

SSC • English 2nd Paper • Topic wise practice sheet (With Answer Sheet)

Topic: Capitalization and Punctuation

1. **Use capitals and punctuation marks where necessary in the following text.**

why are you going to barishal said father i want to buy some important books said saad do you need money yes father dont go alone as time is not going well

**Answer:**

"Why are you going to Barishal?" said father. "I want to buy some important books," said Saad. "Do you need money?" "Yes, father." "Don't go alone as time is not going well."

2. **Use capitals and punctuation marks where necessary in the following text.**

would you please tell me one reason of air pollution yes the smoke from our household activities vehicles factories etc is mainly causing air pollution

**Answer:**

"Would you please tell me one reason of air pollution?" "Yes, the smoke from our household activities, vehicles, factories etc. is mainly causing air pollution."

3. **Use capitals and punctuation marks where necessary in the following text.**

arent you going to have any said I no i never eat asparagus I know there are people who dont like them the fact is that you ruin your palate by all the meat you eat she said

**Answer:**

"Aren't you going to have any?" said I. "No, I never eat asparagus." "I know there are people who don't like them. The fact is that you ruin your palate by all the meat you eat," she said.

4. **Use capitals and punctuation marks where necessary in the following text.**

hello old lady what are you doing said the princess i am spinning a yarn around the spindle replied the old woman

**Answer:**

"Hello, old lady, what are you doing?" said the Princess. "I am spinning a yarn around the spindle." replied the old woman.

5. **Use capitals and punctuation marks where necessary in the following text.**

my dear mother your letter is just to hand it seems to me that you are anxious for me but you need not think about me

**Answer:**

My dear Mother, your letter is just to hand. It seems to me that you are anxious for me, but you need not think about me.

6. **Use capitals and punctuation marks where necessary in the following text.**

is there anybody here who has ever crossed a river by a boat is have teacher i clearly remember what happened in that journey said jamal

**Answer:**

"Is there anybody here who has ever crossed a river by a boat?" "I have, teacher. I clearly remember what happened in that journey," said Jamal.

7. **Use capitals and punctuation marks where necessary in the following text.**

how is your father bilkis said mr rahman he is very well thank you bilkis replied i am glad to here that he is in good health said mr rahman

**Answer:**

"How is your father, Bilkis?" said Mr. Rahman. "He is very well. Thank you."

- Bilkis replied. "I am glad to hear that he is in good health," said Mr. Rahman.
- 8. Use capitals and punctuation marks where necessary in the following text.**

the teacher said to the girl do you think that honesty is the best policy yes sir i think so said the girl then learn to be hones from your childhood thank you sir said the girl may allah bless you said the teacher.

**Answer:**

The teacher said to the girl. "Do you think that honesty is the best policy?" "Yes, sir, I think so." said the girl. "Then learn to be honest from your childhood." "Thank you, sir." said the girl. "May Allah bless you." said the teacher.

- 9. Use capitals and punctuation marks where necessary in the following text.**

do not worry about a few mistakes said the teacher you can learn a lot through your mistakes do we learn from our mistakes asked the boy.

**Answer:**

"Do not worry about a few mistakes," said the teacher. "You can learn a lot through your mistakes." "Do we learn from our mistakes?" asked the boy.

- 10. Use capitals and punctuation marks where necessary in the following text.**

have you heard the name of alexander asked mr ahmed no sir razu replied how strange It is said he will you tell me about alexander please well he was the great king of mecedonia

**Answer:**

"Have you heard the name of Alexander?" asked Mr. Ahmed. "No, sir," Raju replied. "How strange it is!" said he. "Will you tell me about Alexander, please?" "Well, he was the great king of Macedonia."

- 11. Use capitals and punctuation marks where necessary in the following text.**

go to bed now mother said you can complete your assignment in the morning no mom ill finish it now

**Answer:**

"Go to bed now." mother said. "You can complete your assignment in the morning." "No mom. I'll finish it now."

- 12. Use capitals and punctuation marks where necessary in the following text.**

stop you are eating all our bread shouted the two rats i am doing my best but I have told you that its difficult said the monkey give us that little Piece said the rats this is My piece havent i laboured a lot for you replied the Monkey how foolish we are believing you said the two rats

**Answer:**

"Stop! You are eating all our bread," shouted the two rats. "I am doing my best. but I have told you that it's difficult," said the monkey. "Give us that little piece," said the rats. "This is my piece. Haven't I laboured a lot for you?" replied the monkey. "How foolish we are believing you!" said the two rats.

- 13. Use capitals and punctuation marks where necessary in the following text.**

zaman can you tell me what i am teaching the teacher asked i m sorry sir i can't follow replied zaman you can't because you are not attentive the teacher said

**Answer:**

"Zaman, can you tell me what I am teaching?" the teacher asked. "I'm sorry, sir, I can't follow," replied Zaman. "You can't because you are not attentive," the teacher said.

14. Use capitals and punctuation marks where necessary in the following text.

why are you late always try to attend the class regularly yes sir the student said to the teacher

**Answer:**

"Why are you late? Always try to attend the class regularly." "Yes, sir", the student said to the teacher.

15. Use capitals and punctuation marks where necessary in the following text.

do you know me yes i know you from my childhood whats your name my name is sumon thank you a lot said mr jamal

**Answer:**

"Do you know me?" "Yes, I know you from my childhood." "What's your name?" "My name is Sumon." "Thank you a lot," said Mr. Jamal.

16. Use capitals and punctuation marks where necessary in the following text.

who are jolly those who have sound health are jolly sound mind lies in sound body minds become jolly when our life is filled with pleasure

**Answer:**

Who are jolly? Those who have sound health, are jolly. Sound mind lies in sound body. Minds become jolly when our life is filled with pleasure.

17. Use capitals and punctuation marks where necessary in the following text.

don't you have any relative here to stay with no sir so i need a transfer certificate to be admitted there

**Answer:**

"Don't you have any relative here to stay with?" "No, sir. So, I need a transfer certificate to be admitted there."

18. Use capitals and punctuation marks where necessary in the following text.

whats your programme after the examination asked ratul nabil said havent yet decided can you suggest any lets go on a picnic said ratul when an excellent idea

**Answer:**

"What's your programme after the examination?" asked Ratul. Nabil said, "I haven't yet decided. Can you suggest any?" "Let's go on a picnic." said Ratul. "What an excellent idea!"

19. Use capitals and punctuation marks where necessary in the following text.

the teacher said to me dont you like to practice english its an important subject and you should be more careful about it

**Answer:**

The teacher said to me, "Don't you like to practice English? It's an important subject, and you should be more careful about it."

20. Use capitals and punctuation marks where necessary in the following text.

to be good is noble but to teach others how to be good is nobler and no trouble said a well known writer this may explain why in this world there is more of preaching than of practice

**Answer:**

"To be good is noble, but to teach others how to be good is nobler and no trouble," said a well known writer. This may explain why in this world there is more of preaching than of practice.