1. **There are fourteen errors in the use of punctuation marks in the following text. Rewrite the text correcting the errors. [DB – 2024]**

Sumi said to Rumi what will you do after hsc exam ill take preparation for varsity admission whats about you said Rumi

Answer: Sumi said to Rumi, "What will you do after HSC exam?" "I'll take preparation for varsity admission. What's about you?" said Rumi.

2. **There are fourteen errors in the use of punctuation marks in the following text. Rewrite the text correcting the errors. [MB – 2024]**

Rahim : We are about to finish our HSC examination are you thinking about your future
Karim : Yes, What about you
Rahim : I want to pursue higher education. What are your plans
Karim : I rather follow some vocational courses to make my career.
Rahim : Really have you thought of any particular vocation
Karim : Yes I would like to join the fashion design course. This career has a prospect these days.
Rahim : Is it suitable for boys
Karim : Why not Boys are as good as girl in many profession now a days. Whats your future plan
Rahim : I would like to go for teaching.
Karim : Its a good profession for a studious boy like you.

Answer:

Rahim : We are about to finish our HSC examination. Are you thinking about your future?
Karim : Yes. What about you?
Rahim : I want to pursue higher education. What are your plans?
Karim : I rather follow some vocational courses to make my career.
Rahim : Really? Have you thought of any particular vocation?
Karim : Yes. I would like to join the fashion design course. This career has good prospects these days.
Rahim : Is it suitable for boys?
Karim : Why not? Boys are as good as girls in many professions nowadays. What's your future plan?
Rahim : I would like to go for teaching.
Karim : It's a good profession for a studious boy like you.

3. **There are fourteen errors in the use of punctuation marks in the following text. Rewrite the text correcting the errors. [CB – 2024]**

Yasha : What happened to you Meem Youre not looking normal.
Meem : You are right my friend. Im really very upset today.
Yasha : But why Wont you tell me the reason
Meem : Why not A road accident took the life of our Chairman yesterday He was a well known person in our village. How pathetic it is for his family.
Yasha : Oh Thats very shocking.
Meem : Its very sad that such accidents are occurring frequently in our country.

Answer:

Yasha : What happened to you, Meem? You're not looking normal.

Meem : You are right, my friend. I'm really very upset today.

Yasha : But why? Won't you tell me the reason? Meem Why not? A road accident took the life of our Chairman yesterday. He was a well-known person in our village. How pathetic it is for his family!

Yasha : Oh! That's very shocking.

Meem : It's very sad that such accidents are occurring frequently in our country.

4. There are fourteen errors in the use of punctuation marks in the following text. Rewrite the text correcting the errors. [RB – 2024]

Jerry : You look like my mother

Writer : Do you meet your mother frequently when have you met her does she visit you

Jerry : She often visits me She sends gifts for me Did you see the skates I put on yesterday

Writer : Why do you not live with her doesn't your heart bleed for her

Jerry : Im fated to live alone

Answer:

Jerry : You look like my mother.

Writer : Do you meet your mother frequently? When have you met her? Does she visit you?

Jerry : She often visits me. She sends gifts for me. Did you see the skates I put on yesterday?

Writer : Why do you not live with her? Doesn't 'your heart bleed for her?

Jerry : I'm fated to live alone.

5. There are fourteen errors in the use of punctuation marks in the following text. Rewrite the text correcting the errors. [DjB – 2024]

Student : May I come in, sir

Headmaster : Yes come in.

Student : Good morning sir.

Headmaster : Good morning. What do you want.

Student : Sir I want transfer certificate.

Headmaster : A transfer certificate Why do need a transfer certificate Its the middle if the session.

Student : My father has been transferred from Dhaka to Khulna.

Headmaster : Oh I see. Cant you stay here for the rest of the session.

Student : Sorry sir. I cant. My father is unable to afford me here.

Headmaster : Where is your application?

Student : Here it is, sir

Headmaster : Have you cleared your tuition fees?

Student : Yes, sir. Here is the receipt.

Headmaster : Meet the head clerk.

Student : Thank you, sir.

Answer:

Student : May I come in, sir?

Headmaster : Yes, come in.

Student : Good morning, sir.

Headmaster : Good morning. What do you want?

Student : Sir, I want a transfer certificate.

Headmaster : A transfer certificate? Why do you need a transfer certificate? It's the middle of the session.
Student : My father has been transferred from Dhaka to Khulna.
Headmaster : Oh, I see. Can't you stay here for the rest of the session?
Student : Sorry, sir, I can't. My father is unable to afford me here.
Headmaster : Don't you have any relative here?
Student : No, I haven't.
Headmaster : Where is your application?
Student : Here it is, sir.
Headmaster : Have you cleared your tuition fees?
Student : Yes, sir. Here is the receipt.
Headmaster : Meet the head clerk.
Student : Thank you, sir.

6. There are fourteen errors in the use of punctuation marks in the following text. Rewrite the text correcting the errors. [JB – 2024]

Jerry : I can chop some wood today
Writer : But Ive a boy coming from the orphanage.
Jerry : Im the boy
Writer : You But youre small
Jerry : Size doesnt matter chopping wood, of the big boys dont chop well Ive been chopping wood for a long time.
Writer : Very well theres the axe go ahead see what you can do

Answer:

Jerry : I can chop some wood today.
Writer : But I've a boy coming from the orphanage.
Jerry : I'm the boy.
Writer : You? But you're small.
Jerry : Size doesn't matter, chopping wood. Some of the big boys don't chop well. I've been chopping wood at the orphanage for a longtime.
Writer : Very well. There's the axe. Go ahead. See what you can do.

7. There are fourteen errors in the use of punctuation marks in the following text. Rewrite the text correcting the errors. [JB – 2024]

Have you seen your mother Jerry I see her every summer She sends for me I wanted to cry out Why are you not With her How can She let you go away again He said She comes up here from Manville whenever she can She dosnt have a job now

Answer: "Have you seen your mother, Jerry?" "I see her every summer. She sends for me". I wanted to cry out, "Why are you not with her? How can she let you go away again?" He said, "She comes up here from Mannville whenever she can. She doesn't have a job now."

8. There are fourteen errors in the use of punctuation marks in the following text. Rewrite the text correcting the errors. [MB – 2023]

Son : Did you keep a diary during the Liberation war
Father : Yes I did
Son : Can I have a look at it

Father : I'm afraid, I've lost at it.
Son : Can you remember anything about it
Father : Yes I remember one event there were lots of sounds and bangs outside one night you wanted to look out but we didn't let you.
Son : Why?
Father : Because it was very dangerous. You were only four years old.
Son : I cant remember anything
Father : Its natural. No one can remember all from early childhood.

Answer:

Son : Did you keep a diary during the Liberation War?
Father : Yes, I did.
Son : Can I have a look at it?
Father : I'm afraid, I've lost it.
Son : Can you remember anything about it?
Father : Yes, I remember one event. There were lots of sounds and bangs outside one night.You wanted to look out, but we didn't let you.
Son : Why?
Father : Because it was very dangerous. You were only four years old.
Son : I can't remember.
Father : It's natural. No one can remember all from early childhood.

9. There are fourteen errors in the use of punctuation marks in the following text. Rewrite the text correcting the errors. [CtgB – 2023]

Lion : How dare you wake me up
Mouse : I'm sorry sir I did not mean to wake you I was just playing
Lion : Now I'm going to kill you.
Mouse : Oh please sir. Have mercy on me one day , I can be your help.
Lion : What rubbish How can a little mouse help a big lion.

Answer:

Lion : How dare you wake me up?
Mouse : I'm sorry, sir. I did not mean to wake you; I was just playing.
Mouse : I'm sorry, sir. I did not mean to wake you; I was just playing.
Lion : Now, I'm going to kill you.
Mouse : Oh, please, sir! Have mercy on me. One day, I can be your help.
Lion : What rubbish! How can a little mouse help a big lion?

10. There are fourteen errors in the use of punctuation marks in the following text. Rewrite the text correcting the errors. [CB – 2023]

Laila : I cant see anything . Where am I ?
Aunt : You're safe in your Aunts house . What's the matter?
Laila : I'm afraid I can hear a sound.
Aunt : But I cant.
Laila : Listen again can you hear it now?
Aunt : Yes I can.

Laila : Is it a ghost ?
Aunt : No, its only an owl.
Laila : OwI But it makes a horrible sound.
Aunt : It's a bird only dear.
Laila : Could you sleep with me?
Aunt : Okay Now go to sleep
Laila . You're very tired
After your long journey.
Laila : You're right.

Answer:

Laila : I can't see anything. Where am I?
Aunt : You're safe in your aunt's house. What's the matter?
Laila : I'm afraid. I can hear a sound.
Aunt : But I can't.
Laila : Listen again! Can you hear it now?
Aunt : Yes, I can.
Laila : Is it a ghost?
Aunt : No, it's only an owl.
Laila : Owl? But it makes a horrible sound.
Aunt : It's a bird only, dear.
Laila : Could you sleep with me?
Aunt : Okay. Now go to sleep, Laila. You're very tired after your long journey.
Laila : You're right.

11. There are fourteen errors in the use of punctuation marks in the following text . Rewrite the text correcting the errors. [RB – 2023]

Raja : What are you doing Rana
Rana : I am reading a letter
Raja : Letter ? From whom
Rana : It's from my pen friend . Shes an Australian . Her names Lucy.
Raja : How old is she
Rana : Sixteen The same as us. She lives in Sydney.
Raja : Sydney what's that
Rana : It's a city in the south – east of Australia.
Raja : How do you know about it
Rana : Lucy has sent me a picture of it.
Raja : Can you show me the picture
Rana : Yes, here it is . You see, it looks very nice , doesn't it.

Answer:

Raja : What are you doing, Rana?
Rana : I am reading a letter.
Raja :Letter? From whom?
Rana : It's from my penfriend. She's an Australian. Her name's Lucy.

Raja : How old is she?
Rana : Sixteen, the same as us. She lives in Sydney.
Raja : Sydney? What's that?
Rana : It's a city in the south-east of Australia.
Raja : How do you know about it?
Rana : Lucy has sent me a picture of it.
Raja : Can you show me the picture?
Rana : Yes, here it is. You see, it looks very nice, doesn't it?

12. There are fourteen errors in the use of punctuation marks in the following text . Rewrite the text correcting the errors. [DjB – 2023]

He said I can chop some wood today. You but you're small said I . Size don't matter chopping wood some of the big boys don't chop good. I've been chopping wood at the orphanage a long time.

Answer: He said, "I can chop some wood today." "You? But you're small," said I. "Size don't matter, chopping wood. Some of the big boys don't chop good. I've been chopping wood at the orphanage a long time."

13. There are fourteen errors in the use of punctuation marks in the following text . Rewrite the text correcting the errors. [JB – 2023]

Rodela : Hello Rahela What are you doing
Rahela : I'm reading a newspaper
Rodela : Do you read them regularly
Rahela : Yes every day before breakfast Don't you
Rodela : No I don't . What's the use of it.
Rahela : Newspaper is an indispensable part of our life . It helps us in many ways.

Answer:

Rodela : Hello! Rahela, what are you doing?
Rahela : I'm reading a newspaper.
Rodela : Do you read them regularly?
Rahela : Yes, every day before breakfast. Don't you?
Rodela : No, I don't. What's the use of it?
Rahela : Newspaper is an indispensable part of our life . It helps us in many ways.

14. There are fourteen errors in the use of punctuation marks in the following text . Rewrite the text correcting the errors. [SB – 2023]

Ratan said to his father I want to go outside for sometime . Why it is not the suitable time for going out. I need to meet my friend Shimul . Now it is 8 PM. You should not waste time doing this type of activates father replied . I'll come back before 9 O clock said Ratan . "This is the last time I think ," father said .

Answer: Ratan said to his father, "I want to go outside for some time." "Why? It is not the suitable time for going out?" "I need to meet my friend, Shimul." "Now, it is 8 p.m. You should not waste time doing this type of activities," father replied. "I'll come back before 9 o'clock," said Ratan. "This is the last time, I think," father said.

15. There are fourteen errors in the use of punctuation marks in the following text . Rewrite the text correcting the errors. [BB – 2023]

Ishtiak : Excuse me where is the nearest hospital
Fuad : Its about 2km from here You will have to hire a taxi You can also go there by bus
Ishtiak : I see is there a bus station near here
Fuad : Yes there is a bus stop at the corner
Ishtial : Thank you
Fuad : Don't Mention it

Answer:

Ishtiak : Excuse me. Where is the nearest hospital?
Fuad : It's about 2 km. from here. You will have to hire a taxi. You can also go there by bus.
Ishtiak : I see. Is there a bus station near here?
Fuad : Yes, there is a bus stop at the corner.
Ishtiak :Thank you.
Fuad : Don't mention it.

16. Use capitals and punctuation marks where necessary in the following texts. [Dhaka Board-2019]

Student: Excuse me sir I want to discuss with you some grammatical problems.
Teacher: What class are you in
Student: Sir I am in class XI, I am a newly admitted student here.
Teacher: Okay tell me your problems
Student: I want to understand the difference between a phrase and a clause.
Teacher: Don't worry. Ill help you understand the difference.

Answer:

Student: Excuse me, sir. I want to discuss with you some grammatical problems.
Teacher: What class are you in?
Student: Sir, I am in class Xl. I am a newly admitted student here.
Teacher: Okay. Tell me your problems.
Student: I want to understand the difference between a phrase and a clause.
Teacher: Don't worry. I'll help you understand the difference.

17. Use capitals and punctuation marks where necessary in the following texts.[Rajshahi Board-2019]

You've cut off your hair, asked Jim, laboriously as if he had not arrived at that patent fact yet even after the hardest mental labour. Cut it off and sold it, said Della. Don't you like me just as well, anyhow Im me without my hair ain't I Jim looked about the room curiously. You say your hair is gone he said with an air almost of idiocy.

Answer: "You've cut off your hair?" asked Jim, laboriously as if he had not arrived at that patent fact yet even after the hardest mental labour. "Cut it off and sold it," said Della. "Don't you like me just as well, anyhow? I'm me, without my hair, ain't I?" Jim looked about the room curiously. "You say your hair is gone?" he said, with an air almost of idiocy.

18. Use capitals and punctuation marks where necessary in the following texts.[Cumilla Board-2019]

Sajid: Hurrah weve won the match.
Sifat: What match Sajid
Sajid: The football match between your school. team and our school team.
Sifat: Oh my Almighty! How did it happen?
Sajid: We won by 3 goals to one (1);

Sifat: I thought our team was better than yours.
Sajid: The result shows who is better.
Sifat: Anyway, well do better next year.
Sajid: Best of luck sifat.

Answer:

Sajid: Hurrah! We've won the match.
Sifat: What match, Sajid?
Sajid: The football match between your school team and our school team.
Sifat: Oh my Almighty! How did it happen?
Sajid: We won by 3 goals to one (1).
Sifat: I thought, our team was better than yours.
Sajid: The result shows who is better.
Sifat: Anyway, we'll do better next year.
Sajid: Best of luck, Sifat.

19. Use capitals and punctuation marks where necessary in the following texts.[Jashore Board-2019]

Jerry: I can chop some wood today.
Writer: But Ive a boy coming from the orphanage.
Jerry: Im the boy
Writer: You But youre very small in size.
Jerry: Size doesn't matter chopping wood. Some of the big boys don't chop well. Ive been chopping wood for a long time
Writer: Very well theres the axe. Go ahead see what you can do

Answer:

Jerry: I can chop some wood today.
Writer: But I've a boy coming from the orphanage.
Jerry: I'm the boy.
Writer: You? But you're small in size.
Jerry: Size doesn't matter chopping wood. Some of the big boys don't chop well. I've been chopping wood for a long time.
Writer: Very well. There's the axe. Go ahead. See, what you can do.

20. Use capitals and punctuation marks where necessary in the following texts.[Sylhet Board-2019]

The traveller said to the peasant "Can you tell me the way to the nearest inn" The peasant said "Yes I can Do you want one in which you can spend the night" The traveller said, "I don't wish to stay there I only want a meal" Follow me and I will take you to a nice one.

Answer: The traveller said to the peasant, "Can you tell me the way to the nearest inn?" The peasant said, "Yes, I can. Do you want one in which you can spend the night?" The traveller said, "I don't wish to stay there. I only want a meal." "Follow me, and I will take you to a nice one."

21. Use capitals and punctuation marks where necessary in the following texts. [Ctg Board-2019]

Student: Excuse me sir. May i come in?
Teacher: yes come in.
Student: Thank you sir.
Teacher: What can i do for you.

Student: Would you kindly make me clear about the use, of this punctuation mark.
Teacher: Didnt you attend my class yesterday?
Student: No sir. i did not come.

Answer:

Student: Excuse me, sir. May I come in?
Teacher: Yes, come in.
Student: Thank you, sir.
Teacher: What can! do for you?
Student: Would you kindly make me clear about the use of this punctuation mark?
Teacher: Didn't you attend my class yesterday?
Student: No, sir. I did not come.
Teacher: Why? You must not miss any class.
Student: I'll never miss any class, sir.
Teacher: Why you must not miss any class.
Student: I'll never miss any class, sir.

22. Use capitals and punctuation marks where necessary in the following texts. [BB-2019]

While I was going to market yesterday I met a boy begging in the street. On being asked to tell the reason for begging the boy with a sad mind and tearful eyes said oh sir I have a sad tale to tell would you please hear my story. Yes, I would love to I said to him. Instead of telling the story, the boy simply began to cry.

Answer: While I was going to the market yesterday. I met a boy begging in the street. On being asked to tell the reason for begging. The boy with a sad mind and tearful eyes said, oh! sir, I have a sad tale to tell. Would you please hear my story? Yes, I would love to, I said to him. Instead of telling the story, the boy simply began to cry.

23. Use capitals and punctuation marks where necessary in the following texts. [DjB-2019]

Hasan: Can you tell me a little about Dhaka
Hasib: Sure what would you like to know
Hasan: Well whats a good time to visit there? Hasib: I think you can visit in winter.
Hasan: Good and what should I see there
Hasib: Well you can visit Sonargaon Folk Art Museum and you can see the handicrafts. But you must not leave Dhaka without visiting the Lalbagh Fort.
Hasan: Anything else.
Hasib: Oh yes if you have time you may visit Ahsan Manjil. You could have an excellent experience of Mughal and British architecture.

Answer:

Hasan: Can you tell me a little about Dhaka?
Hasib: Sure. What would you like to know?
Hasan: Well, what's a good time to visit there?
Hasib: I think you can visit in winter.
Hasan: Good and what should | see there?

Hasib: Well, you can visit Sonargaon Folk Art Museum and you can see the handicrafts. But you must not leave Dhaka without visiting the Lalbagh Fort.
Hasan: Anything else?
Hasib: Oh, yes. If you have, time, you may visit Ahsan Manjil. You could have an excellent experience of Mughal and British architecture.

24. Use capitals and punctuation marks where necessary in the following texts. [Combined Board Exam Ka Set-18]

One day while going to college I met an old man who had nothing of his own having seen me he began to cry but could not as he was too weak to cry feeling a great pity for him I wanted to know about him what led him to this miserable condition so I started asking him questions.

Answer: One day while going to college, I met an old man who had nothing of his own. Having seen me, he began to cry but could not as he was too weak to cry. Feeling great pity for him, I wanted to know about him. "What led him to this miserable condition?" So, I started asking him questions.

25. Use capitals and punctuation marks where necessary in the following texts. [Combined Board Exam Kha Set-18]

Bindu: do you read a newspaper regularly Hema.
Hema: Yes I do. What about you.
Bindu: To tell you frankly I do not read a newspaper regularly.
Hema: Why you get enough time.
Bindu: I do but I do not like it. Moreover I think it is a wastage of time.
Hema: Strange why do you think so.

Answer:

Bindu: Do you read a newspaper regularly, Hema?
Hema: Yes, !do. What about you?
Bindu: To tell you frankly, I do not read newspaper regularly.
Hema: Why? You get enough time.
Bindu: I do, but I do not like it. Moreover, I think it is a wastage of time.
Hema : Strange! Why do you think so?

26. Use capitals and punctuation marks where necessary in the following texts. [Dhaka Board-2017]

Abid: We are about to finish our H.S.C examination Are you thinking about your future Hasib: Yes, what about you
Abid: I want to pursue higher education what are your plans
Hasib: I rather follow some vocational courses to make my career
Abid: Really have you thought of any particular vocation
Hasib: Yes, I would like to join the Fashion Design course This career has a prospect these days
Abia: Is it suitable for boys
Hasib: Why not Boys are as good as girls in many professions now- days Whats your future plan
Abid: I would like to go for teaching
Hasib: It's a good profession for a studious boy like you

Answer:

Abid: We are about to finish our H.S.C examination. Are you thinking about your future?
Hasib: Yes, what about you?

Abid: I want to pursue higher education. What are your plans?
Hasib: I rather follow some vocational courses to make my career.
Abid: Really! Have you thought of any particular vocation?
Hasib: Yes, I would like to join the Fashion Design course. This career has a prospect these days
Abid: Is it suitable for boys?
Hasib: Why not? Boys are as good as girls in many professions nowadays. What's your future plan?
Abid: I would like to go for teaching.
Hasib: It's a. good profession for a studious boy like you.

27. Use capitals and punctuation marks where necessary in the following texts.

"I'm not in the least hungry," my guest sighed "but if you insist I don't mind having some asparagus." I ordered them. "Aren't you going to have any" "No I never eat asparagus." "I know there are people who don't like them. The fact is you ruin your palate by all the meat you eat." "Coffee" I said "Yes, just an ice cream and coffee" she answered. **[Rajshahi Board-2017]**

Answer: "I'm not in the least hungry," my guest sighed, "but if you insist I don't mind having some asparagus! I ordered them to have an "Aren't you going to have any?" "No, I never eat asparagus." "| know there are people who don't like them. The fact is, you ruin your palate by all the meat you eat. "Coffee", I said. "Yes, just an ice cream and coffee," she answered.

28. Use capitals and punctuation marks where necessary in the following texts

how is your father rana said mr karim he is very well thank you replied rana i am glad to hear that he is in good health said mr karim. **[Cumilla Board-2017; Dinajpur Board-2016]**

Answer: "How is your father, Rana?" said Mr Karim. "He is very well. Thank you," replied Rana. "I am glad to hear that he is in good health," said Mr Karim.

29. Use capitals and punctuation marks where necessary in the following texts. [JB-2017; SB-2016]

Tourist: How old is the edifice guide
Guide: Madame its a 15th century edifice
Tourist: What a wonderful edifice it is Guide. It was built by Akbar the then emperor of India.
Tourist: Oh! I see
Guide: Madame we should move now. The sun is about to set. It would be dark soon.
Tourist: Isnt the place safe?
Guide: It is. But the security does not allow anybody after sunset.

Answer:

Tourist: How old is the edifice, guide?
Guide: Madame, it's a 15th-century edifice.
Tourist: What a wonderful edifice it is!
Guide: It was built by Akbar, the then emperor of India.
Tourist: Oh! I see.
Guide: Madame, we should move now. The sun is about to set. It would be dark soon.
Tourist: Isn't the place safe?
Guide: It is. But the security does not allow anybody after sunset.

30. Use capitals and punctuation marks where necessary in the following texts. [Ctg Board-2017]

Son: Did you keep a diary during the liberation war
Father: Yes I did.

Son: Can I have a look at it?
Father: I'm afraid, Ive lost it.
Son: Can you remember anything about it
Father: Yes, I remember one event there were lots of sounds and bangs outside one night. You wanted to look out but we didn't let you.
Son: Why
Father: Because it was very dangerous. You were only four years old then
Son: I can't remember anything.
Father: Its natural. No one can remember all from early childhood.

Answer:

Son: Did you keep a diary during the liberation war?
Father: Yes, I did. Son: Can I have a look at it?
Father: I'm afraid I've lost it.
Son: Can you remember anything about it?
Father: Yes, I remember one event. There were lots of sounds and bangs outside one night. You wanted to look out but we didn't let you.
Son: Why?
Father: Because it was very dangerous. You were only four years old then.
Son: I can't remember anything.
Father: It's natural. No one can remember all from early childhood.

31. Use capitals and punctuation marks where necessary in the following texts.[Sylhet Board-2017]

Entering the study my elder brother looked around and burst out in disgust. How dirty you have made the room! Why do you use it if you cant keep it tidy I said, i am extremely sorry I have been a nuisance in future youll never see the room in such a bad condition I promise.

Answer:

Entering the study, my elder brother looked around and burst out in disgust, "How dirty you have made the room! Why do you use it if you can't keep it tidy?" I said, "I am extremely sorry. I have been a nuisance. In future, you'll never see the room in such a bad condition. I promise."

32. Use capitals and punctuation marks where necessary in the following texts. [BB-2017]

Myself: Good morning Rana. How are you?
Rana: I am so so and you
Myself: I am. well. But why aren't you completely well.
Rana: In every examination I'm cutting a sorry figure.
Myself: Whats the reason? Dont you utilize your time properly?
Rana: I spend most of the time in watching TV.
Myself: Recreation is necessary. But spending too much time on this has no good side.
Rana: I don't feel bored in watching TV.
Myself: But as a student, you should study more and more.
Rana: Thank you for your good advice.
Myself: Welcome.

Answer:

Myself: Good morning, Rana. How are you?

Rana: I am so so. And you?
Myself: lam well. But why aren't you completely well?
Rana: In every examination, I'm cutting a sorry figure.
Myself: What's the reason? Don't you utilize your time properly?
Rana: I spend most of the time watching TV.
Myself: Recreation is necessary. But spending too much time on this has no good side.
Rana: I don't feel bored watching TV.
Myself: But as a student, you should study more and more.
Rana: Thank you for your good advice.
Myself: Welcome.

33. Use capitals and punctuation marks where necessary in the following texts. [DjBoard-2017]

Aryan: Do you read a newspaper regularly Farhan
Farhan: Yes I do. What's about you
Aryan: To tell you frankly I do not read a newspaper regularly.
Farhan: Why you get enough time during the break in the college.
Aryan: Yes I do get but I do not like. Moreover I think it is a wastage of time.
Farhan: Remember newspaper is called the 'storehouse' of knowledge. The more you will read a newspaper the more you will learn.
Aryan: Then, from today, I will start reading a newspaper
Farhan: Yes, that's like a good friend.

Answer:

Aryan: Do you read a newspaper regularly, Farhan?
Farhan: Yes, !do. What's about you?
Aryan: To tell you frankly, I do not read a newspaper regularly.
Farhan: Why? You get enough time during the break-in college.
Aryan: Yes, !do get but I do not like. Moreover, I think it is a wastage of time.
Farhan: Remember, a newspaper is called the 'storehouse' of knowledge. The more you will read a newspaper, the more you will learn.
Aryan: Then, from today, I will start reading a newspaper.
Farhan: Yes, that's like a good friend.

34. Use capitals and punctuation marks where necessary in the following texts. [Dhaka Board-2016]

A: Whats solar energy?
B: Its one of the renewable energy sources.
A: Why is it called green energy?
B: Well its green energy because it helps us keep the earth green I mean it doesn't emit any pollutant in the atmosphere when we produce and use it.
A: I see then it must be a clean source of energy.
B: Exactly. And that's why its also called clean energy.

Answer:

A: What's solar energy?
B: It's one of the renewable energy sources.
A: Why is it called green energy?

B: Well. It's green energy because it helps us keep the earth green, I mean it doesn't emit any pollutant in the atmosphere when we produce and use it.
A: I see. Then it must be a clean source of energy.
B: Exactly. And that's why it's also called clean energy.

35. Use capitals and punctuation marks where necessary in the following texts. [RB-2016]

Husband: Cant you cook food properly
Wife: I cook food properly the problem is with you.
Husband: Really these foods are crap they taste pathetic.
Wife: I spend time in the kitchen from morning till afternoon. I work hard. I take care of two children at home. What do you do?
Husband: I work hard and earn money that you spend lavishly. Wife: How dare you say that.
Husband: Well that is the truth

Answer:

Husband: Can't you cook food properly?
Wife: I cook food properly. The problem is with you.
Husband: Really these foods are crap. They taste pathetic.
Wife: I spend time in the kitchen from morning till afternoon. I work hard. I take care of two children at home. What do you do?
Husband: I work hard and earn money that you spend lavishly.
Wife: How dare you say that?
Husband: Well. That is the truth.

36. Use capitals and punctuation marks where necessary in the following texts.[Cumilla Board-2016]

Arif: Hello How are you Zakia?
Zakia: Fine. What about you de motor
Arif: Well I was a bit sick.
Zakia: Really What happened stomach
Arif: Stomach upset. I had outside food. It troubles my stomach.
Zakia: That's why I always try to avoid outside food they are unhygienic.
Arif: I'm not going to have it anymore.
Zakia: Anyway, you take care bye.
Arif: Bye.

Answer:

Arif: Hello, how are you, Zakia?
Zakia: Fine. What about you?
Arif: Well, I was a bit sick.
Zakia: Really! What happened?
Arif: Stomach upset. I had outside food. It troubles my stomach.
Zakia: That's why I always try to avoid outside food. They are unhygienic.
Arif: I'm not going to have it anymore.
Zakia: Anyway, you take care. Bye.
Arif: Bye.

37. Use capitals and punctuation marks where necessary in the following texts.[Jashore Board-2016]

Nazmul: Excuse me where is the nearest hospital
Arafat: Its about 2 kilometres from here. You will have to hire a taxi You can also go by bus
Nazmul: I see Is there a bus station near here
Arafat: Yes there is a bus stop at the corner.
Nazmul: Thank you.
Arafat: Dont mention it

Answer:

Nazmul: Excuse me, where is the nearest hospital?
Arafa: It's about 2 kilometres from here. You will have to hire a taxi. You can also go by bus.
Nazmul: I see. Is there a bus station near here?
Arafat: Yes, there is a bus stop at the corner.
Nazmul: Thank you. Arafat. Don't mention it.

38. Use capitals and punctuation marks where necessary in the following texts. [Ctg Board-2016]

"Good Morning where are you going" said the merchant. I was just coming to see you said the youth. "What do you want" "Please help me to earn my bread by the labour of my hands. "Do you really want work!" said the merchant. yes if you have any." "Then follow me and carry the box from the shop to my house." "By Allah I'm really grateful to you." said the youth.

Answer: "Good Morning. Where are you going?" said the merchant. "I was just coming to see you," said the youth. "What do you want?" "Please help me to earn my bread by the labour of my hands." "Do you really want work?" said the merchant." "Yes, if you have any". "Then follow me and carry the box from the shop to my house." "By Allah, I'm really grateful to you", said the youth.

39. Use capitals and punctuation marks where necessary in the following texts. [BB-2016]

Student: May I come in Sir?
Principal: Yes come in
Student: Good morning Sir
Principal: Good morning how can I help you
Student: Sir we would like to arrange a study tour
Principal: It's a great idea Ill appreciate it Submit an application to me so that I can take a step in favour of you.
Student: Ok Sir. We will write an application on behalf of the students
Principal: Ok, see you
Student: Thank you very much, Sir
Principal: You are most welcome

Answer:

Student: May! Come in, Sir?
Principal: Yes, come in.
Student: Good morning. Sir.
Principal: Good morning. How can I help you?
Student: Sir, we would like to arrange a study tour.
Principal: It's a great idea. I'll appreciate it. Submit an application to me so that I can take a step in favour of you.
Student: Ok, Sir. We will write an application on behalf of the students.

Principal: Ok, see you,
Student: Thank you very much, Sir.
Principal: You are most welcome.

Extra Exercise

40. Use appropriate punctuation and capitalization marks in the following passage:
i came here yesterday from my village he said why did you come i asked my mother sent me to you with this letter he replied how is your mother i have not seen her for a long time I said.
Answer: "I came here yesterday from my village," he said. "Why did you come?" I asked. "My mother sent me to you with this letter," he replied. "How is your mother? I have not seen her for a long time," I said.

41. Use appropriate punctuation and capitalization marks in the following passage:
why do you not go asked the eldest of the girls and the mistress of the house Do you find your payment too little Then turning to her sisters she said Give him another dinner By Allah sweet ladies replied the porter You have paid me well enough my ordinary pay is but a few coppers It is about you that my heart is troubled How is it that you lived alone in this house with no man to attend you.
Answer: "Why do you not go?" asked the eldest of the girls and the mistress of the house, "Do you find your payment too little?" Then, turning to her sisters, she said, "Give him another dinner." "By Allah, sweet ladies," replied the porter , "You have paid me well enough; my ordinary pay is but a few coppers. It is about you that my heart is troubled. How is it that you lived alone in this house with no man to attend you?"