



<b>Name of the Bundle</b>	Advanced Bundle V2	<b>Subject</b>	Communicative English & Soft Skills
<b>Topic</b>	Punctuations	<b>Last updated on</b>	27 February 2024

## Multiple choice Question on Punctuations:

Choose the correct option for each question.

1. Punctuation is a system of symbols that we use when \_\_\_\_\_ a language.
  - a. speaking
  - b. writing
  - c. hearing
  - d. listening

**Ans: b. writing**

**Explanation:** Punctuation is a system of symbols that we use when writing a language. It involves the use of marks such as commas, period, and others to convey meaning and structure in the written communication.

2. Which one is the symbol of a colon?

- a. :
- b. ;
- c. -
- d. !

**Ans: a. :**

**Explanation:** Colons are used for introducing lists, explanations, or quotations, and separating time, ratios, or title and subtitle in writing. They add clarity and organization to the text.



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3. The “[ ]” symbols are called \_\_\_\_\_.

- a. Dash
- b. Hashtag
- c. Brackets
- d. Full stop

**Ans: c. Brackets**

**Explanation:** The “[ ]” symbols are called brackets, specifically square brackets. Brackets are used in writing and mathematics. In writing, they are often used to include additional information. Square brackets often serve the purpose to make text clearer or to note modifications in quotation.

4. Choose the correct punctuation of the following questions.

Ram’s house was made of bricks; all other places were built of mud.

- a. Comma
- b. Semicolon
- c. Question mark
- d. Colon

**Ans: b. Semicolon**

**Explanation:** In this sentence, a semicolon is used to connect two closely related independent clauses. The semicolon indicates a stronger separation than a comma but not as strong as a full stop (period). The semicolon is appropriate here because both clauses are independent and related in meaning.



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5. Choose the correct punctuation of the following questions.

I want to buy these things: a pen, a pencil, and a book.

- a. Comma and colon
- b. Semicolon and comma
- c. Brackets and semicolon
- d. Question mark and colon

**Ans: a. Comma and colon**

**Explanation:** In this sentence, a colon is used to introduce a list of items that elaborates on or explains the preceding statement. The items following the colon provide more details about what "these things" are that the speaker wants to buy with the use of commas.

6. Which of the following is considered less crucial or less emphasized in punctuation?

- a. Creates clarity
- b. The right kind of expression
- c. Where to start and finish a sentence
- d. Improves speed of reading and writing

**Ans: d. Improves speed of reading and writing**

**Explanation:** Punctuation is essential for creating clarity, expressing the right kind of meaning, and indicating where to start and finish a sentence. While it does contribute to the overall speed and efficiency of reading and writing, its primary roles are to convey meaning and structure in written language.



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7. We can use a \_\_\_\_\_ to introduce a pause in a sentence

- a. comma
- b. period
- c. dash
- d. semicolon

**Ans: a. Comma**

**Explanation:** A comma is a punctuation mark that is used to introduce a pause within a sentence. It's also used to separate ideas or elements within the structure of a sentence.

8. Choose the correct punctuation of the following sentence.

"Ram's brother is a Doctor."

- a. Exclamation
- b. Semicolon
- c. Apostrophe
- d. Question mark

**Ans: c. Apostrophe**

**Explanation:** The sentence is correctly punctuated with an apostrophe in "Ram's," indicating possession. None of the other punctuation marks (exclamation, semicolon, or colon) are needed in this context.



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9. Which of the following sentences has the correct punctuation marks?

- a. The bridge was inaugurated by the C.M...
- b. The bridge was inaugurated by the c.m.
- c. The bridge was inaugurated by the CM
- d. The bridge was inaugurated by the C.M.

**Ans: d. The bridge was inaugurated by the C.M.**

**Explanation:** Option (d) features proper capitalization, a period at the end of the sentence, and correct abbreviation punctuation for "C.M."

10. Which of these is not a punctuation mark?

- a. Full stop
- b. Comma
- c. Colon
- d. Hashtag

**Ans: d. Hashtag**

**Explanation:** The main punctuation marks are full stop, comma, colon, semicolon, question mark, exclamation mark, hyphen, dash, brackets, apostrophe. Hashtag isn't a punctuation mark. It is a symbol used in social networks, and it has no relevance in English Grammar.



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11. Which of these is used to separate short coordinate clauses of a compound sentence?

- a. Semicolon
- b. Comma
- c. Full stop
- d. Colon

**Ans: b. Comma**

**Explanation:** The comma is used to separate short coordinate clauses of a compound sentence. For example, "She came, she stooped, she conquered."

12. Choose the correct punctuation of the following sentence:

Alas ! Hurrah ! oh !

- a. Exclamation
- b. Semicolon
- c. Apostrophe
- d. colon

**Ans: a. Exclamation**

**Explanation:** The words "Alas," "Hurrah," and "Oh" are all examples of interjections expressing strong emotions, surprise, or excitement. In punctuation, these are followed by an exclamation mark to convey the emotional tone. Therefore, the correct punctuation for the given expressions is an exclamation mark.



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13. What are the symbols used in the system of signs or symbols called?

- a. Punctual
- b. Punctuations
- c. Punctuation marks
- d. Parentheses

**Ans: c. Punctuation marks**

**Explanation:** The symbols used in the system of signs or symbols are called punctuation marks. They are essential elements in written language, serving to clarify meaning, indicate pauses, and organize the structure of sentences.

14. Choose the correct example of punctuation marks?

- a. commas and full stops
- b. dollar and pound signs
- c. plus and minus signs
- d. numbers and alphabets

**Ans: a. commas and full stops**

**Explanation:** Commas and full stops are important for pausing, listing, and ending sentences in writing. Dollar and pound signs represent money, and plus and minus signs are used for math, not as punctuation. Numbers and alphabets are basic components of written language, but they are not punctuation marks.



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15. "Full stop" is also called a \_\_\_\_\_.

- a. period
- b. endings
- c. points
- d. starting

**Ans: a. period**

**Explanation:** A "full stop" is also known as a period. In written English, a period is used at the end of a sentence to show a complete thought or to separate abbreviations. In British English, it's often called a full stop.

16. Which CANNOT come at the end of a sentence?

- a. Period
- b. Colon
- c. An exclamation mark
- d. Full stop

**Ans: b. Colon**

**Explanation:** A colon usually can't end a sentence. It's used to introduce a list, explanation, or quotation, not as a final punctuation mark. Instead, use periods, exclamation marks, or question marks to end sentences.

17. You must put a space \_\_\_\_\_ every comma in a sentence.

- a. before
- b. around
- c. after
- d. front and back

**Ans: c. after**

**Explanation:** Adding a space after a comma enhances readability by visually separating sentence elements, adhering to standard punctuation conventions.





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18. What is the punctuation mark that indicates a question called?

- a. Question tag
- b. Question mark
- c. Question sign
- d. Question symbol

**Ans: b. Question mark**

**Explanation:** It is used at the end of a sentence to denote a direct question. The question mark signals to readers that the sentence is interrogative and prompts a response or a contemplation.

19. Which can be used to express strong feelings in written English?

- a. an exclamation mark
- b. quotation mark
- c. backslash
- d. hashtag

**Ans: a. an exclamation mark**

**Explanation:** An exclamation mark shows strong feelings or emphasis in writing, placed at the end of a sentence for excitement, surprise, or urgency. It conveys tone and intensity effectively. Quotation marks, backslashes, and hashtags serve different purposes and don't express the same emotional emphasis.



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20. Choose the correct option with correct punctuation.

- a. The girl's bag
- b. the girls bag
- c. The girls bag
- d. the Girls Bag

**Ans: a. The girl's bag**

**Explanation:** In the given options, the apostrophe is used correctly to indicate possession. The apostrophe followed by the letter 's' ('s) indicates that the bag belongs to the girl. The other options either lack the apostrophe or use it incorrectly.

21. Quotation marks are put \_\_\_\_\_ the words being quoted.

- a. before
- b. after
- c. before and after
- d. middle

**Ans: c. before and after**

**Explanation:** Quotation marks go around quoted words, marking the start and end of the quoted text. They help readers identify the exact words spoken or written by someone else in a sentence.



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22. In British English, ( ) are called "round brackets", but in American English they're often called \_\_\_\_\_.

- a. round braces
- b. square brackets
- c. parentheses
- d. rectangle brackets

**Ans: c. parentheses**

**Explanation:** In British English, these brackets ( ) are commonly referred to as "round brackets." However, in American English, they are often called "parentheses".

23. Choose the correct statement:

- a. I met a beautiful, European woman.
- b. I met a beautiful European woman.
- c. I met a beautiful European, woman.
- d. I met a beautiful, European, woman.

**Ans: b. I met a beautiful European woman.**

**Explanation:**

In the given option (b), there are no unnecessary commas that disrupt the flow of the sentence. The absence of commas between "beautiful" and "European" indicates that the adjective "beautiful" directly modifies the noun "European woman." This makes the sentence grammatically correct and maintains clarity in expressing that the woman is both beautiful and European.



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24. Choose the correct option.

- a. The manager said, "You are late again."
- b. The manager said, you are late again.
- c. The manager said, "You are late again"
- d. the manager Said, "you are late again".

**Ans: a. The manager said, "You are late again."**

**Explanation:** In this option (a), the quotation marks are used correctly to indicate direct speech. The opening quotation mark ("You") signals the beginning of the spoken words, and the closing quotation mark ("late again.") denotes the end of the quoted sentence with period.

25. What is the purpose of brackets in a sentence?

- a. To indicate a quotation
- b. To enclose additional information
- c. To separate items in a list
- d. To show possession

**Ans: b. To enclose additional information**

**Explanation:** Brackets are used to include supplementary details or explanations within a sentence. This allows the writer to add information without altering the original context. They are commonly employed to clarify or provide extra context for the reader without changing the grammatical structure of the main sentence.



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26. Choose the correct option with accurate punctuation.

- a. I have bought beans, carrots and onions.
- b. I have bought beans and carrots and onions
- c. I have bought, beans, carrots, onions,
- d. I have bought bean's, carrot's, onion's

**Ans: a. I have bought beans, carrots and onions.**

**Explanation:** The list has "beans," "carrots" and "onions," separated by commas. The last item is preceded by "and," following standard English punctuation. This use of the serial comma helps clarify each element in the list, making the sentence grammatically correct and clear.

27. What is the purpose of a hyphen in a word?

- a. To indicate possession
- b. To join two words together
- c. To end a sentence
- d. To separate items in a list

**Ans: b. To join two words together**

**Explanation:** Hyphens are used to connect words to form a compound word or to link syllables in a single word. This helps create a unified meaning or to indicate that the words are closely related. For example, "well-known," "high-quality," and "self-esteem" are instances where hyphens join two words to convey a specific meaning.



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28. Choose the correct option with accurate punctuation.

- a. Mac, what are you doing here?
- b. Mac what are you doing here?
- c. Mac, what are you doing here
- d. Mac what are you doing here

**Ans: a. Mac, what are you doing here?**

**Explanation:** Commas are correctly placed after "Mac" in the given option, adhering to standard punctuation rules for addressing someone directly and introducing a question.

29. Which punctuation mark is used to introduce a list or an explanation?

- a. Comma
- b. Semicolon
- c. Colon
- d. Dash

**Ans: c. Colon**

**Explanation:** The symbol for a colon is : It is a punctuation mark consisting of two dots arranged vertically, often used to introduce a list or explanation.

30. What is the purpose of an apostrophe in a word?

- a. Indicate possession
- b. Separate items in a list
- c. End a sentence
- d. Join two words together

**Ans: a. Indicate possession**

**Explanation:** Apostrophes indicate possession in words, denoting ownership or association with the noun they modify. In examples like "The cat's tail," the apostrophe before the "s" shows the tail belonging to one cat. In "The cats' tails," the apostrophe after the "s" signifies ownership by multiple cats.



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31. What is the purpose of quotation marks?

- a. To indicate possession
- b. To enclose direct speech
- c. To join words together
- d. To separate items in a list

**Ans b. To enclose direct speech**

**Explanation:** When used before and after a set of words, quotation marks indicate that the enclosed text represents the exact words spoken by someone or a direct quotation from another source. For example: She said, "Hello," or The article stated, "The experiment was successful."

32. Select the correctly punctuated sentence.

- a. What, You still haven't submitted your assignment?
- b. What You still havent submitted your assignment?
- c. What? You still haven't submitted your assignment?
- d. What You still haven't submitted your assignment?

**Ans: c. What? You still haven't submitted your assignment?**

**Explanation:** Option C is correctly punctuated with a question mark after "What," indicating an interrogation, and an exclamation mark for emphasis on surprise or disbelief. The sentence is well-capitalized and grammatically sound.



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33. In the sentence, "I enjoy reading books, playing the piano, and going for a walk." Which punctuation mark separates the activities?

- a. Comma
- b. Semicolon
- c. Colon
- d. Period

**Ans: a. Comma**

**Explanation:** In the sentence, "I enjoy reading books, playing the piano and going for a walk," the punctuation mark that separates the activities is comma. Commas are used in a series to separate items or activities, making it clear that each item is distinct.

34. What does an ellipsis (...) indicate in a sentence?

- a. A pause
- b. Omission of words
- c. The end of a sentence
- d. A strong emphasis

**Ans: b. Omission of words**

**Explanation:** An ellipsis (...) in a sentence signals the omission of words, creating a sense of trailing off or hesitation in informal writing and indicating that more information is left out but still part of the original context.





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35. Choose the correct option with suitable punctuations.

- In law school, you will study contracts, property, torts and legal processes.
- In law school; you will study contracts, properties, torts, and legal processes
- In law school, you will study: contracts, property, torts and legal processes.
- In law school, you will study, contracts, property, torts, legal processes.

**Ans: a. In law school, you will study contracts, properties, torts, and legal processes.**

**Explanation:** The option (a) uses commas to properly separate the items in the list ("contracts," "property," "torts" and "legal process").

36. Select the correctly punctuated sentence.

- Yes; I like to have, some more muffins.
- Yes, I like to have some more muffins.
- Yes I like to have some more muffins.
- Yes i like to have some more muffins.

**Ans: b. Yes, I like to have some more muffins.**

**Explanation:** This option uses the correct punctuation by placing a comma after "Yes" to separate it from the rest of the sentence. Additionally, it does not include unnecessary commas within the phrase "some more muffins," resulting in a grammatically correct and well-punctuated sentence.



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37. Which sentence should end in a question mark (?)?

- a. Zoinks, that was a big monster
- b. Where are my glasses
- c. The darkness is kind of spooky
- d. I can't believe we didn't catch him

**Ans: b. Where are my glasses**

**Explanation:** Option (b) correctly uses a question mark at the end of "Where are my glasses?" to signify the interrogative nature of the sentence.

38. Which sentence should end in an exclamation point (!)?

- a. How should we trap the ghost
- b. Where's the Mystery Machine
- c. I'm so scared that my knees are shaking
- d. Can I have a Scooby Snack

**Ans: c. I'm so scared that my knees are shaking**

**Explanation:** An exclamation point is used to convey strong emotion or exclamatory statements. In option (c), "I'm so scared that my knees are shaking!" expresses a strong emotional state (fear), making it appropriate for an exclamation point to emphasize the intensity of the feeling.

39. Choose the correct option

- a. Bombay is bigger than Chennai.
- b. Bombay is bigger than chennai.
- c. bombay is bigger than Chennai.
- d. bombay is bigger than chennai.

**Ans: a. Bombay is bigger than Chennai.**

**Explanation:**

The names of cities should be capitalized, so "Bombay" and "Chennai" should start with capital letters.

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40. Choose the correct punctuation for the following sentence:

- a. Despite her busy schedule, she managed to find time for her hobbies.
- b. Despite, her busy schedule, she managed to find time for her hobbies.
- c. Despite her busy schedule; she managed to find time for her hobbies.
- d. Despite her busy schedule she managed to find time for her hobbies.

**Ans: a. Despite her busy schedule, she managed to find time for her hobbies.**

**Explanation:**

In this sentence, a comma is used correctly after "schedule" to indicate a pause and separate the introductory phrase "Despite her busy schedule" from the main clause. The comma helps clarify the structure of the sentence and makes it grammatically correct.

41. Which punctuation mark is used to end a declarative sentence?

- a. Period (.)
- b. Comma (,)
- c. Question mark (?)
- d. Exclamation mark (!)

**Ans: a. Period(.)**

**Explanation:** A period is the punctuation mark used to end a declarative sentence. A declarative sentence is a statement that expresses a fact, opinion, or idea. When writing such sentences, you conclude them with a period to indicate that the thought is complete.



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42. In a sentence, where should a comma be placed in a list of items?

- Before the first item
- After the last item
- Before and after each item
- Only before the last item

**Ans: c. Before and after each item**

**Explanation:** In a list of items within a sentence, a comma is generally placed before and after each item to separate and clarify the individual elements. This practice is known as the use of serial commas or Oxford commas. Here's an example: "Please bring a pen, a notebook, and a calculator."

43. What does an apostrophe (') indicate in a contraction?

- Possession
- Omission of letters
- A pause
- Connection of words

**Ans: b. Omission of letters**

**Explanation:** In a contraction, an apostrophe is used to indicate the omission of one or more letters from a word. Contractions are shortened forms of words or combinations of words where certain letters are dropped and replaced by an apostrophe to create a more concise expression. For example:

- "can not" becomes "can't" (omission of the 'n').
- "do not" becomes "don't" (omission of the 'o').



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44. Which of the following sentences uses punctuation correctly?

- a. She went to the store but forgot to buy bread and eggs and milk
- b. The cat is orange, white and black
- c. John said, "I'll be there at 3 pm".
- d. It's a beautiful day

**Ans: c. John said, "I'll be there at 3 pm".**

**Explanation:** All the other sentences lack proper punctuation to separate items in the list and a period. But in the option (c), The comma is used to set off the direct quotation within the sentence.