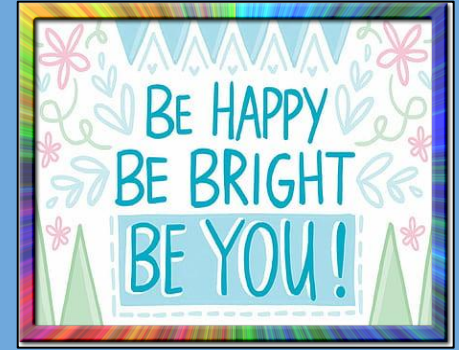


Punctuations Made Easy



Lesson Objective:

*Understand how correct punctuations can make your writing effective.

*Know when to use some different punctuation marks.

1. Full stop

A 'full stop' is a indication of the end of a sentence. When reading, it means you take a long pause.

For example: *I am going away tomorrow.*

He'll be excited to get his puppy. He has waited a long time.

Full stop is also used in some abbreviations like:

Jan. (January)

Feb. (February)

Tel. (Telephone)

Co. (Company)

Para. (paragraph)

2. Question mark

A 'question mark' is used at the end of a sentence to show that a question is being asked.

For example:

What is your name?

When is your birthday?

Question sentences usually begin with:
Who, What, Why, When, Where, or How.

3. Exclamation mark

An 'exclamation mark' shows a strong feeling or emotion. It is used after:

An exclamation or interjection

For example: *Fantastic work!*

Wow!

A sentence with strong emotion

For example: *Stop, thief!*

Watch out! You nearly fell in.

4. **Comma**

A comma has many uses. It generally indicates a short pause when reading. It is used to:

Mark a short pause

This helps a sentence make sense.

For example: *In her head, Samantha composed her next piece.*

Divide items

Used to separate listed items or a series of adjectives.

For example: *John bought milk, butter, bread, muffins, fruits, vegetables and ice-cream from the shop.*

Insert more information

Used in this way, a writer can include more information for the reader.

For example:

The wall, which was falling down, was roped off from the children.

The sentence would still make sense without the information between the commas, but including it adds interest.

Uses of Comma:

Make a short pause

Divide items

To make statements clearer

Separate spoken words

Insert more information.

To make statements clearer

A comma can help to remove ambiguity.

For example: *Let's eat grandma* has a different meaning than *Let's eat, grandma*.

Ambiguity: the quality of being open to more than one interpretation; inexactness.

Separate spoken words.

In this instance, commas are used as part of direct speech.

For example: *'That is my football, screamed the boy.*

Colon:

A 'colon' is used to explain the main part of the sentence and introduce a list.

For example:

For the cricket match tomorrow, bring the following: a bat, a ball, a helmet and sandwiches for snacks.

The chemistry exam was exactly as I expected: easy and too short.

Semicolon

A 'Semicolon' shows a more distinct break than a comma, but less than that shown by a full stop. For example:

I waited for Sarah; she never came.

Here is your pencil; that is mine.

A semicolon is also use before transition words such as however, therefore, nevertheless.

For example:

My brother can't go; however, my sister can.

Sometimes, a full stop can be used instead of semicolon.

For example:

My brother can't go.

However, my sister can.

Let's Practice Semicolon ;

1) To combine closely related complete sentences (independent clauses) which are not joined by a conjunction.

Example: The man was wet; he was standing in the rain without an umbrella.

In this example, there are two complete sentences (independent clauses): #1: "The man was wet." (independent clause) #2 "He was standing in the rain without an umbrella." (independent clause) These clauses are separated by a semicolon.

Quotation marks

Quotation marks are used to

Show direct speech

Generally, single quotation marks are used to identify speech in written text. For example:

'Come over here!' called Sarah.

Double quotation marks are used to show a quote within a quote. For example:

John said, 'Franek asked me, "What's for dinner tonight?"'

Robert said to his teacher, 'My mum asked, "What time is assembly on Tuesday?"'

Ellipsis

An 'ellipsis' is used to show that words have been left out or there is a break in thought.

For example:

Sarah muttered, 'Well...um...er...you know....I didn't mean to break the expensive crockery. .

The girl...lost in the funfair ...I was worried she might get hurt.

Apostrophe

An 'apostrophe' has two main uses.

Omission: Used in this way, the apostrophe shows that some letters have been missed out. This happens in contractions. **For example: you are----you're.**

Ownership: When used to show ownership, the apostrophe is actually saying 'of'. **For example: John's ball (the ball of John)**

The apostrophe s' ('s) is added to any personal name ending in 's'. **For example:**

Mr Shaw's flowerpots are green.

John's books are always neat and organised.

Brackets

'Brackets' or parentheses, are used to incorporate additional information into a sentence. **For example:**

The two girls (who were cousins) were very polite children.

Commas and dashes can bring the same effect as brackets.

Hyphen

A 'Hyphen' is used to join two words or parts of a word together. It is a short stroke without spaces either side.

A word

Use a hyphen if a word runs over two lines.

For example: A hyphen is used to join two words or parts of a word together.

Two words: A hyphen is also used when an adjective contains several words. For example: Twenty First-century music. Daughter-in-law.

Capital Letters

It distinguishes proper nouns and proper names.

The first letter of each word in a proper noun or name should be a capital letter.
For example: **India, Ireland, New York, the Prime Minister of Australia.**

Begin a sentence

The first letter of each new sentence must have a capital letter. **For example**

My teacher asked me to write a few sentences about myself.

End of the Presentation