

Punctuation(Degree+Hons)

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একে বাংলায় বলে যতিচিহ্ন বা বিরামচিহ্ন। বাংলা ভাষায় ঈশ্বরচন্দ্র বিদ্যাসাগর সর্বপ্রথম যতিচিহ্ন ব্যবহার করেন। কয়েকটি উল্লেখযোগ্য

Punctuation.

1. Full stop/period	-	(.)
2. Apostrophe	-	(')
3. Comma	-	(,)
4. Colon	-	(:)
5. Question mark	-	(?)
6. Semi-colon	-	(;)
7. Exclamation mark	-	(!)
8. Colon dash	-	(:-)
9. Bracket/Paranthesis	-	()
10. Inverted Comma	-	(" ")
11. Hyphen	-	(-)

Capital Letter এর ব্যবহার

1. God/Allah/Bhagawan/Jesus Christ (যিশু খ্রিষ্ট) অর্থাৎ সৃষ্টিকর্তার নামের ১ম অক্ষরটি সবসময় **Capital Letter** হয়। এক্ষেত্রে **him / his** না হয়ে বসে **Him / His** বসে।

উদাহরণ :- a) allah is kind we should pray to him. Ans: Allah is kind. We should pray to Him.

2. বাক্যের ১ম শব্দের ১ম অক্ষর সবসময় Capital Letter হয়।

উদাহরণ : a) rabby is a good boy. Ans: Rabby is a good boy.

3. Proper Noun সবসময় Capital হয়। Dhaka, Karim, Habiganj, Surma, Chowdhury Bazar, Titanic

উদাহরণ : dhaka is a big city. Ans: Dhaka is a big city.

4. নির্দিষ্ট ব্যক্তির নাম, দেশ, জায়গা, জাহাজ, ট্রেন, ব্যাংক, শিক্ষাপ্রতিষ্ঠান, ব্যবসা প্রতিষ্ঠান ইত্যাদি নামের প্রতিটি অংশের ১ম অক্ষর Capital letter হয়। যেমন :

a) brindaban government college is a famous college. Ans: Brindaban Government College is a famous college.

b) habiganj is a small town. Ans: Habiganj is a small town.

c) the titanic sank in 1912. Ans: The Titanic sank in 1912.

d) thomas stearns eliot is a famous poet. Ans: Thomas Stearns Eliot is a famous poet.

e) parobot express is a great train. Ans: Parobot Express is a great train.

f) syed zannat azam is a brilliant boy. Ans: Syed Zannat Azam is a brilliant boy.

5. 'I' Word টি বাক্যের সর্বত্র Capital letter হয়।

উদাহরণ : suhag came and i met him. Ans: suhag came and I met him.

6. Abbreviation (সংক্ষেপকরণ) সবসময় Capital letter দিয়ে শুরু হয়। প্রতিটি Letter এর পরে Full Stop বসে।

a) mizan is a ba. Ans: Mizan is a B.A.

এরকম আরো : M.A./M.B.B.S./S.P./F.C.P.S./A.M./P.M./U.S.A./U.K./U.N.O. etc.

b) shahin lives in the usa Answer: Mujahid lives in the U.S.A.

7. যেকোন ধর্মীয় গ্রন্থ Capital letter হয়।

a) urmi reads the quran Ans: Urmi reads the Quran.

আরো : Geeta/Bible

8. যেকোন Subject (বিষয়) Capital letter হয়। Chemistry, Physics, Mathematics, Civics, English, Bangla,

a) keya reads in english department. Ans: Keya reads in English Department.

9. যেকোন উপাধীর ১ম অক্ষর Capital letter হয়।

a) akbor the great was an honest person. Ans: Akbor, the Great, was an honest person.

10. দিন ও মাসের নামের ১ম অক্ষর Capital letter হয়। Monday, Tuesday, February, June

a) bristy was born on sunday in march. Ans: Bristy was born on Sunday in March.

11. নদী, সাগর, মহাসাগর, বিখ্যাত ভবন, ঐতিহাসিক যুদ্ধ এর ১ম অক্ষর Capital letter হয়।

a) dhaka stands on the buriganga. Ans: Dhaka stands on the Buriganga.

- b) the pacific ocean is a big ocean.
c) the battle of pallasey happened in 1757.
d) landmark tower is in tokyo.

Ans: The Pacific Ocean is a big ocean.
Ans: The Battle of Pallasey happened in 1757.
Ans: Landmark Tower is in Tokyo.

এরকম আরো : Twin Tower/Atlantic Ocean/Second World War/Surma/Bay of Bengal.

12. ভাষার/জাতির নামের ১ম অক্ষর Capital হয়।

- a) tania speaks in bangla.
b) the americans are rich.

Ans: Tania speaks in Bangla.
Ans: The Americans are rich.

এরকম আরো : French/Spanish/Arabic/Indians.

13. পত্রের সম্বোধনের ক্ষেত্রে Capital letter হয়।

- a) my dear mother.

Ans: My Dear Mother.

আরো : Dear Sir/Dear Madam/Father/Uncle.

14. কোন বইয়ের প্রত্যেকটি Word এর ১ম অক্ষর Capital letter হয়। এবং inverted comma ব্যবহার করা হয়।

- a) paradise lost is a famous book.

Ans: "Paradise Lost" is a famous book.

এরকম আরো : ``Great Expectation"/` King Lear".

15. Direct Narration এর ক্ষেত্রে Inverted Comma এর ভিতরের ১ম letter সবসময় Capital letter হয়।

- a) shawon said to rupa how are you.

Ans: Shawon said to Rupa, "How are you?"

16. জাতি, ধর্ম সম্প্রদায়ের নামের ১ম অক্ষর Capital letter হয়।

- a) afghanistan is a muslim country.

Ans: Afghanistan is a Muslim country.

এরকম আরো : Hindu/Christians/Sunni/Budhist.

17. সূর্য, চন্দ্র, পৃথিবী, দিক, ঋতুর নামের ক্ষেত্রে Capital letter হয় না।

- a) the sun sets in the west.

Ans: The sun sets in the west.

এরকম আরো : summer/east/south etc.

কিছু গুরুত্বপূর্ণ Punctuation এর ব্যবহার
Inverted Comma/Quotation Mark

1. Direct Speech এর পূর্বে ও পরে inverted comma বসে।

- a) habib said to farzana where are you going.

Ans: Habib said to Farzana, "Where are you going?"

2. বই বা কবিতা বা গল্পের নামের ক্ষেত্রে inverted comma বসে।

- a) macbeth is a famous tragedy.

Ans: "Macbeth" is a famous tragedy.

- b) the good morrow is a great poem of donne.

Ans: "The Good Morrow" is a great poem of Donne.

Apostrophe এর ব্যবহার

1. শব্দ সংক্ষেপ করতে এটি ব্যবহার করা হয়।

- a) ive done the work.

Ans: I've done the work.

- b) mohon is fine, isnt he?

Ans: Mohon is fine, isn't he?

কিছু সংক্ষেপ শব্দ :

Won't	will not	can't	can not
He's	He is/He has	doesn't	does not
I've	I have	aren't	are not
O'clock	of clock	don't	do not
what's	what is	couldn't	could not

2. Possessive case এর ক্ষেত্রে apostrophe ব্যবহৃত হয়।

- a) this is shawons pen.

Ans: This is Shawon's pen.

**** Plural Noun এর পরে 's' বসলে apostrophe এর পরে বসে।**

- a) Incorrect : B.K.G.C Girl's School.

Correct: B.K.G.C Girls' School.

**** কোন ব্যক্তির নামের শেষ অক্ষর 's' থাকলে `s' এর পরে apostrophe বসে।**

- a) john keats poems are tremendous.

Ans: John Keats' poems are tremendous.

Full stop এর ব্যবহার

আমেরিকান ভাষায় Full stop কে Period বলে। Full stop কে বলা হয়- Punctuation এর Soul.

1. Assertive, Imperative, Optative sentence এর শেষে দীর্ঘ বিরতি অর্থে Full Stop বসে।

- a) mukarom visited the tajmahal.

Ans: Mukarom visited the Tajmahal.

b) may god bless you.

Ans: May God bless you.

c) dont run in the sun.

Ans: Don't run in the sun.

2. Abbreviation (সংক্ষিপ্তরূপ) এর ক্ষেত্রে **Full Stop** বসে।

a) sohag is an mbbs.

Ans: Suhag is an M.B.B.S. (মৌলভীবাজার বাস স্ট্যান্ড)

আরো : M.A./M.B.B.S./S.P./F.C.P.S./A.M./P.M./U.S.A./U.K./U.N.O. etc.

Comma এর ব্যবহার

1. Direct speech এ **Reporting Speech** এর পূর্বে :

a) rina said to bishnu you are a good guy.

Ans: Rina said to Bishnu, "You are a good guy."

2. Conditional Sentence (শর্তমূলক বাক্য) এ **Comma** ব্যবহার করা হয়।

a) if you come i will go.

Ans: If you come, I will go.

3. দিন, মাস, তারিখ, বছর আলাদা করতে এটি ব্যবহার করা হয়।

a) mahmudul was born 10 january 1992.

Ans: Mahmudul was born on 10 January, 1992.

4. একই Parts of Speech word আলাদা করতে **Comma** বসে।

a) shahidul habib emon and mizan came.

Ans: Shahidul, Habib, Emon and Mizan came.

5. কোন বাক্যের শুরুতে Adverb বসলে **Comma** বসে। যেমন : **So, However, Therefore, Thus, Moreover, Yet, Besides, None the less, etc.**

a) So you should be honest.

Ans: So, you should be honest.

6. Present participle, perfect participle এর পর **Comma** বসে।

a) going college, i saw mizan.

Ans: Going college, I saw Mizan.

7. সম্বোধন এর ক্ষেত্রে **Comma** বসে।

a) mother forgive me.

Ans: Mother, forgive me.

Interrogation Sign এর ব্যবহার

a) how are you.

Ans: How are you?

b) what is rahim doing

Ans: What is Rahim doing?

Exclamation Sign এর ব্যবহার

a) fi fie you are a scoundrel.

Ans: Fie! Fie! You are a scoundrel. ছি: ছি: তুমি একটা শয়তান

b) how nice the bird is

Ans: How nice the bird is!

Punctuation Exercise

1. the man went to the mayor and said i am a poor piper but i can help you i can take the rats away from hamelin will you pay thousand guilders

Ans: The man went to the Mayor and said, "I am a poor piper but I can help you. I can take the rats away from Hamelin. Will you pay thousand guilders?"

2. my friend said to me why are you sitting alone in your room at this hour dont you see the rain has stopped and the sky is clear lets go for a walk in the open field i said angrily leave me alone

Ans: My friend said to me, "Why are you sitting alone in your room at this hour? Don't you see the rain has stopped and the sky is clear? Let's go for a walk in the open field." I said angrily, "Leave me alone."

3. my name is shuva i was born and brought up in an island named kutubdia it is an island in the district of coxs bazaar and is famous for its natural resources

Ans: My name is Shuva. I was born and brought up in an island named Kutubdia. It is an island in the district of Cox's Bazaar and is famous for its natural resources.

4. i have got gpa-5 in the ssc examination said sumon i said congratulation what do you intend to do now i want to study in a reputed college ill try to get admission in dhaka college sumon replied

Ans: "I have got GPA.5 in the SSC examination," said Sumon. I said, "Congratulation. What do you intend to do now?" "I want to study in a reputed college. I'll try to get admission in Dhaka College," Sumon replied.

5. edison was one of the greatest scientists of the world he was born in a small town of america named hilton at his boyhood he was not a good student for this he was taken out of school and taught at home by his mother
Ans: Edison was one of the greatest scientists of the world. He was born in a small town of America named Hilton. At his boyhood, he was not a good student. For this, he was taken out of school and taught at home by his mother.

6. bangladesh our motherland is mainly an agricultural country she has a large population most of them live in villages though they are poor they are hospitable we feel proud of our hospitality
Ans: Bangladesh, our motherland is mainly an agricultural country. She has a large population. Most of them live in villages. Though they are poor, they are hospitable. We feel proud of our hospitality.

7. zaman said to me have you finished reading the book i gave you yesterday yes i have finished reading the book what an interesting book it is i wish i would borrow the book earlier i replied will you return the book to me today he asked
Ans: Zaman said to me, "Have you finished reading the book I gave you yesterday?" "Yes, I have finished reading the book. What an interesting book it is! I wish I would borrow the book earlier," I replied. "Will you return the book to me today? he asked.

8. once some merchants were going to bagdad from jilan bagdad was far away from jilan a woman came to the merchants with her son she said to them my son will go to baghdad to study will you take him with you
Ans: Once some merchants were going to Bagdad from Jilan. Bagdad was far away from Jilan. A woman came to the merchants with her son. She said to them, "My son will go to Bagdad to study. Will you take him with you?"

9. once i asked a little girl what is your mothers name i know my mothers name but i wont tell you she replied cleverly i said what a clever girl you are i dont tell my mothers name to anyone whom i dont know she said
Ans: Once I asked a little girl, "What is your mother's name?" "I know my mother's name but I won't tell you," she replied cleverly. I said, "What a clever girl you are!" "I don't tell my mother's name to anyone whom I don't know," she said.

10. death is inevitable everybody knows it yet everybody forgets it for the necessity of life again some people become immortal by welcoming death with a smiling face some people die many times before death
Ans: Death is inevitable. Everybody knows it. Yet everybody forgets it for the necessity of life. Again some people become immortal by welcoming death with a smiling face. Some people die many times before death.

11. george bernard shaw was born in dublin in ireland he was a irish writer he was awarded nobel prize for literature in november 1950
Ans: George Bernard Shaw was born in Dublin in Ireland. He was an Irish writer. He was awarded Nobel Prize for literature in November, 1950.

12. alexander was the king of macedon his father was philip he invaded india in 327 bc on the way he defeated porus then he marched towards the punjab
Ans: Alexander was the king of Macedon. His father was Philip. He invaded India in 327 BC. On the way, he defeated Porus. Then he marched towards the Punjab.

13. william shakespeare was born on 23 april 1564 in stratford on avon his mother was mary arden and his father was john shakespeare he was not much educated he had little knowledge of grammar
Ans: William Shakespeare was born on 23 April, 1564 in Stratford on Avon. His mother was Mary Arden and his father was John Shakespeare. He was not much educated. He had little knowledge of grammar.

14. bangladesh is famous for two of its gifts of nature one is the longest sea beach of cox's bazar and another is the sundarbans but to be true the impact of the sundarbans on our life is far more than that of the beach
Ans: Bangladesh is famous for two of its gifts of nature. One is the longest sea beach of Cox's Bazar and another is the Sundarbans. But to be true, the impact of the Sundarbans on our life is far more than that of the beach.

15. the teacher said to karim why are you talking in the class you should behave yourself karim replied sir i am sorry i am asking rahim to lend me his pen my pen has run out the teacher said be attentive and listen to my lecture

Ans: The teacher said to Karim, "Why are you talking in the class ? You should behave yourself." Karim

Replied, "Sir, I am sorry. I am asking Rahim to lend me his pen. My pen has run out. The teacher said, "Be attentive and listen to my lecture."

16. language plays very important role in our life we use it to express our ideas thoughts and feelings language is ever present in our activities it is only a human trait

Ans: Language plays very important role in our life. We use it to express our ideas, thoughts and feelings. Language is ever present in our activities. It is only a human trait.

17. thomas sterns eliot was born on september 26, 1888 although he was born in america he moved to the united kingdom in 1914 and was naturalized as a british subject in 1927

Ans: Thomas Sterns Eliot was born on September 26, 1888. Although he was born in America, he moved to the United Kingdom in 1914 and was naturalized as a British subject in 1927.

18. we live in bangladesh almost all of us speak in bangla most of the people of the country are muslims besides hindus buddhists and christians also live here about 80 percent people live in the villages

Ans: We live in Bangladesh. Almost all of us speak in Bangla. Most of the people of the country are Muslims. Besides Hindus, Buddhists and Christians also live here. About 80 percent people live in the villages.

19. the great ship titanic sailed for new york from southampton on 10 april 1912 carrying 1316 passengers and a crew of 819 at that time however she was not only the largest ship but also unsinkable

Ans: The great ship Titanic sailed for New York from Southampton on 10 April, 1912 carrying 1316 passengers and a crew of 819. At that time, however, she was not only the largest ship but also unsinkable.

20. once upon a time there was a boy called paulo one day he saw a beautiful blue bird in his garden the bird had a bean in its claw the bird said to paulo take this bean and plant it in your garden

Ans: Once upon a time there was a boy called Paulo. One day he saw a beautiful blue bird in his garden. The bird had a bean in its claw. The bird said to Paulo, "Take this bean and plant it in your garden."

21. karim told lucy that she had helped him he added that she had cleaned the health complex the previous day and that day she was helping him in the garden then he thanked lucy for her help

Ans: Karim told Lucy that she had helped him. He added that she had cleaned the health complex the previous day and that day she was helping him in the garden. Then he thanked Lucy for her help.

22. why are you wasting your time when your final exam is at hand said father angrily the son said i went to my friends house to borrow an essential book

Ans: "Why are you wasting your time when your final exam is at hand?" said father angrily. The son said, "I went to my friend's house to borrow an essential book."

23. the traveler said to the peasant can you tell me the location of the nearest hotel the peasant said yes i can do you want one in which you can spend the night the traveler said i do not wish to stay but i only want a meal

Ans: The traveler said to the peasant, Can you tell me the location of the nearest hotel the peasant said yes i can do you want one in which you can spend the night the traveler said i do not wish to stay but i only want a meal

24. the teacher said to the boy why dont you attend the classes regularly you cant expect good results unless you attend the classes as i tell you the boy said sir i will attend class from tomorrow

Ans: The teacher said to the boy, "Why don't you attend the classes regularly? You can't expect good results unless you attend the classes as I tell you." The boy said, "Sir, I will attend class from tomorrow."

