



Hands-on Exercise No. 3
Batch-02 DSTP 2.0
Communication and Soft Skills

Total Marks: 10
Due Date: 08/09/2022

Instructions:

Please read the following instructions carefully before submitting this Hands-on Exercise:

- Use MS Word to prepare exercise solution.
- You may consult tutorials and videos if the concept is not clear.
- Your submitted exercise will not be considered/counted if:
 - It is submitted after due date.
 - It is not in the required format (.doc or .docx)
 - It does not open, or file is corrupt.
 - It is copied (partial or full) from any source (websites, forums, students, etc.)

Learning Outcome:

After completing this exercise, you shall be able to:

- Understand the importance of punctuation in written communication.
- Use punctuation marks correctly to convey what is meant to convey.
- Identify and explain the usage of different punctuation marks.
- Capitalize the Nouns and Pronouns.

Problem Statement

Read the following 10 sentences and correct their punctuation.

1. i like english
2. i can speak english punjabi and urdu
3. we do not often go jogging we prefer to play tennis
4. you have two choices finish the work today or lose the contract
5. this is a rather an out of date topic
6. where is my pen
7. help he cried. I can not swim
8. please press your browsers Refresh Reload button
9. i went to Amsterdam my favorite city and stayed there for two weeks
10. one happy customer wrote This is the best program that I have ever seen

Tasks:

1. You need to use full stop or period, comma, semi-colon, colon, hyphen, dash, question mark, exclamation mark, exclamation mark, slash, double quotation marks, single quotation marks, apostrophe, underline, round brackets, ellipsis.
2. You need to capitalize the words where needed.

Guidelines:

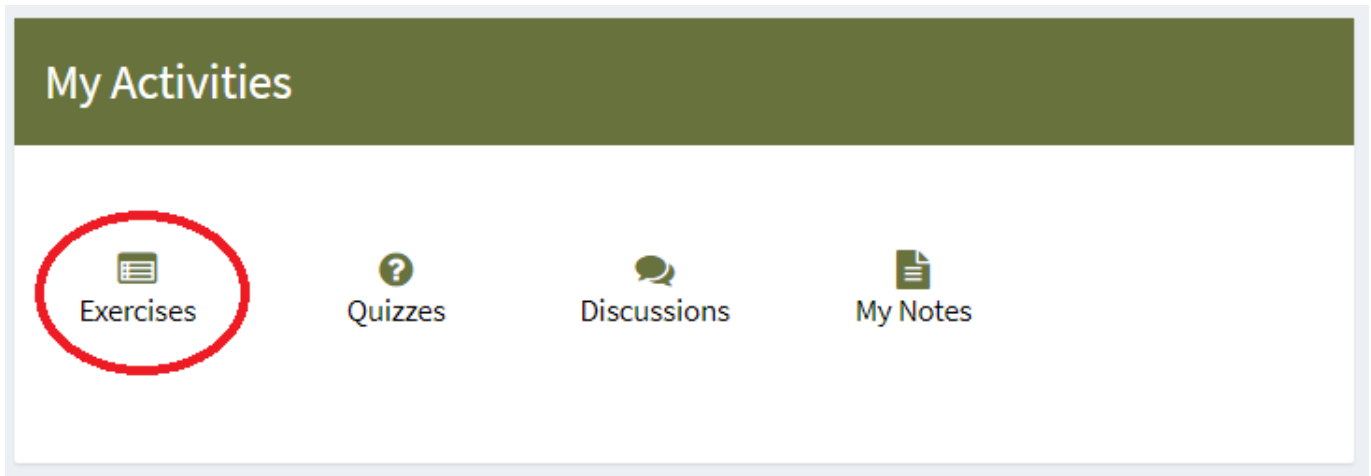
- Watch Video Lesson Nos. **110, 111, 112** before attempting the exercise.
- Do not change the context of sentences, just add punctuation marks.
- Any changed sentences will be marked 0.
- You can seek assistance from reading materials, for reference purposes only.
- Plagiarized content or content copied from other trainees or online sources shall not be accepted.
- For guidance related to the usage of punctuation marks, you may visit the links given below:
 - <https://grammar.yourdictionary.com/punctuation/what/fourteen-punctuation-marks.html>
 - <https://7esl.com/punctuation-marks/>
- Your Solution file SHOULD:
 - Not have copied content/format, as it will not be considered grade worthy.
 - Be submitted in MS Word format only.

BEST OF LUCK ☺

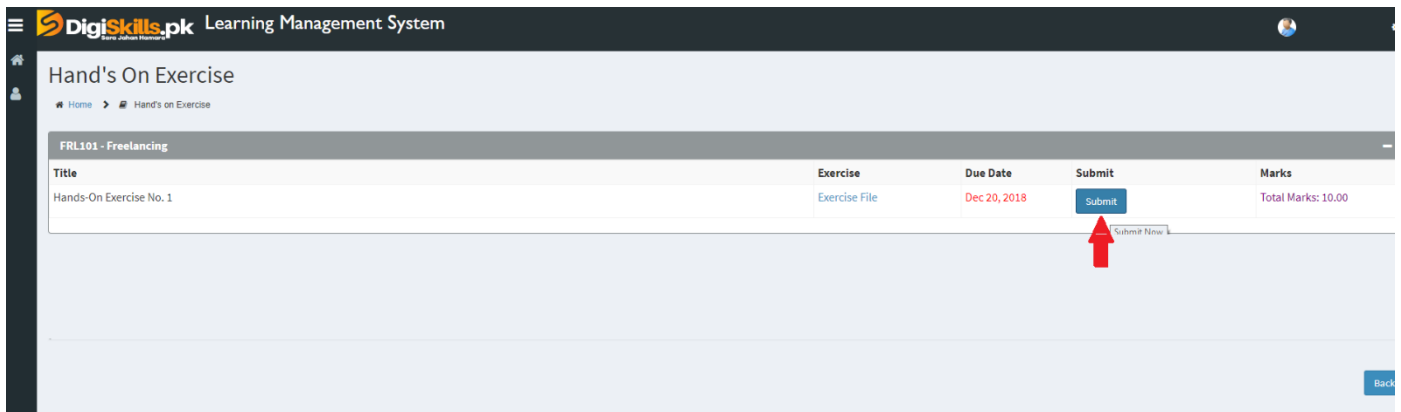
How to submit solution file on LMS?

Please perform the following steps for submitting your solution using LMS:

- 1) Login to the LMS
- 2) Click on the **Exercises** button within the **My Activities** section



- 3) Click on the submit button to upload your Solution.



- 4) Keep in mind to upload your Solution in .doc or .docx format