

Bob is as
brave as lion.



Bob is a lion.



SIMILE

VS

METAPHOR



EnglishGrammarSoft

Simile



Metaphor

A comparison between two
different things

1

A comparison between two
different things without using
words as, or, like.

Similes use connecting words
as like and 'as'

2

Metaphors do not use
connecting words.

To point a picture and give an
example

3

To point a picture for the
reader

Similes make explicit
comparisons

4

Metaphors make implicit
comparison

A comparison between two
different things

5

A comparison between two
different things without using
words as, or, like.

Examples

- ✓ Bob is as brave as lion.
- ✓ The pizza is as hot as a fire.
- ✓ Life is like a dream.
- ✓ She is like an angel.
- ✓ Life is like a box of
chocolates.

6

Examples

- ✓ Bob is a lion.
- ✓ The pizza is a fire.
- ✓ Life is a dream.
- ✓ She is an angel.
- ✓ Life is a box of chocolates.



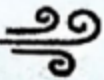
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Figure of Speech

PERSONIFICATION

Personification is a figure of speech in which human qualities, feelings, or actions are given to animals, objects, or ideas to make descriptions more lively and imaginative.

Examples:

- The wind whispered through the trees. 
- The sun smiled at the flowers. 
- The alarm clock screamed loudly. 
- The leaves danced in the breeze. 
- Time crept slowly forward. 
- The stars winked in the sky. 
- The car refused to start in the morning.
- The angry storm punched the shore.

Modal Verbs Types

Type of Modal Verb	Modal Verbs	Example
Ability Modals	Can, Could	She can swim.
Permission Modals	May, Can, Might	May I leave early?
Possibility Modals	Might, May, Could	It might rain today.
Obligation Modals	Must, Have to, Need to, Ought to, Should	You must wear a seatbelt.
Advice Modals	Should, Ought to, Had better	You should see a doctor.
Possibility in the Past Modals	Could have, Might have, May have	She could have missed the bus.
Deduction Modals	Must, Can't	He must be at work.
Future Intentions or Predictions	Will, Shall	I will call you later.
Polite Requests or Offers	Would, Could	Would you like some tea?
Preference Modals	Would rather, Would prefer	I would rather stay home.



What is personification:

The trees danced in the wind.



The stars winked in the night sky.



The sun smiled happily down at us.



The grey clouds cried drops of rain.



Difference Between Adverb and Adverbial

Adverb

Part of speech that modifies a verb, adjective or adverb

Examples:

He is **incredibly** smart.

James **never** returned home.

I **rarely** drink coffee.

Adverbial

Phrase that modifies a verb, adjective or adverb

Examples:

During the week, I walk to the village.

Put the dog food **right here**.

Mr. Tucker thought the class went **surprisingly well**.

Imperative Sentence

An **imperative sentence** is a type of sentence that gives a **command, advice, warning, or request**.

Request

- Please help me.
- Kindly sit here.
- Pass me the salt.
- Please wait a minute.

Orders

- Close the door.
- Stand up straight.
- Stop talking now.
- Come here quickly.

Advice

- Eat healthy food.
- Be kind to others.
- Don't study too late.
- Take rest when tired.

Warnings

- Don't touch the wire.
- Be careful on the road.
- Stay away from fire.
- Don't go near the dog.

Instructions

- Mix the flour and sugar.
- Turn on the computer.
- Write your name here.
- Press the start button.

Homophones List

- accept - except
- affect - effect
- air - heir
- air - heir
- ant - aunt
- ate - eight
- bail - bale
- bare - bear
- bare - bear
- be - bee
- beech - beach
- been - bin
- berry - bury
- blew - blue
- board - bored
- brake - break
- bread - bred
- buy - by
- cell - sell
- cent - scent
- cereal - serial
- check - cheque
- chord - cord
- coarse - course
- council - counsel
- dear - deer



- dear - deer
- die - dye
- fair - fare
- father - farther
- find - fined
- fir - fur
- flea - flee
- flour - flower
- for - four
- foul - fowl
- grate - great
- groan - grown
- grate - great
- groan - grown
- guessed - guest
- hail - hale
- hall - haul
- hear - here
- heel - heal
- hi - high
- him - hymn
- hoarse - horse
- hole - whole
- hour - our
- idle - idol
- in - inn



15 Examples of Linking Verbs in Sentences

1. She is a doctor. (is)
2. The flowers smell lovely. (smell)
3. He seems happy today. (seems)
4. The cake tastes delicious. (tastes)
5. They appear tired after the long hike. (appear)
6. The sky looks blue today. (looks)
7. The music sounds soothing. (sounds)
8. The water feels cold to the touch. (feels)
9. The party was great fun. (was)
10. She became a teacher after finishing her degree. (became)
11. The book remains on the shelf untouched. (remains)
12. The coffee turned cold after being left out. (turned)
13. His mood grew sour as the day went on. (grew)
14. The leaves turn yellow in the fall. (turn)
15. The sun sets in the west every day. (sets)

A linking verb connects a sentence's subject to a noun or adjective that describes or identifies it, indicating a state of being rather than an action.

Common examples include "be" (am, is, are, was, were), "seem," "become," and sensory verbs like "look," "feel," or "smell".

Key Characteristics:

- **No Physical Action:** They do not show action; they connect the subject to a complement.

Linking verbs

identifying the subject	Describing the subject
She is a doctor.	You are tired.
Linking verb	Subject complement

Scribbr

alliteration

a series of words that begin with the same consonant sound

- Dan's dog dove deep in the dam, drinking dirty water as he dove.
- Peter's piglet pranced priggishly.
- Seven sisters slept soundly on the sand.

The Golden Rules of Apostrophes

1. Apostrophes are used to indicate possession.
2. Apostrophes are not used to indicate plurality (more than one)

PLURALITY ONLY:

The two police officers are smiling.

SINGLE POSSESSION:

One police officer's beard is brown.

PLURAL POSSESSION

The two police officers' hats are blue.

Homographs with Sentences

Left Left	There is a cat on you left side. He left his phone in the car.
Sink Sink	Sink is in the kitchen. Plane sank into the river.
Watch Watch	She is watch me from behind. He likes to wear a golden watch.
Spring Spring	This spring is very hard. I love spring season.
Can Can	He can play cricket very well. He want a Sprite can.
Band Band	This band play must nicely. Her hair band is very beautiful.
Ring Ring	They were fighting in the ring. He gifted me a ring.

100 Examples of Homographs

Sink	Sink is in the kitchen.
Sink	Plane sank into the river.

Band	The band was playing old Beatles songs.
Band	Her hair band is very beautiful.

Letter	There are 26 letters in English
Letter	I had post the letter yesterday.

Left	There is a cat on you left side.
Left	He left his phone in the car.

Match	There is a match between Australia and India.
Match	He has no match with me.

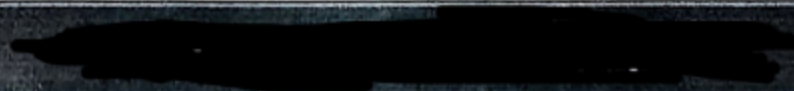
Ring	They were fighting in the ring.
Ring	He gifted me a ring.



Spring	This spring is very hard.
Spring	I love spring season.

Well	Well done! You passed the exam.
Well	This well has no water.

Date	What is the date today?
Date	I like to eat dates in morning.
Date	He is on a date with his girlfriend.



Exclamatory Sentences

Sentences containing surprise or emotion are called **exclamation sentences**. An exclamation point is placed at the end of such sentences.

1. How beautiful this city is!
2. Sara, wipe the board!
3. Woe, I missed the service!
4. Don't talk, get out!
5. Please, help me now!
6. Hah, okay, now it's beautiful!
7. What a coincidence this is!
8. Wait, that bridge is rotten!
9. I'm so mad at her!
10. God, I'm in heaven!

SILENT LETTERS IN ENGLISH

Silent B

Bomb
Climb
Comb
Crumb
Debt
Doubt
Dumb
Lamb
Limb
Numb

Silent T

Butcher
Castle
Christmas
Fasten
Hustle
Listen
Match
Mortgage
Nestle
Often

Silent H

Ghost
Honest
Hour
Mechanic
Rhythm
Scheme
School
What
When
Where

Silent K

Knee
Knew
Knickers
Knife
Knight
Knit
Knitting
Knob
Knock
Knot

Answer
Sword
Two
Whole
Wrack
Wrap
Wrist
Wrinkle
Wreck
Wren

10 Imperative Sentences

1. Open the door.

2. Please help me.

3. Let's go for a walk.

4. Always speak the truth.

A subordinate clause is a group of words with a subject and a verb that cannot stand alone. It needs an independent clause to make sense and adds extra details.

Types of Subordinate Clauses

Noun Clauses

Acts like a noun. Can be the subject, object, or complement. Often starts with **what, that, whether, or who**.

What Amina said surprised everyone.

Adjective Clauses

Describes a noun or pronoun. Usually starts with **who, which, or that**.

The book that Hassan lent me was fascinating.

Adverb Clauses

Modifies a verb, adjective, or another adverb. Often starts with **because, if, or when**.

Because Fatima was tired, she went to bed early.

Subordinate vs. Independent Clauses

Independent Clause

A complete thought that can stand alone.

Example: **Zain loves reading books.**

Subordinate Clause

Adds details but cannot stand alone.

Although **Zain loves reading books**, he sometimes prefers watching movies.

Common Subordinating Conjunctions

- | | |
|------------|-----------|
| • because | • until |
| • although | • unless |
| • if | • as |
| • when | • though |
| • since | • even |
| • while | • though |
| • after | • once |
| • before | • whereas |

What is a Subordinate Clause

A subordinate clause is a group of words that has a subject and a verb but cannot stand alone as a complete sentence.

I will call you, when I reach home.



("when I reach home" is a subordinate clause. It cannot stand alone.)

Types of Subordinate Clauses

Noun Clauses

Adjective Clauses

Adverb Clauses

Conditional Clauses

Comparative Clauses

Verbless Clauses

Prefixes list

Suffix list

	unhappy	sub-	submarine	-ness	sadness	-es	foxes
	rewrite	super-	superstar	-less	hopeless	-s	trees
pre-	preview	de-	deactivate	-ful	joyful	-ing	running
dis-	dislike	anti-	antivirus	-ous	curious	-ist	artist
tri-	triangle	multi-	multitask	-er	teacher	-ive	creative
bi-	bicycle	il-	illegal	-or	doctor	-al	natural
im-	impolite	semi-	semicircle	-hood	childhood	-y	rainy
non-	nonstop	auto-	autopilot	-ship	friendship	-en	golden
over-	overeate	pro-	promote	-ate	activate	-ward	forward
under-	undereat	post-	postwar	-ise	realise	-ify	beautify

Main and Subordinate Clauses

- ┌ which you requested for (subordinate clause)
- ┌ I am fine. (main clause)
- ┌ though I did not like it (subordinate clause)
- ┌ You are my friend. (main clause)
- ┌ after you have eaten (subordinate clause)
- ┌ People love peace. (main clause)
- ┌ what you know (subordinate clause)
- ┌ Winners do not give up. (main clause)
- ┌ because I heard you (subordinate clause)

100 Compound Words

English Vocabulary Class With Example Sentence

sun
glasses
backstage
keepsake
wallpaper
afternoon
raincoat
handmade
cardboard
keyboard

brainstorm
soundproof
sunbathe
butterfly
crossword
eyewitness
deadline
bodyguard
candlelight

bookworm
moonlight
daydream
waistcoat
skateboard
toothbrush
saucepan
household
ponytail

proofread
snowflake
dishcloth
passport
everything
babysitter
milkshake
nightfall
jellyfish

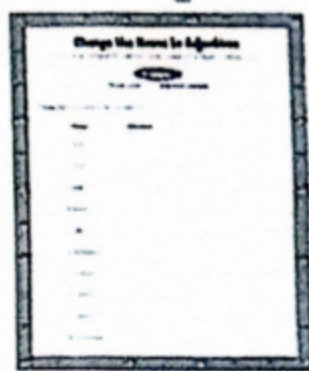
Prefixes Suffixes

200 English Vocabulary Words To Improve Your English Fluency

exactly	transfer
unpack	dishonest
mistake	unpopular
uncertain	interact
rebuild	transition
interval	exercise
undertake	unusual
unlikely	disbelieve

helpful	vintage
injection	dangerous
assistant	balance
anxious	movement
insurance	package
truthful	decision
damage	elegant
previous	illness

To change a noun or verb into an adjective, add suffixes like **-y**, **-ous**, **-al**, **-ful**, **-less**, **-ic**, **-able**, **-ive**, **-ish**, or **-like** to the root word. For example, "danger" becomes "dangerous" and "wind" becomes "windy". Past participles (-ed, -en) are also used to turn verbs into adjectives, such as "break" becoming "broken". @



This video explains how to change nouns into adjectives using suffixes:

Suffixes: -like

-like

- Meaning

like

- Function: adjective

- Examples

war → warlike

child → childlike

bird → birdlike

► 51s

They have a very birdlike chirp.

chirp



Noun, Verb, Adjective, and Adverb

Verbs	Nouns	Adjectives	Adverbs
Accept	Acceptance	Acceptable	Acceptably
Act	Act, Action	Active	Actively
Add	Addition	Additional	Additionally
Advise	Advice	Advisable	Advisably
Anger	Anger	Angry	Angrily
Approve	Approval	Approving	Approvingly
Attract	Attraction	Attractive	Attractively
Beautify	Beauty	Beautiful	Beautifully
Believe	Belief	Believable	Believably
Breathe	Breath	Breathless	Breathlessly
Care	Care	Careful	Carefully
Clean	Cleanliness	Clean	Cleanly
Clear	Clarity	Clear	Clearly
Collect	Collection	Collective	Collectively
Compare	Comparison	Comparable	Comparatively
Conclude	Conclusion	Conclusive	Conclusively
Condition	Condition	Conditional	Conditionally
Decide	Decision	Decided	Decidedly
Decorate	Decoration	Decorative	Decoratively
Describe	Description	Describable	Descriptively

100 Synonym List

verbs

Words	Synonym	Words	Synonym
Fast	Quick	Trip	Journey
Ill	Sick	Sad	Unhappy
Near	Close	Good	Fine
Start	Begin	Job	Occupation
Raise	Lift	Infant	Baby
Under	Below	Select	Choose
Angry	Mad	Accurate	Correct
One	Single	Always	Forever
Keep	Hold	Connect	Join
End	Finish	Afraid	Scared
Respect	Honor	Rich	Wealthy
Get	Receive	Safe	Secure
Glad	Happy	Occur	Happen
True	Correct	Mistake	Error
Old	Ancient	Easy	Simple
Damage	Hurt, harm	Ecstasy	Joy
Dangerous	Hazardous	Encourage	Support
Dark	Dismal	Enemy	Opponent
Dawn	Sunrise	Enlarge	Expand
Dense	Thick	Enormous	Immense
Depart	Leave, exit	Enough	Sufficient
Destroy	Ruin	Entirely	Wholly

Antonyms words list start w

Words	Antonyms
Absent	Present
Accept	Reject
Active	Passive
Add	Subtract
Advance	Retreat
Agree	Disagree
Alive	Dead
Always	Never
Ancient	Modern
Angel	Devil
Animal	Plant
Answer	Question
Appear	Disappear
Approve	Disapprove
Arrive	Depart
Asleep	Awake
Attack	Defend
Attract	Repel
Awake	Asleep
Awful	Wonderful

How to Use Articles

A-AN-THE



A

- "A" is used in front of singular countable nouns (a person, animal or thing) which are not specific.
- We don't use a before uncountable or plural nouns.
- If a noun starts with a consonant sound (b, c, d, f, g, h, j, k, etc.), "a" comes before the noun.



E.g. a dog, a chicken, a boy, a teacher, a girl, a lesson, a website, etc.

An

- "AN" is used in front of singular countable nouns which are not specific.
- We don't use a before uncountable or plural nouns.
- If the noun starts with a vowel sound (a, e, i, o, u), "an" comes before the noun.

E.g. an umbrella, an owl, an image, an hour, an enemy, an author, etc.

The

- We use 'THE' in front of all nouns (It does not matter whether the nouns are singular, plural countable or uncountable) to describe someone or something specific or unique.

E.g. the Moon, the world, the Sun, the atmosphere, the rain, the South, the West, the North, etc.



Conjunction	Example Sentence
And	He runs and jumps daily.
But	She's nice but sometimes moody.
Or	Watch a movie or read books?
So	He was late, so I left.
Because	They're laughing because it's silly.
Although	Although small, it was powerful.
While	She worked while kids played.
If	If tired, take a nap.
Unless	You can't go unless ready.
Since	He's sad since the breakup.
Though	Though afraid, he went alone.
Before	Knock before entering the room.
After	Wash hands after gardening.
Until	Stay quiet until class ends.
As	Follow me as I lead.
Whereas	I like pizza, whereas he doesn't.
Lest	Save money, lest you regret.
Even if	She'll sing even if nervous.
Now that	Now that he's here, start.
As long as	Play outside as long as possible.

Articles (A / An / The)

A

- a book
- a car
- a dog
- a teacher
- a ball
- a university
- a European country
- a house
- a phone
- a boy
- a girl
- a camera
- a bottle
- a doctor
- a computer

An

- an apple
- an egg
- an umbrella
- an hour
- an honest person
- an engineer
- an idea
- an orange
- an elephant
- an ice-cream
- an invitation
- an airplane
- an insect
- an officer
- an article

The

- the sun
- the moon
- the earth
- the sky
- the teacher
- the river
- the mountains
- the stars
- the Taj Mahal
- the best player
- the school (your school)
- the red car
- the hospital (you mentioned before)
- the old man
- the book on the table

Transitive & Intransitive VERBS

TRANSITIVE VERBS

NEED AN OBJECT

I bought a car.

transitive verb direct object

You buy *something* (an object).

What did you buy? A car.

You cannot just say "I bought."
(incomplete - incorrect)

You need a direct object after
a transitive verb. (in this case buy)

INTRANSITIVE VERBS

CANNOT HAVE AN OBJECT

The baby smiled.

intransitive verb

You cannot have an object
after an intransitive verb.
(In this case smile)

You cannot "smile *something*"

Another example:

We waited but nobody came.

intransitive

intransitive

Verbs that are Transitive and Intransitive

Some verbs can be transitive in one sentence and intransitive in another.

I stopped the car.

transitive verb direct object

The car stopped.

intransitive verb there is no object

Sometimes the meaning of a verb **changes** depending on whether that verb is transitive or intransitive (especially with phrasal verbs).

He runs a small grocery store.

(transitive: run = manage)

He runs along the beach every morning.

(Intransitive: run = the sport)

Transitive vs Intransitive Verbs

- Transitive verbs need an object to complete their meaning.
- Intransitive verbs do not need an object.

Transitive: I wrote a letter.

Intransitive: She sleeps. (no object)

1. He opened the door. (Transitive)
2. The baby cried. (Intransitive)
3. She runs a shop. (Transitive)
4. She runs every morning. (Intransitive)

★ Some verbs can be both transitive and intransitive depending on use.

Degrees of Adjective

Happy	Happier	Happiest
Hard	Harder	Hardest
Harsh	Harsher	Harshest
Healthy	Healthier	Healthiest
Heavy	Heavier	Heaviest
High	Higher	Highest
Hip	Hipper	Hippest
Hot	Hotter	Hottest
Humble	Humbler	Humblest
Hungry	Hungrier	Hungriest
Icy	Icier	Iciest
Itchy	Itchier	Itchiest
Juicy	Juicier	Juiciest
Kind	Kinder	Kindest
Large	Larger	Largest
Late	Later	Latest
Lazy	Lazier	Laziest
Light	Lighter	Lightest
Likely	Likelier	Likeliest
Little	Littler	Littlest

COMPARATIVE & SUPERLATIVE ADJECTIVES

Positive	Comparative	Superlative
Generous	More generous	Most generous
Creative	More creative	Most creative
Hardworking	More hardworking	Most hardworking
Delicious	More delicious	Most delicious
Cheerful	More cheerful	Most cheerful
Practical	More practical	Most practical
Successful	More successful	Most successful
Respectful	More respectful	Most respectful
Thoughtful	More thoughtful	Most thoughtful
Hopeful	More hopeful	Most hopeful
Comfortable	More comfortable	Most comfortable
Serious	More serious	Most serious
Honest	More honest	Most honest
Efficient	More efficient	Most efficient
Courageous	More courageous	Most courageous
Peaceful	More peaceful	Most peaceful
Supportive	More supportive	Most supportive
Responsible	More responsible	Most responsible
Ambitious	More ambitious	Most ambitious
Energetic	More energetic	Most energetic
Enthusiastic	More enthusiastic	Most enthusiastic
Flexible	More flexible	Most flexible

Finite tense

(5) Past Indefinite Tense

(7) Future Indefinite

I went to school.

We went to school.

They went to school.

You went to school.

(5) He goes to school.

(6) She goes to school.

(7) Ali goes to school.

(8) Ali and Aslam go to school.

I do not go to school. (Neg)

Do I go to school? (Int)

Do I not go to school? (Mix)

(1) I went to school. (Decl)

(2) We went to school. (Decl)

(3) They went to school.

(4) You went to school.

(5) He went to school.

(6) She went to school.

(7) Ali went to school.

(8) Ali and Aslam went to school.

Did you go to school? (Int)

Did you not go to school? (Neg)

Did you go to school? (Int)

Did you not go to school? (Neg & Int)

(1) I shall go to school.

(2) We shall go to school.

(3) They will go to school.

(4) You will go to school.

(5) He will go to school.

(6) She will go to school.

(7) Ali will go to school.

(8) Ali and Aslam will go to school.

Ali will not go to school. (Neg)

Will Ali go to school? (Int)

Will Ali not go to school? (Neg & Int)

(2) Present continuous tense

(6) Past continuous Tense

(10) Future continuous Tense

I am going to school.

We are going to school.

They are going to school.

You are going to school.

He is going to school.

She is going to school.

Ali is going to school.

Ali and Aslam are going to school.

Am I going to school? (Int)

I am not going to school. (Neg)

Am I not going to school? (Int)

They are not going to school. (Neg)

Are they going to school? (Int)

Are they not going to school? (Neg)

Are they going to school? (Int)

Are they not going to school? (Neg)

(1) I was going to school. (Decl)

(2) We were going to school.

(3) They were going to school.

(4) You were going to school.

(5) He was going to school.

(6) She was going to school.

(7) Ali was going to school.

(8) Ali and Aslam were going to school.

Were they going to school? (Int)

Were they not going to school? (Neg)

Were they going to school? (Int)

Were they not going to school? (Neg)

Were they going to school? (Int)

Were they not going to school? (Neg)

Were they going to school? (Int)

Were they not going to school? (Neg)

(1) I shall be going to school.

(2) We shall be going to school.

(3) They will be going to school.

(4) You will be going to school.

(5) He will be going to school.

(6) She will be going to school.

(7) Ali will be going to school.

(8) Ali and Aslam will be going to school.

Shall I be going to school? (Int)

Shall I not be going to school? (Neg)

Shall I be going to school? (Int)

Shall I not be going to school? (Neg)

Shall I be going to school? (Int)

Shall I not be going to school? (Neg)

Shall I be going to school? (Int)

Shall I not be going to school? (Neg)

① Present Perfect Tense

- ① I have gone to school.
- ② We have gone to school.
- ③ They have gone to school.
- ④ You have gone to school.
- ⑤ He has gone to school.
- ⑥ She has gone to school.
- ⑦ Ali has gone to school.
- ⑧ Ali and Aslam have gone to school.
- we have not gone to school.
(Neg)
- Have we gone to school?
(Int)
- Have we not gone to school?
(Int & Neg)

② Past Perfect Tense

- ① I had gone to school.
- ② We had gone to school.
- ③ They had gone to school.
- ④ You had gone to school.
- ⑤ He had gone to school.
- ⑥ She had gone to school.
- ⑦ Ali had gone to school.
- He had not gone to school. (Neg)
- Had Ali gone to school?
(Int)
- Had Ali not gone to school?
(Neg & Int)

③ Future

- ① I shall have gone to school.
- ② We shall have gone to school.
- ③ They will have gone to school.
- They will not have gone to school.
(Neg)
- Will they have gone to school?
(Int)

④ Present Perfect continuous

- ① I have been going to school since morning.
- ② We have been going to school since morning.
- I have not been going to school since morning.
(Neg)
- Have I been going to school since morning?
(Int)
- Have I not been going to school since morning?

⑤ Past Perfect continuous

- ① I had been going to school, since morning.
- ② They had been going to school since morning.
- They had not been going to school since morning. (Neg)

⑥ Future Perfect con

- ① I shall have been going to school since morning.
- ② We shall have been going to school since morning.
- ③ They will have been going to school since morning.

Punctuation

① Capitalization (بڑے حروف) (A-Z)

- ① اَلْفَقْرَہ شَرِیْعَہ سے شروع ہونا س کا پہلا حرف بڑا ہوگا۔
- ② اَلْفَقْرَہ میں کوئی Proper Noun یعنی کسی جگہ، چیز یا شخص کا خاص نام آجائے تو نام کے پہلے حرف بڑا ہوگا۔

② Full Stop (.) نقطہ

جہاں پر کوئی فقرہ ختم ہو جائے وہاں پر Full Stop لگائے ہیں۔

③ Comma (,)

اگر چیزوں یا ناموں کی لسٹ دی گئی ہو تو پہلے نام کے بعد کوما اور آخری نام سے پہلے and آئے گا۔
I have a pen, pencil and a bag.

④ Question Mark (?)

جس فقرے میں کوئی سوال لکھا گیا ہو تو اس کے آخر میں ؟ آئے گا۔
اے فقرے جن کے شروع میں What, When, Where, How, Who یا کوئی Helping verb لکھا ہوا ہو۔
کب، کہاں، کیسے، کیون

⑤ Apostrophe (') یہ کسی ملکیت کو ظاہر کرنے کے لیے نام کے بعد لگائی جاتی ہے۔

Ali's pen

Your brother

⑥ Exclamation (!) یہ علامت خوشی، غمی یا جذبات کے اظہار کے لیے استعمال ہوتی ہے۔

Oh! Hurrah! Alas!

⑦ Colon (:) اسے کسی لسٹ کو متعارف کروانے کے لیے استعمال کیا جاتا ہے۔

Purchase these things: Shir; Coat; Shoes

⑧ Semi Colon (;) جہاں پر ؛ کی علامت ہو اس کے بعد ؛ کی علامت استعمال کی جاتی ہے۔