**University of 08 Mai 1945 Group: 1.4.and 5**

**Department of English**

**First year**

 **Punctuation**

Punctuation helps the reader to understand the meaning of sentences.

**\*Capital letters:**

a. Capitalize the first word of a sentence.

b. Capitalize proper nouns and adjectives derived from proper nouns such

as the names of persons, countries, nationalities and races, days of the

week, months, and titles of books.

c. Capitalize words denoting family relationships when they are used before a

name or substituted for a name.

The minister greeted Aunt May, my grandfather, and Mother

4. The main words in titles

For example,

The Parliamentary Commissioner for the Environment has announced a new

program to encourage energy efficiency.

**\*Full Stops:** The full stop ( known as period in American English) is probably the simplest of the punctuation marks to use. You use it like a knife to cut the sentences to the required length. Generally, you can break up the sentences using the full stop at the end of a logical and complete thought that looks and sounds right to you.

**Full stops are used:**

1. Use periods to end complete sentences that are statements, commands and requests, or mild exclamations.

Don’t use periods at the end of phrases or dependent clauses. If you do, you create sentence fragments.

 When she visits cities in the East, Mrs. Tuhy expects bad weather.

 NOT When she visits cities in the East. Mrs. Tuhy e?xpects bad weather.

2- We also find periods in common abbreviations, like those for months, days, and measurements. inches = in. square feet = sq. ft. Monday = Mon. September = Sept.

We also find periods in a person’s initials

Franklin D. Roosevelt E. B. White J. F. Kennedy

and in name titles.

Mister = Mr. Doctor = Dr. President = Pres.

• Acronyms (a word formed from the first letter of each word of the name of

an organisation etc.)

For example,

 ASEAN UNESCO NATO

Note:

\* Abbreviations such as e.g. , i.e. , and & are usually used only in figures or tables, footnotes, or citations (references) in parentheses. In the main body of your text, write them in full (for example, that is, and).

\* In et al. , only the “al.” is an abbreviation, so there is no full stop after “et”.

(c) Do not use full stops in abbreviations consisting of more than one capital letter. For example

 FBI CIA USA BC

Special case “three dots…”

Often you will see a sentence concluding with three dots. This indicates that only part of the sentence or text has been quoted or that it is being left up to the reader to complete the rest of the sentence.

A three-dot ellipsis indicates that you are omitting something from a sentence that continues after the ellipsis.

 Dante, someone has remarked, is "the last.. . great Catholic poet."

Use four dots if you are omitting the last part of a quoted sentence that ends in a period but what remains is still a complete thought. The first dot comes immediately after the sentence and has no space before it. It functions as a period. The following three dots are spaced and indicate that material has been omitted. If the original sentence ended in a question mark or exclamation point, substitute that mark for the first dot.

 The author advises, “In analyzing nonverbal signals, look at the total pattern of behavior rather than just one symbol . . . . ”

The phrase “before making a decision,” which ended the sentence, has been omitted from this quotation.

**\*Commas:**

Some style guides give so many rules for the use of commas that it is easy to become confused. The best piece of advice to bear in mind is that commas help the writer to communicate clearly and unambiguously.

1- **lntroducer Commas** An introducer comma follows any element that comes in front of the first independent clause in a sentence.

**A word Therefore,** I plan to quit smoking.

**Nervously,** I threw away my cigarettes.

**Phrases As a result,** I feel terrible right now.

**After 16 years of smoking,** it is not easy to quit.

**Having smoked for 16 years,** I find it difficult to quit.

**Dependent clause Because I have a chronic cough,** my doctor recommended that I quit immediately.

Direct quotation "Stop smoking today," she advised.

Do not confuse a participial phrase with a gerund phrase. A gerund phrase that begins a sentence would not be followed by a comma. Compare the following two sentences.

 Thinking of the consequences, she agreed not to release the memo to the press.

 Thinking of the consequences gave her a tremendous headache.

 **2) coordinator conjunction** Together with a coordinating conjunction, a comma links coordinate (equal) elements in a sentence.

Compound sentence with 2 independent clauses: She has a good job, yet she is always broke.

They were tired, so they went home early.

Series of 3 or more words He does not enjoy skiing, ice-skating, or sledding.

Cecille speaks English, Spanish, French, and Creole.

*(No comma with only two items: Chen speaks Mandarin and Taiwanese.)*

Series of 3 or more phrases: A nurse has to work at night, on weekends, and on holidays.

We ran into the airport, checked our luggage, raced to the boarding gate,

gave the attendant our boarding passes, and collapsed in our seats.

3- **To separate “extra” (non-essential) information from the rest of the**

**sentence.**

Independent+  **,**extra information, **+**clause

Sometimes a word, phrase, or clause containing extra information is inserted into a sentence. This information is not essential to the meaning of the sentence and, to some extent, interrupts the sentence. In these sentences, you should put a comma before and after the “extra information” word, phrase or clause to separate it from the main clause of the sentence. For example,

*Forests****,*** *extremely diverse biological communities* ***,*** *produce a range of products.*

*Parks and reserves****,*** *where human activity is theoretically strictly controlled****,***

*form the bulwark of conventional habitat conservation.*

**4-To set off interrupting elements**

Some phrases, clauses, and terms interrupt the flow of a sentence and should be enclosed in commas. Examples of these interrupters are conjunctive adverbs, transitional phrases, and names in direct address. Some phrases, clauses, and terms interrupt the flow of a sentence and should be enclosed in commas. Examples of these interrupters are conjunctive adverbs, transitional phrases, and names in direct address. Therefore, he refused to go with us

When they interrupt a sentence, they are usually enclosed in commas.

 One who is strong at research, for example, might be assigned to the library.

**A name or expression** used in direct address is always followed by a comma, or enclosed in commas when it interrupts the sentence.

 Friends, I am here to ask for your support.

Yes, readers, I am telling you the truth.

Dashes and parentheses can also be used to set off some kinds of interrupting elements, but commas are better when you want to draw less attention to an interruption.

5- **Tag Commas** A tag comma is used when adding certain elements to the end of a sentence.

Word: He appears to be in good health, however.

Phrases He swims for an hour every day, for example.

He also plays tennis, beating me most of the time.

Tag question It is not logical, is it?

He laughs as he says, "I will outlive all of you."

6- To separate items in a series

Her play is filled with coincidences, false anticipations, and non-responsive dialogue. It was a dark, gloomy, forbidding house. NOT It was a dark, gloomy, forbidding, house.

 **Miscellaneous uses of the comma**

There are some special situations where you should use commas. For example, commas are used in the following instances:

 \* To present quotations, with he said, she muttered, etc.

 He said, “Let’s go.” -- “Wait a while,” she said, “and I will.”

 \* Between items in dates and addresses

 1328 Say Road, Santa Paula, CA 93060

 \*To set off items in dates and addresses within sentences

 December 10, 1902, is his birthday.

 \* After salutations and closings in letters

 Dear Judith, Yours truly,

**Semicolons** Between Sentences Use a semicolon at the end of a sentence when the following sentence is closely connected in meaning. You could also use a period, but when the sentences are connected in meaning, a semicolon indicates the connection.

Independent clause; independent clause.

Andrew did not accept the job offer; he wants to go to graduate school.

 The meeting ended at dawn; nothing had been decided.

Using semicolons is not difficult if you remember that a semicolon (;) is more like

a period **than a comma. It is a very strong punctuation mark.**

**Before Connectors** Use a semicolon before conjunctive adverbs such as *howevel; therefore, nevertheless,**moreover, andfurthermore.* Also use a semicolon before transition phrases such*as for example, as a result, that is,* or *in fact* when they are followed by an independentclause.

Skiing is dangerous; nevertheless, millions of people ski.

I have never been to Asia; in fact, I have never been outside the country.

***Between items in a Series***

*Semicolons are used to separate items in a series when some of the items already contain commas.*

*I cannot decide which car I like best: the Ferrari, with its quick acceleration and sporty look; the midsize Ford Taurus, with its comfortable seats and ease of*

*handling; or the compact Geo, with its economical fuel consumption.*

**\*Colon:**

1-**To introduce a list or series**.

I need the following groceries: eggs, milk, and coffee.

The causes of the U.S. Civil War were as follows: the economic domination of the North, the slavery issue, and the issue of states' rights versus federal intervention.

1. Do not use a colon to introduce a list after the verb *to be* unless you add

*the following* or *as follows.*

To me, the most important things in life are: good health, a happy home life,

and a satisfying occupation.

To me, the most important things in life are good health, a happy home life,

and a satisfying occupation.

To me, the most important things in life are the following: good health, a

happy home life, and a satisfying occupation.

**2-Before l.ong Ouotations**

**Use a colon to introduce a quotation longer than three lines. This type of quote is indented on both sides, and no quotation marks are used.**

As Albert C. Baugh and Thomas Cable state in their book *The History of the English Language:*

There is no such thing as uniformity in language. Not only does the

speech of one community differ from that of another, but the speech of

different individuals of a single community, even different members of

the same family, is marked by individual peculiarities.

**Miscellaneous uses of the colon**

You also need to learn some special cases for using a colon. A colon is used in the following situations:

 \* To separate hours and minutes when writing the time

 4:15 p.m. --- 8:00 a.m.

 \* To separate volume and number, or volume and page number of a magazine

 Entertainment Weekly VI:4 --- Newsweek 87:53-56

 \*To separate chapter and verse numbers for biblical passages

 Matthew 4:16

 \*To introduce a subtitle

 Jane Austen: A Feminist’s View

 \*To end the salutation of a business letter Dear Dr. Aguinaldo:

**\*Apostrophes:**

Apostrophes have two main uses:

1-To show possession

This is where the most confusion arises. You need to remember the following rules:

(a) When to use an apostrophe to show possession:

• Use an apostrophe after the name of a person or thing to which something

belongs. For example,

*the essay’s title = the title belonging to the essay. New Zealand’s economy*

• Use an apostrophe after indefinite pronouns (such as *someone, anybody,*

*everyone, no one, each other, someone else).* For example,

*someone’s property = property belonging to someone*

*anyone’s opinion = an opinion belonging to anyone*

*someone else’s idea = an idea belonging to someone else*

**Note:** *it’s* is only used when it means *it is*

(b) Where to put the apostrophe to show possession

• In most cases add *’s* after the original word. For example,

With singular nouns*:*

*the essay’s title = the title of the essay*

*the woman’s office = the office belonging to the woman*

With plural nouns not ending in *s :*

*the people’s voice = the voice of the people*

*the women’s refuge = the refuge belonging to the women*

• But, for plural nouns ending in *s* you need to add only ’. For example,

*the companies’ statements = the statements belonging to the*

*companies*

*the businesses’ profits = the profit of the businesses*

*two weeks’ salary = the salary for two weeks*

2-To show that part of a word is missing. For example,

*who’s = who is, can’t = can not*

*let’s = let us ,there’s = there is*

*it’s = it is ,you’re = you are*

**Remember:**

* It’s=it is ( a contraction) while its=possession
* Who’s=who is (a contraction) while whose= possession e.g. whose pen is this?- it’s mine.

**Quotation marks:** have two basic uses: to enclose direct quotations and to enclose titles of short works.

**Around Direct Quotations**

Use quotation marks around a direct quotation that is shorter than three lines. A direct quotation states the *exact* words of a speaker and is usually introduced by a reporting phrase such as *he said* or *as the report stated.*

Punctuation with quotation marks can be a little tricky. Here are some rules to follow:

**1. Separate a quoted sentence from a reporting phrase with a comma.**

**The** receptionist said, "The doctor is unavailable right now. Please wait."

"We have already been waiting for an hour," we answered.

2. Periods and commas go inside the second quotation mark of a pair.

"I thought he was responsible," he said, "but he isn't."

**3. Colons and semicolons go outside quotation marks.**

**"Give me liberty or give me death": these are famous words.**

**4. Exclamation points (!) and question marks (?)** go inside quotation marks

if they are a part of the quotation; otherwise, they go outside.

**"Is it eight o'clock?" she asked.**

**Did she say, "It is eight o'clock"?**

**5. Begin each quoted sentence with a capital letter. When a quoted sentence is divided into two parts, the second part begins with a lowercase letter unless it is a new sentence.**

"I thought he was responsible," he said, "but he isn't."

"I think he is responsible," he said. "look at his fine work."

**6. Use single quotation marks (‘...’) to enclose a quotation within a quotation.**

**As John F. Kennedy reminded us, "We should never forget the words of Martin**

**Luther King, Jr., who said, 'I have a dream.'"**

**Around Titles of Short Works**

**Use quotation marks around the titles of articles from periodical journals, magazines,**

**and newspapers; chapters of books; short stories; poems; and songs.**

In the article "The Future of Manned Space Travel," published in the July 19, 2004, issue of *Space,* the authors explore the problems of a manned flight to

Mars.

The *Times* of London recently published an article entitled "Who Needs the

Monarchy?" in which the relevancy of the English monarchy was discussed.

*Note: italicize* titles of books, journals, magazines, newspapers,

and movies.

**\*Hyphens: HYPHENS**

Hyphens are used to form compound words or join word units. They are used to join prefixes, suffixes, and letters to words.

1-Use hyphens with compound numbers from twenty-one to ninety-nine and with fractions used as modifiers.

EXAMPLE: forty-two applicants

two-thirds majority

three-fourths empty

2-Use hyphens in a compound adjective only when it comes before the word it modifies. However, some compound adjectives are always hyphenated, such as *well-balanced*. The company employed a **high-powered**

consultant. Look up compound adjectives in the dictionary if you are unsure whether or not to hyphenate them.

EXAMPLE: a well-liked author an author who is well liked. The consultant employed by the company was

**high powered**.

3-Use a hyphen with the prefixes *ex*-, *self*-, and *all*-; with the suffix -*elect*; and with all prefixes before a proper noun or proper adjective.

EXAMPLE: all-star, ex-mayor, pro-Canadian, senator-elect, anti-Semitic, non-European, self-control, self-image.

\***Dashes: Basic** Punctuation Rules

Dashes connect groups of words to other groups of words in order to emphasize a point or show that theinformation is unessential. Usually the dash separates words in the middle of a sentence from the rest of the sentence, or it leads to material at the end of the sentence. Dashes can be used to add parenthetical statements in much the same way as you would use parenthesis. In formal writing you should use the parenthesis rather than the dash as a dash is considered less formal in most cases.

E.g. you may think she is a liar—she isn’t.

The reporter relentlessly pursued the woman—he was determined to get her to respond.

Ex. During the lecture, she just kept
thinking about what she'd rather
do*\_\_*eat pizza and lay on the couch.

Although the colon and dash are frequently interchangeable in this function, the dash is less formal.

The dash is used to set off a text you want to **emphasize** or to introduce a **restatement**:
*James – a pretty clever fellow – won the contest easily.*
*Everything that was broken – from the cracked window to the worn‐out carpet – was*
*blamed on the dog.*
*Lately, Peter has been making changes in his life – reading more books and exercising*
*moreregularly.*

**Dashes with commas**

When you use dashes to set off interrupting elements in a sentence, omit commas.

 She saw her sisters—all five of them—standing in front of the building.

 NOT She saw her sisters,—all five of them—, standing in front of the building.

3. Use a dash to mark a **sudden break in thought or to insert a comment.**

**Examples:**

Here is your sandwich and your—Look out for that bee!

I remember the day—what middle-aged person

doesn’t—that President Kennedy was shot.

John is sorry—we all are—about your unfortunate accident.

**4. Use a dash to emphasize explanatory material. You don’t have to use a dash, but you may.**

Examples:

Knowing yourself—your thoughts, values, and

dreams—is the most important knowledge.

“The writer is by nature a dreamer—a conscious

dreamer.”*—Carson McCullers*a)

**C o m m a s , parenthesis, and dashes to separate information from your sentence**

Matt told his best friend, Sharon's sister, that he wants to work with you. Commas are used to setoff**non–essential** **text that is closely related** to the rest of the sentence.

This belief (the incarnation) is central to the Christian faith. Parentheses are used as a reminder or to add **information that is interesting but**
**not critical** to the meaning of the sentence.

 My memories of my grandmother—and they are some of my strongest childhood memories—inspire me to always be patient and kind. Dashes are used to interrupt the current thought and to **emphasize the**
**interrupting text**.

**Problems with Dashes**

If you like dashes, you’ll be tempted to use them too often. Remember that they are more noticeable than commas. Then remember a basic rule:

Don’t let a punctuation mark become a distraction.

When you type, don’t confuse a dash with a hyphen. A dash is typed with two hyphens, no space between them, or typed as a dash with a word processor.

 Ms. Persinger--the most important official in the city--okayed the plan.

 OR Ms. Persinger—the most important official in the city—okayed the plan. (better)

NOT Ms. Persinger-the most important official in the city-okayed the plan.

\***Parentheses: PARENTHESES**

**Setting off incidental information**

Parentheses are used to enclose incidental information, such as a passing comment, a minor example or addition, or a brief explanation. As with the dash, the decision to use parentheses is your judgment call. Sometimes commas or dashes might be a better choice.

 Some of the local store owners (Mr. Kwan and Ms. Lawson, for example) insisted that the street be widened,

 OR Some of the local store owners—Mr. Kwan and Ms. Lawson, for example— insisted that the street be widened.

Roger Worthington (a poorly drawn character in the novel ) reveals the secret in the last chapter.

 OR Roger Worthington, a poorly drawn character in the novel, reveals the secret in the last chapter.

**Miscellaneous uses of parentheses**

You’ll need to learn how to use parentheses in special situations. For example, use parentheses to enclose a date or a citation.

 George Washington (1732–1799) was born in Westmoreland County,

Virginia.

More information regarding the childhood of President Washington can

be found in Chapter 2 (pp. 14–23).

**\*Brackets:**

Brackets are a special case and are used in specific situations. Use brackets to insert something into a sentence that is already in parentheses.

 (Don’t forget, however, that the joints will be filled with grout [see

 page 46].)

Also use brackets when you want to insert an explanatory word or note within a quotation.

 "This area," he would say as he showed us one of the Victorian monstrosities, "this area [it was one of his favorite words] is very rich in antiquity." Aldous Huxley

**2/ Use of the Question Mark**

Obviously, the role of the question mark is to end a question. The question mark immediately follows the question, even when one question interrupts or comes after a statement.

 Who knows?

 No doubt Mildred thought she was doing the right thing, but can’t we agree she was wrong?

An exception to this rule occurs when the question is followed by a phrase or clause that modifies it. Then, put the question mark at the end of the statement.

 How could the mother be so certain of the driver’s identity, considering the shock she must have felt at seeing her own daughter lying in the road?

**Commas and periods with question marks**

After a question mark, don’t use a period or comma, even if your sentence would normally call for one. Too much punctuation can confuse the reader as in the following examples.

 Later Kevin understood what Gretchen meant when she asked, “Why me?”

 NOT Later Kevin understood what Gretchen meant when she asked, “Why me?”.

 Questions that end with abbreviations are an exception.

 Was it at precisely 4 a.m.?

 **Problems with Question Marks**

***Indirect questions***

When a question is being reported rather than directly asked, it ends with a period rather than a question mark. Compare the following sentences.

 Ethan asked, “What made the sky so brilliant tonight?” (direct question)

 Ethan asked what made the sky so brilliant tonight. (indirect question)

***Emphatic question marks***

Never be tempted to use more than one question mark for the sake of emphasis.

 Do you really want to risk your life skydiving?

 NOT Do you really want to risk your life skydiving??

The use of really makes the point.

**3/ Use of the Exclamation Point**

Exclamation points follow interjections and other expressions of strong feeling. They may also be used to lend force to a command.

 What a mess!

 The lights! The music! The dazzling costumes! My eyes and ears couldn’t get enough of the spectacle.

An exclamation point is particularly useful if you’re writing dialogue because it shows the feeling behind a statement.

**Exclamation points with quotation marks**

If the material being quoted is an exclamation, put the exclamation mark within the quotation marks.

 “I hate you!” she screamed.

 “What rubbish!” he said, leaving the room.

**Exclamation points with commas and periods**

After an exclamation point, omit a comma or a period.

 What a terrible way to end our trip!

 NOT What a terrible way to end our trip!.

**Problems with Exclamation Points**

In formal writing, be careful. Overuse of exclamation points not only dulls their effect, but also characterizes an immature style.

APO **Activity Checkout**  Place commas in the appropriate locations in the sentences below.

1. Derek and Barbara who both graduated from Princeton are expecting their first baby a girl in April.
2. My new sister-in-law Hong Anh will be flying in from Hanoi Vietnam today.
3. Even though the weather was warm the seeds did not sprout.
4. I read about the Mayans a fascinating culture in Mexico.
5. As a matter of fact the loggerhead turtles are endangered.
6. Sabitha said “Call before noon ”

2/ Use single quotation marks within double ones to indicate a quotation within a quotation.

 “My father began by saying, I refuse to listen to any excuses,” he told the psychiatrist.

3/ Add the missing punctuation in the following.

1. “Do you think I’ll get the job ”Susannah asked.
2. David looked around and said, “Who can speak for the old man”
3. Who was it that said, “All that glitters is not gold”?
4. *On a regional basis South America has the highest percentage of vegetated land in such areas.*
5. *Along with these practical functions biodiversity is valued by many for the recreational and non-tangible benefits that wildlife and wild areas offer.*
6. *Because fees are small most firms choose to pay them rather than invest in pollution-controlling equipment.*
7. *Two weeks salary*

STROPHES