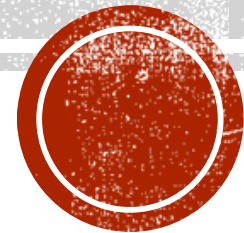


PUNCTUATION

Punctuation Meaning-

The marks, such as full stop, comma, brackets and any other conventional sign, used in writing to separate sentences & their elements to clarify meaning.



UPPERCASE / CAPITAL LETTER

1. The first letter of a sentence-

1. The people of Britain are fond of having tea.
2. They came, sat down and had dinner.
3. Labonno will try to tone down the gravity of the conflict.

2. The first letter of month, day, week and holiday-

1. In January, the day after the Returning Day of Bangabandhu, Md. Asif died.
2. On the last Saturday afternoon in December, the day before the Intellectual Martyr Day, my boss was having a barbecue for all the employees.
3. He came to meet me on Tuesday in March, 2019.

3. The First Letter of the Direct Quotation-

1. The teacher said, "They are cousins."
2. Sunoy said, "She is not responsible for the accident."
3. The finance minister declared, "We are signing with USA soon."



UPPERCASE / CAPITAL LETTER

4. Proper Noun and the Pronoun "I"-

1. Maisa and I are not responsible for doing that.
2. Last year, I visited Paris.
3. They like Mexican food very much.

5. Name of a company, but use lowercase in writing types of product-

1. I want to buy a Samsung computer. (Samsung is a name of company but computer is a type of product).
2. I am thinking of taking Fresh drinking water.
3. Sumi wants to buy a Mac computer.

Don't-

- However, **don't use capitalization in the first letter of a season-**

1. Most people feel light-bodied in the spring.
2. If winter comes, can spring be far behind?-Ode by Wordsworth
3. The autumn is one of my favourite seasons.



UPPERCASE / CAPITAL LETTER

6. Use capital letter in all words if you write the name of an organization-

1. I studied in Nazmul Haque High School .(but Nippon radio)
2. He had a training program at Samsung Training Centre.(but Samsung television)
3. She was at Saifur's Training School.

7. First letter of the Name of associations , unions, clubs, political groups, religions etc.-

1. The Real Madrid Club has won many tournaments last year.
2. The US has the largest share of contribution in the United Nation Organization.
3. This conflict will be settled by International Football Association.

8. Name of Specific Course-

1. The university offers English Literature and ELT every year.
2. He didn't take Applied Linguistics this semester.
3. This university will offer Socio-linguistics this year.

However, use lowercase if name of the course is not certain-

1. The university offers many psychology courses.
2. Do you know any expert in applied linguistics courses?
3. The teacher teaches plenty of semantics courses.



UPPERCASE / CAPITAL LETTER

9. Name of nation and language-

1. His Polish accent is highly appreciated.
2. The British people want BREXIT.
3. The American books are very expensive.

10. Name of Historical Events/ Historical Period-

1. Geoffrey Chaucer wrote many pieces of poem in Middle English Period.
2. The Elizabethan Period was named after queen Elizabeth.
3. Many labourers died in Savar Tragedy.

11. Use capital letter to indicate Geographical location-

1. He lives in the East of the country.
2. The West of the room has nicely been decorated.
3. The South of the country has the natural beauty.

12. Use lowercase to indicate direction –

Go south, then turn north and then, turn south again.



Thank
you

