

Punctuations And Their Types With Examples

Definition

Punctuation marks perform the function of stops ,short and long pauses ,stresses ,sudden and strong feeling ; with the help of punctuation marks , the reader understand the sense and the meaning of the written work ; without punctuation marks ,it is difficult to understand of written work.

Types

1). Full stop /period (.)

2). Comma (,)

3). Semi-colon (;)

4). Colon (:)

5). Question mark (?)

6).exclamatory mark (!)

7). Apostrophe (')

8). Dash (-)

9).Hyphen (-)

10). Slash (/)

11)stress mark (')

12). Parentheses ()

1). Full stop /period: Use of full stop /period at the end of assertive /declarative sentences.

Examples:

| | |
|-----------------------|-----------------------|
| They play .hockey. | وہ ہاکی کھیلتے ہیں۔ |
| He is not a good boy. | وہ اچھا لڑکا نہیں ہے۔ |
| You are nice person. | تم اچھے شخص ہو۔ |

Use of Full stop /period at the end of imperative sentences.

Examples:

| | |
|------------------|--------------------|
| Help the poor. | غریبوں کی مدد کرو۔ |
| Be brave. | بہادر بنو۔ |
| Don't be a baby. | بچہ مت بنو۔ |

2). Comma(,): In some places , commas are necessary and in some places ,not necessary but in some places they are optional, use it or not.

Examples:

| | |
|------------------------------------|-------------------------------------|
| Ahmad , come here. | احمد، یہاں آؤ۔ |
| Allah , show us the right path. | اللہ، ہمیں سیدھا راستہ دکھائے۔ |
| I met Ali , Asif , Ahmad and Sami. | میں علی، آصف، احمد اور سمیع سے ملا۔ |

3). Semi-colon(;) : Semi-colon is defined as weak full stop and a strong comma. Semi-colon indicate a longer pause then comma does.

Examples:

| | |
|---|---|
| He did not work hard; so he failed. | اس نے سخت محنت نہیں کی؛ اس لیے وہ فیل ہو گیا۔ |
| He is an intelligent person; he does not take interest in his work. | وہ ذہین شخص ہے؛ وہ اپنے کام میں دلچسپی نہیں لیتا۔ |
| Their rooms are dirty ; their court yard are clean. | ان کے کمرے گندے ہیں؛ ان کا صحن صاف ہے۔ |

4). Colon(:) : Colon indicates a strong break in a sentences and used in writing to introduce an explanation /definition , an example , a question of items.

Examples:

| | |
|---|--|
| He said: All that glitters is not gold. | اس نے کہا: ہر چمکتی ہوئی چیز سونا نہیں ہوتی۔ |
| All steel : 20 year guarantee. | سب سٹیل کی: 20 سال کی گارنٹی ہے۔ |
| One of his saying is : do good , have good. | ان کا ایک قول ہے: اچھا کرو، اچھا کرو۔ |

5). Apostrophe('): The sign (') , which comes over the lines and over the concerned letters ,is used to indicate plural and possessive forms of words and indicate missing letters and digits.

Examples:

| | |
|---------------------------------|--|
| He is Ilyas's son. | وہ الیاس کا بیٹا ہے۔ |
| This is Ali and Nadir's house. | یہ علی اور نادر کا گھر ہے۔ |
| He has taken his father's bike. | اس نے اپنے والد کی موٹر سائیکل لے لی ہے۔ |



6). Question mark(?): It is used at the end of interrogative sentences is called the question marks.

Examples:

| | |
|-------------------------|---------------------------|
| Where are you going? | تم کہاں جا رہے ہو؟ |
| Have you got the money? | کیا آپ کو پیسہ مل گیا ہے؟ |
| Where is he from? | وہ کہاں سے ہے؟ |

7). Exclamation mark(!): The sign which comes at the end of the sentences which express sudden and strong feeling of anger , surprise or joy ,is called the exclamation mark.

Examples:

| | |
|--------------------------------|-----------------------------|
| Alas ! We have lost the match. | افسوس ! ہم میچ ہار گئے ہیں۔ |
| May you live ling! | جیو ہزاروں سال! |
| May it rain today! | آج بارش ہو سکتی ہے! |

8).Dash(-): Dashes are used informally instead of colon ,semi-colon , a full stop or commas to express a pause in the continuity of thought in sentence or shift of flow in sentence.

Examples:

| | |
|--|---|
| Mr. Bilal – who is a professor–is teaching us. | مسٹر بلال – جو پروفیسر ہے – ہمیں پڑھاتا ہے۔ |
| He said–”come here”. | اس نے کہا– یہاں آؤ۔ |
| He was singing – she was laughing at him. | وہ گارہا تھا– وہ اس پر ہنس رہی تھی۔ |

9).Hyphen(-):A short line (-) which is used to join or divide a word or two words is called hyphen. It is also used to separate syllables.

Examples:

| | |
|-------------------------------|-------------------------|
| Father-in-law | سسر |
| Step-mother | سوتیلی ماں |
| Clean-shaven or clean shaven. | کلین شیون یا کلین شیون۔ |

10).Slash (/): This sign is used to separate the alternative words or terms in written English .

Examples:

| | |
|------------------------------------|------------------------------|
| The term was 1972/ 73. | مدت 1972/ 73 تھی۔ |
| School is off on Friday/ Saturday. | سکول جمعہ / ہفتہ کو چھٹی ہے۔ |
| Autumn is beautiful / summer. | خزاں خوبصورت / گرم ہے۔ |

11).Stress mark(‘) :This sign come before but over the word which the writer wants the reader to read it with stress/force.

Examples:

| | |
|-------------------------|-------------------------|
| I ‘will go to my home . | میں گھر جاؤں گا۔ |
| I ‘do like him. | میں اُسے پسند کرتا ہوں۔ |
| ‘Do bring your pen. | ‘اپنا پن لاؤ۔ |

12). Parentheses ()): The sign () , which is used to separate unnecessary things in a sentence is called parentheses.

Examples:

| | |
|--|--|
| He is the man (who/ whom/ that) I met yesterday. | یہ وہ آدمی ہے (کون/ جو/ کہ) جس میں کل ملا۔ |
| He will come within twenty (20) minutes. | وہ بیس (20) منٹ میں آجائے گا۔ |
| He is older than I (am). | وہ مجھ سے بڑا ہے۔ |