

This set of Professional Communication Multiple Choice Questions & Answers (MCQs) focuses on “Types of Punctuation”.

1. Which of these is not a punctuation mark?

- a) Full stop
- b) Comma
- c) Colon
- d) Hashtag

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Answer: d

Explanation: The main punctuation marks are full stop, comma, colon, semicolon, question mark, exclamation mark, hyphen, dash, brackets, apostrophe. Hashtag isn't a punctuation mark. It is a symbol used in social networks, and it has no relevance in English Grammar.

2. The full stop is used at the end of an indirect question.

- a) True
- b) False

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Answer: a

Explanation: The statement is true. The full stop is used at the end of an indirect question. It is used to mark the close of a complete sentence. Example: I was wondering if you'd be interested in going to the cinema tonight.

3. The comma is used after a word used to address a person.

- a) True
- b) False

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Answer: a

Explanation: The statement is true. The comma used before or after a word used to address a person. For example, “Come here, Mohan.”

4. Which of these is used after a nominative absolute?

- a) Colon
- b) Comma
- c) Full stop
- d) Question mark

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Answer: b

Explanation: The comma is used after a nominative absolute. For example, "Once over, she returned home in complete peace."

5. Which of these is used to separate short co-ordinate clauses of a compound sentence?

- a) Semicolon
- b) Comma
- c) Full stop
- d) Colon

View Answer

Answer: b

Explanation: The comma is used to separate short co-ordinate clauses of a compound sentence. For example, "She came, she stooped, she conquered."

6. Which of these is used to separate a series of loosely related clauses?

- a) Comma
- b) Full stop
- c) Semicolon
- d) Colon

View Answer

Answer: c

Explanation: The semicolon is used to separate a series of loosely related clauses. For example: Today we love what tomorrow we hate; today we seek what tomorrow we shun.

7. Which of these is used between sentences which are grammatically independent?

- a) Colon
- b) Semicolon
- c) Comma
- d) Hyphen

View Answer

Answer: a

Explanation: The colon is used between sentences which are grammatically independent but closely connected in sense. For example, "Truth is the greatest inspiration of all: nothing is of greater value."

8. Which of these is used to convey proportions?

- a) Semicolon
- b) Colon

c) Comma

d) Hyphen

View Answer

Answer: b

Explanation: The colon is used to convey certain conventional constructions as to convey proportions like 4 : 1.

9. Choose the correct statement:

a) My aunt who lives in Mumbai is a doctor.

b) My aunt, who lives in Mumbai, is a doctor.

c) My aunt, who lives in Mumbai is a doctor.

d) My aunt who lives in Mumbai, is a doctor.

View Answer

Answer: b

Explanation: The correct statement is: My aunt, who lives in Mumbai, is a doctor. All the sentences are correct but the commas decide the meaning.

10. Choose the correct statement:

a) I met a beautiful , European woman.

b) I met a beautiful European woman.

c) I met a beautiful European, woman.

d) I met a beautiful , European, woman.

View Answer

Answer: b

Explanation: The correct statement is: I met a beautiful European woman. Ungradable adjectives are hardly ever preceded by commas.

