

Punctuation
Book-I (Short Stories) Question No. 7 (B) Marks: 05
General Hints

1. Capitalize the start of each sentence, names of characters and places, the first letter of direct speech: You have completed the work. Norma, Hubert, Gorgios, McLeod, Mall. You said, "Are you coming today?"
2. Capitalize the abbreviations such as Mr. Mrs. Dr. Prof. etc
3. Capitalize the pronoun 'I' wherever it is positionalized in the sentence
4. Capitalize the attributes of Allah as "Seeing" "Knowing" "Merciful" and the pronouns "He, His, Him"
5. Identify direct speech and use double inverted commas.
6. Use a comma to separate reporting speech and reported speech, use comma for temporary pause, for the person addressed at the end of direct speech
7. Use comma after the following words: **In fact, Indeed, Therefore, However, In short, Moreover, For instance, As a matter of fact, Of Course, No Doubt**
8. Use **Period** at the end of a simple sentence, imperative sentence and indirect question You have done the assigned work. (Simple) ii) Open the door and bring a cup of tea. (Imperative) iii) I know why you cheated his brother. (Indirect Question)
9. Use exclamatory mark (!) to express surprise, Sorrow, Joy What a beautiful sight it is! Alas! He has failed in the test. Hurrah! We have won the match. (Interjection)

Button, Button

mr steward looked embarrassed i m afraid that i m not at liberty to tell you that he said however i assure you that the organization is of international scope

Solution: Mr. Steward looked embarrassed. "I'm afraid that I'm not at liberty to tell you that," he said. "However, I assure you, the organization is of international scope."

Dark They Were – and Golden-eyed

the towns empty but we find the native life in the hills sir dark people yellow eyes the martians very friendly we talked a bit not much they learn English fast

Solution: "The town's empty, but we find the native life in the hills, sir. Dark people. Yellow eyes. The Martians. Very friendly. We talked a bit, not much. They learn English fast."

The Piece of String

i was seen with the pocketbook who saw me mr manana the harness man saw you pick up the pocketbook

Solution: "I was seen with the pocketbook? Who saw me?" "Mr. Manana, the harness man saw you pick up the pocketbook."

The Reward

life is like a race jorkens went on in which they tire after a while and sit down or get interested in something else instead the man who keeps on wins the race

Solution: 'Life is like a race,' Jorkens went on, 'in which they tire after a while and sit down, or get interested in something else instead. The man who keeps on wins the race.'

The Gulistan of Sa'di

if they fail they are expected to bring the case before qazi to seek justice but in the present case the parents have agreed to get my bloodshed for the trash of this world

Solution: "If they fail they are expected to bring the case before Qazi to seek justice. But in the present case, the parents have agreed to get my bloodshed for the trash of this world."

A Mild Attack of Locusts

all the crops finished nothing left he said but the gongs were still beating the men still shouting and margaret asked why do you go on with it then

Solution: "All the crops finished. Nothing left," he said. But the gongs were still beating, the men still shouting and Margaret asked: "Why do you go on with it then?"

I Have a Dream

i have a dream that one day this nation will rise up and live out the true meaning of its creed we hold these truth to be self evident that all men are created equal

Solution: I have a dream that one day this nation will rise up and live out the true meaning of its creed: "We hold these truths to be self-evident that all men are created equal."

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