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| Punctuation: End Punctuation . ? ! |
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| 1. | Use a period at the end of affirmative statements, commands, and polite requests. |
|  | *Examples: Our carefully planned vacation suffered many inconveniences.* |
|  |   *May I have your attention, please.* |
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| 2. | Use periods after all abbreviations, except those that are capitalized. |
|  | *Examples: Mr., Dr., Co., Ltd., Inc., etc.* |
|  |  *UNESCO, NATO, UNICEF, EKG, DVD*  |
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| 3. | Use question marks after all direct questions. |
|  | *Example: Are you ready to leave now?* |
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| 4. | Use exclamation points at the end of sentences which express strong feeling or surprise. |
|  | *Example: Run for your life, the building is on fire!* |
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|  Use the correct END PUNCTUATION in these sentences. |

1. Where did you spend your holidays
2. May I have your attention
3. What a delightful surprise
4. He works for the CIA in Washington
5. Ms Gamble left Dr Frank’s office to work at the pharmaceutical company in Montreal.