



Master Lesson Plan for Punctuation

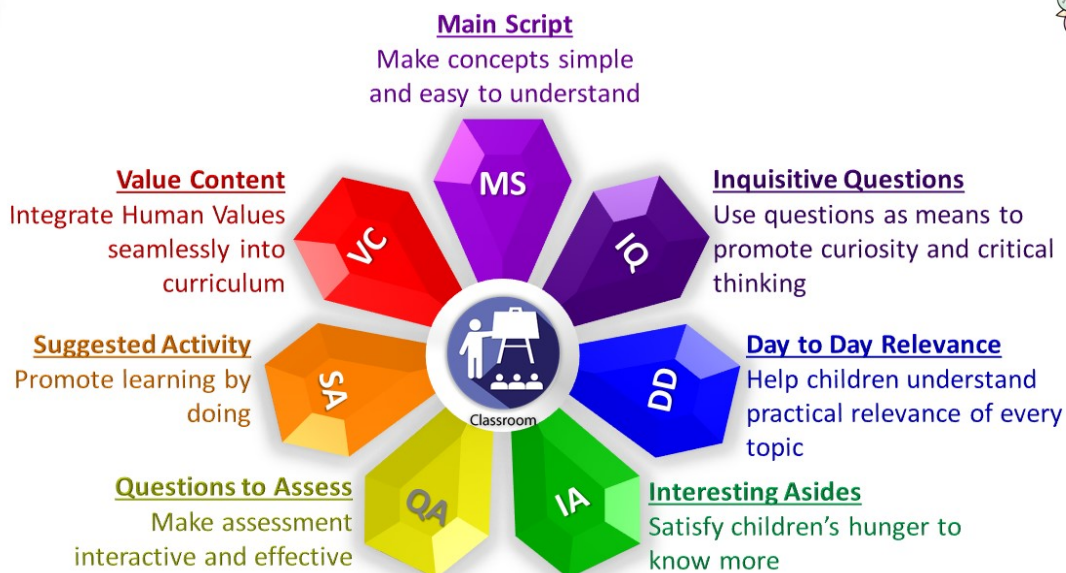
Board	Standard	Subject	Chapter	Language	Creation date
CBSE	STD I	English	Punctuation	English	06-04-2022 13:14:55

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Master Lesson Plan (MLP) - Covers the entire chapter with the help of these 7 asset types



For more information on how to use the lesson plan effectively, please scroll to the guidelines at the end of this document.

MS_All about Punctuation Marks

Punctuation Marks.

- Punctuation is the name given to marks used in reading and writing.
- They are very essential signs to understand a sentence. They reflect expression and feeling in a sentence.

Capital Letters: Rules for using Capital letters.

i) Capital letters are used at the beginning of a sentence.

Examples:

- a. I saw a big bear in the zoo.



- b) She went to buy bread from the baker's shop.



- c) It is very hot today.



ii) Capital letters are used for Proper Nouns which are specific names of persons, places, animals, things, days of the week and months of the year.

Examples.

- a. I went to **Agra** to see the **Taj Mahal** .



- b. Every **Tuesday** we have yoga classes.



c) **Chota Bheem** is a strong and clever boy.



d) 14th **November** is **Children's Day**.



e) My pet dog's name is **Buddy**.



(iii) We capitalize 'I' in English, wherever we use it, even though it is a pronoun.

Examples:

a) **I** like to eat ice cream.



b) My sister and **I** went to the market.



Full stop (.) We use a full stop at the end of a sentence to show that the sentence is complete.

Examples.

a) It is a sunny day today.



b) Meera likes to draw flowers and fruits.



Question Marks are used when we ask questions and want to know something.

- Examples:** a) What is your name ?
 b) How old are you?
 c) Why did you take my book ?

Notes to the teacher: The teacher may begin the lesson on Punctuation after a recapitulation exercise on Common and Proper Nouns.

A complete sentence that ends with a full stop is also called a statement. (Added information for the teacher.)

Links to the images used in this asset:

1. <Bear> - <<https://pixabay.com/illustrations/bear-lies-sleeps-sleep-resting-2079672/>>
2. <bakery bread> - <<https://pixabay.com/vectors/bread-bakery-bun-loaf-baguette-306914/>>
3. <Hot day> - <<https://pixabay.com/vectors/expressions-fran%C3%A7aises-sun-sweat-1300623/>>
4. <Taj Mahal> - <<https://pixabay.com/vectors/taj-mahal-orient-sunset-building-392565/>>
5. <Yoga> - <<https://pixabay.com/vectors/exercise-female-girl-pose-posing-1801507/>>
6. <Chota Bheem> - <<https://pixabay.com/illustrations/cartoon-character-funny-3854292/>>
7. <Calendar> - <<https://pixabay.com/vectors/calendar-monthly-office-schedule-23684/>>
8. <Dog> - <<https://pixabay.com/photos/puppy-dog-pet-collar-dog-collar-1903313/>>
9. <Ice cream> - <<https://pixabay.com/illustrations/ice-cream-icecream-desserts-frozen-3571774/>>
10. <market> - <<https://pixabay.com/illustrations/farmer-s-market-selling-vegetables-4567943/>>
11. <girl drawing> - <<https://www.flickr.com/photos/13657368@N00/3335503224> By Simply CVR>

Time to teach	Asset type	Theme	Sub Theme
15 minutes	Main Script	Punctuation	Full Stop Question Mark

SA_Punctuation Rhyme

Aim: Students will be able to recite the poem on Punctuation Marks with proper fluency / enunciation.

Resources Required: Paper, Pencil

Setting for the Activity [Indoor]

Type of Activity: Game/ Group Activity.

Procedure:

Divide the students into 4 groups.

Form Group 1 which represents the full stop, Group 2 represents the capital letter, Group 3 represents the question mark and Group 4 represents the comma.

Make each group stand against a portion of the wall which should have a picture of the appropriate punctuation mark they represent.

In the first round, have each group recite the lyrics of the poem.

Have multiple rounds of recitals by shuffling the students who belong to different groups so that at the end, they are a part of all the 4 groups.

This will help them learn the poem and also understand the punctuation marks.

Lyrics of the rhyme:

The full stop is a busy boy

In a small round sweet shop.

He blocks the many flowing words

And brings them to a stop.

Don't forget me, the Capital letter

I always come after a full stop.

I am the way to start

To make children smart.

The question mark's a tiny girl,

She's small but very wise.

She asks too many questions

For a person of her size.

Of all the punctuation folks,

I like commas the best.

For when I'm getting out of breath

They let me take some rest.

Instructions to Teacher:

- Write the poem on the board.
- Make Punctuation flashcards and stick them on the walls, inside the classroom at various places.
- The teacher could begin the class with this poem. It could be read out by the teacher.

Time to teach	Asset type	Theme	Sub Theme
10 minutes	Suggested Activity	Punctuation	Comma Full Stop Question Mark

SA_Game with Punctuation Marks

Punctuation Marks.

Aim - Students will be able to apply the concept of punctuation in this exercise.

Venue - Indoor Activity.

Group Activity - The teacher can divide the class into groups depending on the strength of the class.

Materials required: a) A-4 Size white sheets- 5 to 6 sheets of paper.

b) Box of coloured chalk.

c) The teacher should have the sentences on the topic "Punctuation" ready for the activity.

Procedure:

The teacher may draw the Full Stop, Question mark and **Capital letters** in CAPS on the blackboard with coloured chalk or the teacher can make placards with the three Punctuation marks and stick them on the blackboard/or on the wall. The teacher can ask the students to name the punctuation marks and also explain when they are used.

Then a sheet with 10 sentences either printed or written on it may be given to each group.

The groups should be given these instructions:

(The teacher can give a name to each group—like names of flowers, cities or countries.)

- Read the sentences carefully.
- Insert the punctuation marks for each sentence and then submit the answer sheet to the teacher.
- Complete the task in 10 mins
- To motivate and make it exciting for the kids, the teacher can tell them that the group that completes the work at the specified time and gets all the answers correct will be declared the winner of this activity. The teacher may appreciate and congratulate the winners. The others may be encouraged to do better.
- The teacher may include a few more sentences of her own, other than the ones that are given below.
-

Please note: A particular sentence may have all the three punctuation marks.

Put or insert Punctuation marks for the sentences given below:

1. my mother is a very pretty lady
2. vivek and viraj are good batsmen
3. who is that girl in the blue frock
4. may is the hottest month in india
5. can I have a glass of milk
6. an apple a day keeps the doctor away
7. who is the monitor of the class
8. my car is red in colour

9. what does your dog like to eat
10. what is your favourite colour

ANSWER KEY

1. My mother is a very pretty lady.
2. Vivek and Raj are good batsmen.
3. Who is that girl in the blue frock?
4. May is the hottest month in India.
5. Can I have a glass of milk?
6. An apple a day keeps the doctor away.
7. Who is the monitor of the class?
8. My car is red in colour.
9. What does your dog like to eat?
10. What is your favourite colour?

Troubleshooting: The teacher should be vigilant and try to avoid any confusion that interrupts the smooth flow of the activity.

Note to the teacher: A few extra sentences have been provided for the teacher to use them during interaction with the students.

Time to teach	Asset type	Theme	Sub Theme
20 minutes	Suggested Activity	Punctuation	Full Stop Question Mark

QA_Punctuation Identification

Punctuation Marks.

Rewrite the following sentences using Capital Letters in the correct places. Two have been done for you as examples.

EXERCISE 1

Example:

a) on saturday my brother and I ate a cake
On Saturday, my brother and I ate a cake.

b) deepak is doing his homework.
Deepak is doing his homework.

1. chennai is the capital of tamil nadu.
- 2 I was born on the 10 of july 2015.
3. where do you live ?
4. geeta and rita are good friends.

EXERCISE 2.

Read the sentences and fill in the blanks with a full stop or a question mark.

For Example:

a) These bears are so big _
These bears are so big .

b) What is your name ___
What is your name ?

1. The car is red -----
2. What do you like to eat-----
3. She is wearing a blue dress—
4. Where did you go yesterday----

EXERCISE 3

Rewrite the sentences using the correct punctuation marks – like Capital Letters, Full Stop and Question Mark.

Examples: a) ayush goes to the park everyday
Ayush goes to the park everyday.

b) what is the dog chewing
What is the dog chewing ?

- a. the parrot is on the tree
- b. i like to play chess with my sister
- c. how many apples are there in the basket
- d. sunday is a holiday for us
- e. how do you go to school
- f. the sun shines in the sky

Note to the teacher: Exercises may be given as a worksheet to the students or they can do them in their exercise books.

ANSWER KEY

Exercise 1:

1. Chennai is the capital of Tamil Nadu. 2. I was born on the 10th of July 2015 . 3. Where do you live? 4. Geeta and Rita are good friends.

Exercise 2.

1. Full stop. 2. Question Mark. 3. Full stop. 4. Question Mark.

Exercise 3.

1. The parrot is on the tree. 2. I like to play chess with my sister. 3. How many apples are there in the basket ? 4. Sunday is a holiday for us. 5. How do you go to school ? 6. The sun shines in the sky.

Time to teach	Asset type	Theme	Sub Theme
15 minutes	Questions to Assess	Punctuation	Comma

Master Lesson Plan

Seven Asset Methodology for MLP

What is the purpose of this Master lesson Plan?	This Master Lesson Plan (MLP) prepared by Sri Sathya Sai Vidya Vahini (SSSVV), covers the entire chapter for the given board. The MLP for the chapter given in the textbook is broken down into smaller modules known as assets. Any chapter can be taught using the 7 asset types in SSSVV methodology. Several different assets together complete the entire chapter. Depending on the requirement, each asset is supported by teaching aids such as animated presentation, audio, video, and learning aids such as worksheets. The MLP is for the teacher's preparation and the teaching aids are for use in the classroom.
How to use it?	You can prepare for your class with this MLP by following 3 simple steps: 1. Read your textbook; 2. Go through the information given in the assets (document & multimedia); 3. Prepare your teaching notes. Great! Now you are ready to transact the chapter.
Duration	Kindly note the duration given for each asset. Due care has been taken in planning the assets, to ensure the chapter is completed within the time specified by the Board. Note: Preparation time is not included in the asset duration. The teaching time depends on the duration of the teaching aids and is not impacted by the length of the MLP.
What is a 'Main Script' (MS) Asset?	The Main Script asset is there for explaining the main concepts of the chapter clearly. The information given in the textbook is simplified, organised and structured to give more clarity. Additionally, you may find a video or mnemonics or a graphic organiser to deepen the understanding of the concept.
How to teach using the MS asset?	Please use the blackboard, slides and interaction to develop the concept.
What is an 'Inquisitive Questions' (IQ) asset?	The Inquisitive Questions asset uses questions to promote higher order thinking like the n th why, what-if, new perspectives, cause-effect, and others, creating curiosity.
How to teach using the IQ asset?	You may use the questions to connect with the students, encourage exploration to engage them in the learning process. You may allow multiple responses and instead of rejecting any of the responses, ask why, before revealing the suggested answer or hints.
What is a 'Day to day Relevance' (DD) Asset?	The Day to Day Relevance asset helps students understand the practical relevance of every topic, making them eager participants in the classroom. If students connect the concepts to their environment, they would learn meaningfully without dislike or simply memorizing for exams.
How to teach using the DD asset?	You may use the asset by asking questions about their experience and use it to establish why they are learning the topic. If necessary you may substitute with a recent or local example.

What is an 'Interesting Aside' (IA) asset?	The Interesting Aside asset uses attention grabbing titbits or anecdotes to bring joy and satisfy the child's hunger to know more. This is a quick/short asset intended to bring attention back to the main concept being taught.
How to teach using the IA asset?	You may use this asset to give a piece of interesting information relevant to the topic, without prolonged explanation/discussion. You may suggest appropriate books for further reading.
What is a 'Suggested Activity' (SA) Asset?	The Suggested Activity asset provides a detailed step by step procedure for the teacher to conduct a hands-on activity. This promotes Activity Based Learning.
How to teach using the SA asset?	You may use this asset to energise your students to learn by doing simple, fun-filled activities based on the topic. The asset includes - preparation, activity, and follow-up. You may engage the students in the preparation and follow-up stages to develop collaboration and responsibility. You could try it once, yourself, before the actual delivery to be more comfortable with it. Note: The duration mentioned in the asset is usually for the activity part only.
What is a 'Value Content' (VC) Asset?	The Value Content asset integrates Universal Human Values (such as empathy, inclusivity, respect for nature that translates into responsible behaviour) seamlessly into the curriculum, as the "End of education is character".
How to teach using the VC asset?	You may use this asset to engage with the students to bring out their innate values and connect with the intrinsic values in the topic/concept. The asset includes pointers on the specific pedagogical technique followed.
What is a 'Questions to Assess' (QA) asset?	The Questions to Assess asset uses an interactive approach to check learning of different types of learners, and provides feedback to the teacher for appropriate action. The questions cater to all the levels of Bloom's Taxonomy. Questions from 'Apply' level and above enable students to reflect on their learning.
How to teach using the QA asset?	You may go through the slides to understand its flow and know when to click for the answer (slides include suggested answers). While presenting in the class, you may display the question and encourage multiple responses, before revealing the answer. In some cases, this asset may include extra questions/worksheet that can be given as homework.