

4. The verb in the sentence will give you a clue as to which tense should be used.
5. When changing positive statements to the negative form, the following changes may need to be done.

Positive	Negative
already	yet
somebody	anybody
something	anything
some	any

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1. Punctuation is used to express the intended meaning of a sentence in written English.
2. We use punctuation marks in spoken English to show the pauses and intonation when reading aloud.
3. We use capital letters:

- for the first letter of a sentence

Examples:

- (a) My father reads the newspaper every morning.
- (b) The procession will be held next week.

- for the first letter of proper nouns

Examples:

- (a) Angeline and Lily are going to Pulau Langkawi.
- (b) Mount Fuji is the most famous volcano in Japan.

- for the pronoun 'I'

Examples:

- (a) I stayed at my cousin's house last night.
- (b) Can I join you for lunch tomorrow?

4. We use a full stop:

- to mark the end of a sentence

Examples:

- (a) The sky today is rather cloudy.
- (b) There were many patients at the clinic.

- for abbreviations

Examples:

- (a) J. R. R. Tolkien is the author of *The Lord of the Rings*.
- (b) My cousin will be studying in the U.K. for three years.
- (c) Prof. Henry Goldberg will be a guest speaker at the conference.

5. We use a question mark at the end of a question.

Examples:

- (a) When is the concert going to start?
- (b) Can I leave a message for Anne?

6. We use the comma to separate items in a list.

Examples:

- (a) To bake the pie, we need some flour, apples, sugar and two eggs.
- (b) Can you get me a packet of almonds, some sugar and a carton of milk from the supermarket?

7. We use an exclamation mark to show strong feelings such as surprise, joy, pain and anger.

Examples:

- (a) Be quiet! I am trying to sleep.
- (b) Ouch! You stepped on my toe.
- (c) Help! Help! I've been robbed.
- (d) Hooray! We won the tournament.

8. We use the apostrophe:

- in contractions

Examples:

- (a) She hasn't finished her assignment.
- (b) I'm not going to the party tonight.

- to show possession

Examples

- (a) Kok Seng's mother is a nurse.
- (b) Those are Lilian's new pair of shoes.

