

Use of Apostrophe Comma, colon, semicolon, are the signs known as Punctuation Marks. They are very helpful in understanding the meaning of a sentence or they make the paragraphs meaningful.

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## COMMA (,)

There are different uses of the comma

- *It is used to separate independent clauses.*
- *We use a comma after the introductory phrase or clause.*
- *To separate the list of different items we use it. For example*

You want a pen, pencil, and paper.

Tahir, Mahnoor, Aasha, and Sara all went together.

I like Badminton, Hockey, action movies, Ludo, and playing cards.

- *A comma is also used when we write the name of a place in parts such as*

Lahore, Pakistan.

Tulamba, Punjab, Pakistan.

Jeddah, Saudia Arabia.

- *Comma also comes after “yes or no” or before please and thanks.*

“Would you like apples?” Yes, Please.

“Would you like tea?” No, thank you.

“Could you pass me the jam?” Yes, Please.

- *We can also put a comma after and before the name of a person.*

Goodbye, Usama.

Tahir, Please come here!

## Colon (:)

- *Among the two clauses we use a colon when the second clause is explaining the first one.*

- *When we are writing a play script we use a colon. Such as*

She has little money to spend: her salary is very low.

- *It is also used to separate the hours from minutes. Such as 12:22 Am*
- *While writing things in the form of a list. Such as*

This book contains Knowledge, Experience, inspiration, etc.

[caption id="attachment\_3664" align="aligncenter" width="960"] Use of Colon[/caption]

## Semicolon (;)

- *The semicolon is used to separate those two independent clauses that are closely related to thoughts.*
- *In lists, it is also used with comma. Such as*

This shopping mall contains fruits and vegetables on the first floor; Garments on the 2<sup>nd</sup> floor; and cosmetics, jewelry, and tuck shop on the third floor.

[caption id="attachment\_3665" align="aligncenter" width="960"] Why we use Apostrophe? Punctuation Marks.[/caption]

## The apostrophe (')

*We use an apostrophe only for two purposes.*

*First one is to show possession and second to show the omission of numbers or letters such as*

Nisha's car is amazing.

Do not (Don't).