Punctuation Worksheet with Answers

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Name: Class: Date: Score: / 23

A. Capital letters

Rewrite each sentence with capital letters where they are needed.

1. ravi lives in jaipur.

2. we visit kerala every december.

3. my teacher, mrs sharma, teaches english.

4. on monday i went to delhi.

5. diwali is a festival of lights.

B. Full stop, question mark or exclamation mark

Write the correct mark at the end of each sentence: . or ? or !

1. Where is the post office
2. What a great catch that was
3. My sister sings very well
4. Do you like mangoes
5. Wow, what a huge cake

C. Commas

Rewrite each sentence with the missing comma or commas.

1. I bought apples mangoes and bananas.

2. Yes I know the answer.

3. Meena are you ready?

4. When the bell rang the students ran out.

5. Jaipur the Pink City is in Rajasthan.

D. Apostrophes

Rewrite each sentence with the missing apostrophe.

1. This is Meenas bag.

2. I dont like tea.

3. The childrens room is upstairs.

4. Its raining outside.

5. We cant swim.

E. Quotation marks

Rewrite each sentence with quotation marks around the spoken words. (Double or single quotation marks are both correct.)

1. Ravi said, I am hungry.

2. Where are you going? asked Mother.

3. Priya said, Happy birthday!

Answer Key

A. Capital letters

1. Ravi lives in Jaipur.
2. We visit Kerala every December.
3. My teacher, Mrs Sharma, teaches English. (Mrs. Sharma is also correct)
4. On Monday I went to Delhi.
5. Diwali is a festival of lights.

B. Full stop, question mark or exclamation mark

1. ?
2. !
3. .
4. ?
5. !

C. Commas

1. I bought apples, mangoes and bananas. (or apples, mangoes, and bananas)
2. Yes, I know the answer.
3. Meena, are you ready?
4. When the bell rang, the students ran out.
5. Jaipur, the Pink City, is in Rajasthan.

D. Apostrophes

1. This is Meena's bag.
2. I don't like tea.
3. The children's room is upstairs.
4. It's raining outside.
5. We can't swim.

E. Quotation marks

1. Ravi said, "I am hungry."
2. "Where are you going?" asked Mother.
3. Priya said, "Happy birthday!"

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