



## Let Us Write Correctly

In English we use some symbols or marks in writing. These marks help us to write correct English. Some common marks are **full stop**, **question mark** and **comma** etc.

- **Bobita** : This is my school. I love my school. I always go to school. The name of my school is Assam Jatiya Bidyalay.

In the above sentences we see a **full stop (.)** at the end of each sentence. The full stop (.) is used to end a sentence.

Now look at the sentences in the boxes below.

### A

1. *You are my friend*
2. *My parents love me*
3. *I also respect my parents*
4. *We are proud of  
our country*
5. *India won the Cricket  
World Cup in 2011*

### B

1. *You are my friend.*
2. *My parents love me.*
3. *I also respect my parents.*
4. *We are proud of our  
country.*
5. *India won the Cricket  
World Cup in 2011.*

In the box 'A' the sentences are incorrect. There is no **full stop (.)** at the end of each sentence. But in the box 'B' all the sentences are correct. Every sentence in box 'B' has a **full stop (.)** at the end of the sentence.



- Pabitra : What is your name ? Where do you study?  
Who is your class teacher ? How do you go to school ?

In the above sentences we see a question mark (?) at the end of each sentence. We use question mark (?) when we ask something, or when we ask a question.

Now look at the sentences used by Ms. Pallabi Deka in the classroom.

- Ms. Pallabi Deka : Who teaches you English, Bornil ? What is your father ?  
When will you complete your homework ? Why did you not come to school yesterday ?

In the above sentences Ms. Pallabi Deka asks Bornil questions. In all the sentences a question mark (?) is used at the end.

- Bimal : I read in class IV with Pranmoy, Ritul, Biplab and others. Ritul, Ashim and I always play together at school. We read English, Assamese and three other subjects.

In the above sentences we can see a comma (,) in each sentence. A comma (,) indicates a pause between parts of a sentence.

Now look at the following pairs of sentences.

1. I love playing football cricket and chess  
I love playing football, cricket and chess.
2. Delhi Mumbai Chennai etc. are some cities of India.  
Delhi, Mumbai, Chennai etc. are some cities of India.
3. Mango Banana and apple are my favourite fruits.  
Mango, Banana and apple are my favourite fruits.

In each pair above, the second sentence is correct. The second sentence of every pair uses a comma (,) between parts

In English we write certain letters in **capital** while others in small letters.

We use **capital letter** in many different words.



Look at the following sentences.

- (i) Bishnu Prasad Rabha is called 'Kalaguru'.
- (ii) I live in Guwahati.
- (iii) We have co-curricular classes on Saturday.
- (iv) We celebrate Bohag Bihu in April.
- (v) The Brahmaputra is a big river.
- (vi) We celebrate Durga Puja.
- (vii) My brother and I study in Assam Jatiya Bidyalay.

In each sentence above we see **capital letters** used with certain words.

In each sentence a **capital letter** is used to start a sentence.

- More examples :
1. They are students.
  2. The girls are dancing.
  3. He is our teacher.

In sentences (i), (ii), (iii) and (iv) above we have used **capital letters with the names**. The **first letter** of the names of person, place, week-days and months are always written in capital letters.

- More examples :
1. His name is Prachir.
  2. We went to Barpeta.
  3. I go to the temple on Monday.
  4. July is a hot month.

In sentence (v) we have used **capital letters with the name of the river**. The **first letter** of the names of oceans, mountains, hills etc. are always written in capital letters.

- More examples :
1. The largest ocean is the Pacific Ocean.
  2. The Himalayas are on the north of India.
  3. Kamakhya temple is in the Nilachal Hill.



In sentence (vi) we have used capital letter with the names of festivals. The first letters of the names of special days like Children's Day, Teachers Day, Mothers Day etc. are written in capital letters.

- More examples :
1. Diwali is a festival of light.
  2. We celebrate Magh Bihu in January.
  3. Our school observes Independence Day.

In sentence (vii) we see that we wrote the letter 'I' in capital. We write 'I' always in capital.

- More examples :
1. I am a good student.
  2. Biju and I play together.
  3. My brother and I go to school.



1. Read the following passage carefully :

This is our classroom. Mrs Pathak is our class teacher. She teaches us English. She lives at Chandmari. She loves us and teaches us with care. She tells us to read regularly. She tells us beautiful things. She says to us, "Students, do you know something? The Himalaya is the biggest mountain. Asia is the largest continent. We live in Assam." One day Mrs Pathak said to me, "Barnam, you tell me, which is the 3<sup>rd</sup> day of a week? Which month has 28 days?" I said, "Madam, Wednesday is the 3<sup>rd</sup> day of a week. February has 28 days." Madam was very happy and she said to me, "You are a good student and I think you will do good."

a) In the passage there are some words which begin with capital letters. Find the words and put them in the correct box.

Name of persons

Name of  
mountain/hill/place

Name of  
months/days

Others

2. Read the following passage and use capital letters, comma, and full stop wherever necessary.

bob is a boy he lives in mumbai his mother's name is violina saikia bob has one sister she is reba bob was born in january and reba was born in april bob and reba both love their mother they also love their father reba has three friends they are bobita beli and robina

3. Read the following sentences and put capital letters, comma, full stop, question mark wherever required. One is done for you.

dispur is the capital of Assam.

Ans : Dispur is the capital of Assam.

- a) who is your class teacher
- b) elephant is a big strong and beautiful animal
- c) i love my mother
- d) we love to play football tennis and chess
- e) where is your school