

Class :IX

PUNCTUATION

- **Capital letters-** Capital letters are used to start names, titles, places, days of week, months, holidays, special days, languages, religions, nations, books, films (No capital letters for the seasons)
- **Full Stop(.)** Full stop is used at the end of every statement(assertive), imperative sentences and abbreviations.(The full stop is not generally used if the abbreviation ends with the same letter e.g. Dr(Doctor).)
- **Interrogatory or Question Mark(?)** :- It is used at the end of interrogative sentence.
- **Exclamation Mark:- (!)** :-It is used after a word or a group of words to show strong feelings.
- **Comma (,):-** It is used –Where a pause is needed, to separate parts of a list, to separate explanations, to separate words such as yes, no, thanks you, etc., to separate question tag from the rest of the sentence. ,to separate names of the person spoken to.
- **Quotation marks or Inverted Comma(“.”)** :- These are used for words actually spoken and for the extracts of a book. These are also used for the title of plays magazines, and newspapers.
- **Apostrophic(')** :- It is used to show possessions. It is also used in contractions.(Possession, Pronouns like his, her, its, yours, ours and theirs don't use apostrophc)
- **Dash(___)** :- **It is used to introduce a comment or explanation.**
- **Hyphen :- (-)** **It** is used to introduce compound words. E.g. twenty – two, forty-five, co-education, etc.If a word is too long to fit at the end of a line, it can be divided by a hyphen.
- **Brackets or Paranthesis ()** :-These are used for adding extra information.
- **Colon (:)** :- It can be used to introduce a list, a comment or explanation.
- **Semi-colon (;)** :-It may be used to separate the main parts of a long sentence.
- **Slash or oblique (/)**:- It is generally used between alternatives, in fraction and ratios or between separate elementary of a text.
- **Ellipses(...)**:- It indicates an omission. It means leaving out words rather than repeating them unnecessarily.

NOTICE – WRITING

Notice:- A notice provides information regarding an important event that is about to happen or that has happened . It is displayed publicly to give information for others to know and follow

Rules for Notice –writing:-

- The notice must be put in a box .
- The language of the notice should be impersonal. Don't use first person (I) and second person (you).
- The notice must contain complete information.
- The word limit of 50 words must be kept.
- Write name of issuing authority in capital letters.
- It must have name and designation of person who issues the notice.

Specimen format of Notice Writing

(Name of issuing authority) Notice
Dt:..
(Subject of the notice)
(Body – date/ venue/time of the event----Information to be conveyed with essential details.)
(Name of the person)
(Designation)

Examples:- (1).

You have been asked to inform the students of class IX to XII about an inter-school Debate competition on 'Alien can Invade the Earth' Draft a notice in 50 words to be on the school notice board with all necessary details.

PUBLIC SCHOOL JAMMU NOTICE
22.04.2020
INTER- SCHOOL DEBATE COMPETITION
All the students of class IX to XII are informed that an Inter-school Debate competition on the topic 'Alien Can Invade the Earth'. Will be held on 30 th of this month in school auditorium. Those who are willing to participate should contact the undersigned before 26 th of this month.
XYZ Secretary Cultural Club.

Examples:- (2).

Write a notice for the school notice board inviting volunteers for rendering their service in Disaster Management cell of the school to help the COVID-19 victims. Write a notice in not more than 50 words.

ABC SCHOOL
JAMMU

NOTICE

10 May, 2020

INVITING VOLUNTEERS

The recent Covid-19 has resulted in a great loss of life and property. It becomes the moral duty of each one of us to help the needy . The Disaster Management Cell of the school invites volunteers to render their service in this noble cause. All those willing to help are requested to contact the undersigned .

XYZ
Secretary.

Activity :- 1. Reuse of Plastic/paper waste available at home.

2. Slogan writing/poster making on the theme “COVID-19” and making a video of the activity.

E- books of Class 9th

<http://jkbose.ac.in/>

DisplayInformation.aspx?id=108