
**He was very clear: he did  
not want to go.**

**COLON**

# **RULE NO.23**



**Use a colon to  
introduce a long  
quotation.**

**Used for  
correcting, or  
adding additional  
information.**

**She said: 'Success  
depends on hard work.'**

## EM DASH

# RULE NO.24

Use a EM dash (—) for sudden breaks in thought.



I was going to call him — but I forgot.

Used for interrupting a sentence or emphasizing a phrase.

Team Digital Crescent Ballarpur

© cspm1edu@gmail.com

## EM DASH

# RULE NO.25

Use a EM dash to  
emphasize extra  
information.



Used for interrupting  
a sentence or  
emphasizing a  
phrase.

She is my best friend —  
my only true friend.

## EM DASH

# RULE NO.26

**Do not overuse EM dashes in formal writing.**



**Used for interrupting a sentence or emphasizing a phrase.**

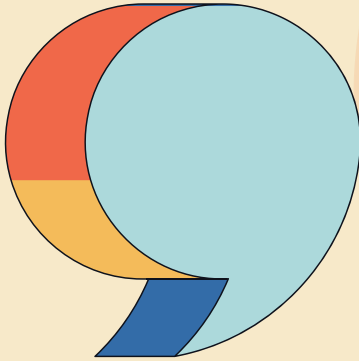
**Prefer commas or semicolons instead of multiple dashes.**

**Team Digital Crescent Ballarpur**

**© cspm1edu@gmail.com**

## APOSTROPHE

# RULE NO.27



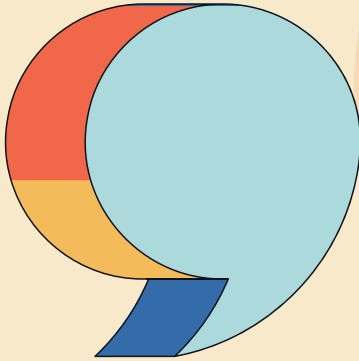
Use an apostrophe (')  
to show possession.

This is John's book.

Used to indicate  
possession, omission,  
or contractions.

## APOSTROPHE

# RULE NO.28



Use an apostrophe for plural possessives.

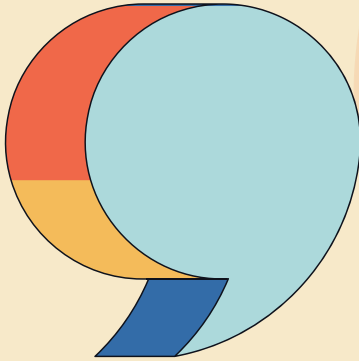
Used to indicate possession, omission, or contractions.

The teachers' lounge  
(lounge for teachers).



## APOSTROPHE

# RULE NO.29

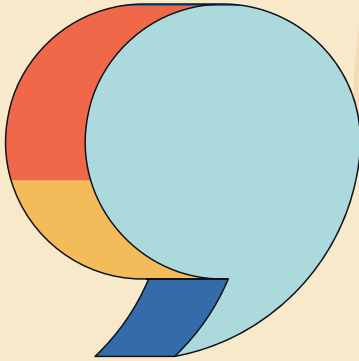


**Do not use an  
apostrophe for plural  
nouns.**

**Wrong: Apple's are red.**  
**Used to indicate possession, omission,  
or contractions.**  
**Correct: Apples are red.**

## APOSTROPHE

# RULE NO.30



Use an apostrophe in  
contractions.

don't = do not.

Used to indicate  
possession, omission,  
or contractions.

# RULE NO.31

**Do not use  
contractions in very  
formal writing.**

**Write 'cannot' instead of  
'can't.'**

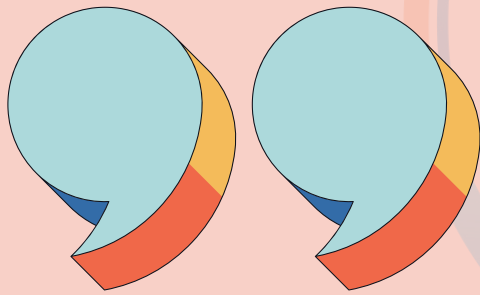


**Team Digital Crescent Ballarpur**

**© cspm1edu@gmail.com**

## QUOTATION MARKS

# RULE NO.32

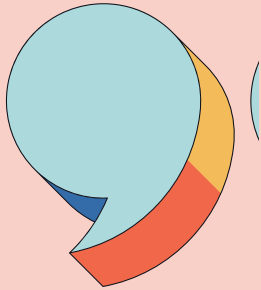


Use quotation marks  
("") to show direct  
speech.

She said, 'I am happy.'

Used to indicate  
direct speech or a  
direct quotation.

## SINGLE QUOTATION MARKS



# RULE NO.33

Use single quotation marks inside double quotation marks.

Used to indicate direct speech or a direct quotation.

She said, 'I heard him say "I am busy."'

# RULE NO.34

Let's slow  
down for a  
second here.



We better  
just stop right  
now.



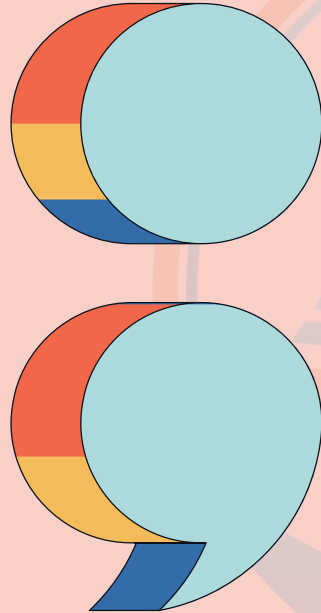
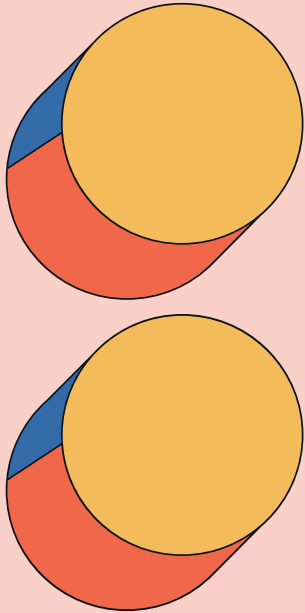
**Periods and commas  
go inside quotation  
marks (US style).**

Comma    or    Period

**'I am ready,' she said.**

**CRESCENT**  
DIGITAL SCHOOL

# RULE NO.35



**Colons and semicolons  
go outside quotation  
marks.**

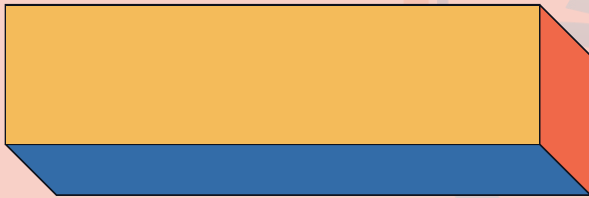
**She said, 'I am ready'; then  
she left.**

**CRESCENT**  
DIGITAL SCHOOL

## **HYPHEN**

# **RULE NO.41**

**Use a hyphen (-) to  
join words in  
compound adjectives.**



**She is a well-known writer.**

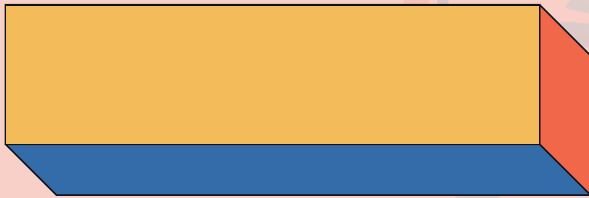
**Used to join words  
or to break words at  
the end of a line.**



## **HYPHEN**

# **RULE NO.42**

**Do not use a hyphen  
with adverbs ending in  
-ly.**

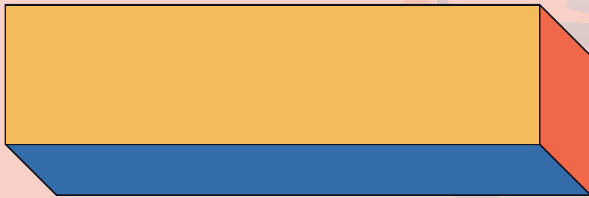


**^ highly qualified teacher**  
**Used to join words (not highly-qualified).**  
**or to break words at**  
**the end of a line.**

## **HYPHEN**

# **RULE NO.43**

**Use a hyphen for  
compound numbers  
from 21 to 99.**



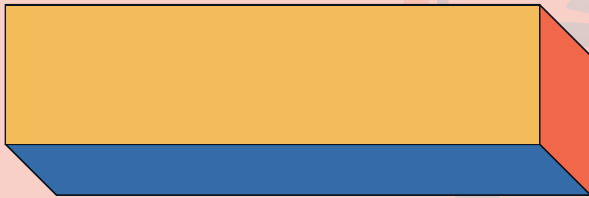
**Used to join words  
or to break words at  
the end of a line.**

**Twenty-one students  
attended.**

## **HYPHEN**

# **RULE NO.44**

**Use a hyphen with  
fractions used as  
adjectives.**



**A two-thirds majority.**

**Used to join words  
or to break words at  
the end of a line.**

# RULE NO.45

M.M.N.T.S

Use capitalization at  
the beginning of a  
sentence.

This is my book.

CRESCENT  
DIGITAL SCHOOL



Team Digital Crescent Ballarpur

© cspm1edu@gmail.com

# RULE NO.46

M.I.N.T.S

**Capitalize proper  
nouns (names, places,  
days, months).**

**I met John in Paris on  
Monday.**

**CRESCENT**  
DIGITAL SCHOOL

Team Digital Crescent Ballarpur

© cspm1edu@gmail.com

# RULE NO.47



**Do not capitalize  
common nouns unless  
they begin a sentence.**

**The dog is barking.**

# RULE NO.48

**Capitalize the first  
word in direct speech.**

**He said, 'She is kind.'**





# RULE NO.49



Use consistent  
punctuation style (US  
vs. UK).

US: 'Hello.' / UK: 'Hello'.

CRESCENT  
DIGITAL SCHOOL



# RULE NO.50



**Always maintain  
clarity and avoid  
unnecessary  
punctuation.**

**Wrong: He, is, a, teacher.**

**Correct: He is a teacher.**