

MEETING 7

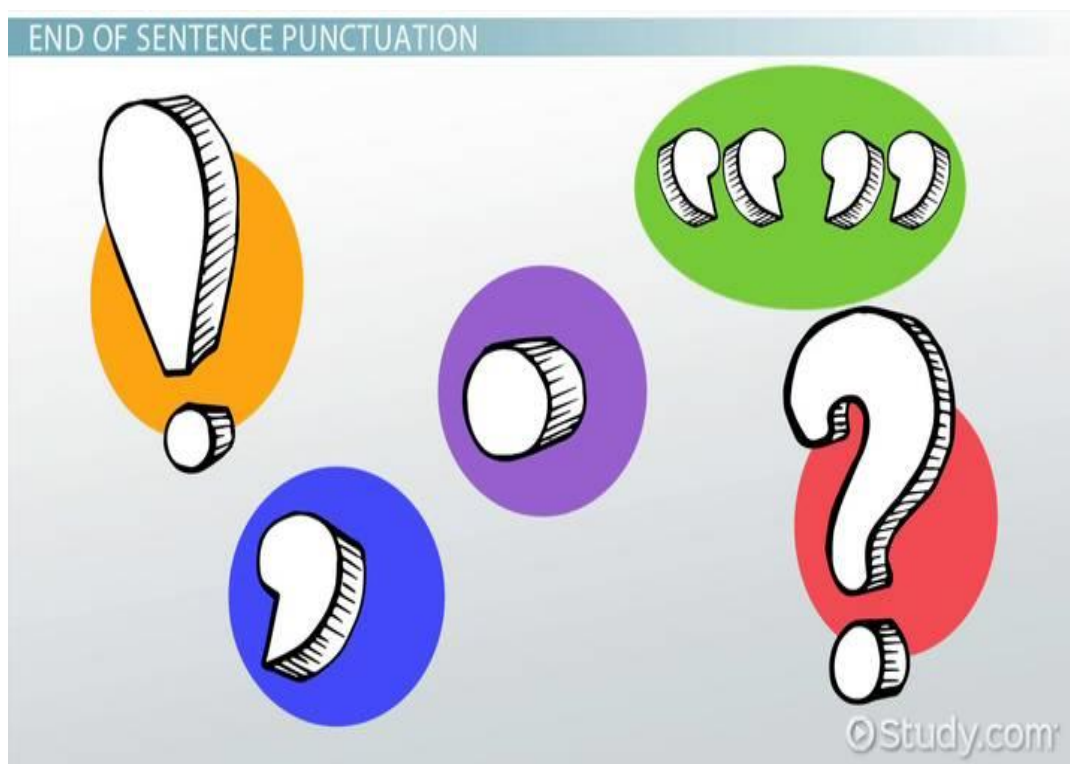
PUNCTUATION

A. Learning Objective

At the end of the lesson, the students are able to implement the usage of punctuation and capitalization within sentences correctly.

B. Material Description

1. Introduction to Punctuation



Source: *study.com*

In addition to understanding grammar, understanding punctuation is also essential to build a sentence. Sentence is a chain of words that starts with capital letter and ends with period (Dawkins, 1995). Capital letter and period are examples of punctuations. Actually, there are many more capitalization and punctuation that we have to know to build a good sentence. They are capitalization, question marks, exclamation points, hyphen, dash, colon, semicolon, comma, period, etc.

Take a look at this paragraph:

Amid technology savvies, writing skill maintains its popularity where written information, transaction and communication take higher frequency than oral ones in use. Electronic sources of information such as e-magazine, or e-newspaper, of transaction such as online payment, as well as communication such as social media platforms take the advantage of written forms. On the other hand, the teaching of writing has come to a lean on process rather than product-based approach through a series of steps that signifies students' ability to explore and define their own problems in writing. The mainstream of writing process does not only acquire students to eventually come with their products. It is also directed to enhance students' life skills that are useful for their future.

Taken from Sukmawati, (2020)

Above is a piece of paragraph containing many punctuations. Some of them are period, comma, capitalization, and the others. We cannot create a text without punctuation. Not even a text, a sentence needs punctuation. Now, take a look at the following sentences:

1. *Yesterday, my mom served fried fish mashed potatoes grilled beef and fried chicken as well as orange juice for our dinner but daddy did not join us because he has overtime in his office.*
2. *My motorcycle car slid along the road smashed into the park of Melly's house smashed the swing and eventually stopped against a pavement near the park.*
3. *No Devi is not like other mates in this club.*
4. *You need to know that Dimas did not mean to hit you with the bag.*
5. *Tonight we are going to Bogor Rain Festival to enjoy the water park that was newly established in the end of the year*

What do you say about the five sentences above? Can you understand them easily? The answer is No, you cannot. Therefore, it is significant to learn about punctuation in order to know the proper usage of it in a written form. In short, punctuation helps readers to understand the text more easily (Adorno & Nicholes, 1990)

2 Capitalization



In almost all languages in the world including English, there are two kinds of letter. They are capital letters like A, B, C, D, and small letters like a, b, c, and d. Mostly we use small letters. However, there are times we must use capitalization. Take a look at the following examples:

Incorrect: the books in the shelf are my daughter's.

Correct: The books in the shelf are my daughter's.

The first sentence is incorrect because the sentence does not start with capital T as shown in the second sentence. Capitalization is important in building a good sentence. Therefore, it is important to know the rules of capitalization. The followings are rules of capitalization that you must know.

a Capitalize the first word in a sentence

- *More than 1000 people visited Borobudur Temple last month.*
- *Does everybody know where Borobudur Temple is?*

b Capitalize the pronoun I no matter where its position is in a sentence

- *Budi and I are discussing the topic of the study.*
- *Where in this room am I supposed to accomplish the assignment our teacher gave?*

c Use capital letter to show people's formal and professional titles

- *Mr. Kartawijaya was having a conversation with Mrs. Aminah when I came to interrupt.*
- *Budi saw Dr. Jamilah at the university yesterday.*

d Proper names like specific person or place use capital letters

- *Andi met his sister, Aminah at the park.*

- *The Coliseum in Rome is a beautiful old historic monument.*

e Capitalize name of street

- *I live on Pakubuana Street.*
- *She will move to Wilson Avenue*

f Capitalize the first word of geographical locations such as cities, states, countries, lake, continents, and river.

- *I plan to travel around Europe next year.*
- *Batangpane River is a famous river in Padang Lawas Utara, North Sumatera.*

g The names of nationalities and languages use capital letters

- *My parents speak Mandarin.*
- *We are all Indonesian no matter whether we live in Malaysia, England, or Australia.*

h Names of specific courses

- *I just registered Mathematics this semester.*
- *I will skip Biology class because it is less relevant with my study program.*

3. Question Marks



Like many other languages in the world, we end an interrogative sentence with a question mark (?) What do you know about the place? Where did she plan to spend her holiday? Will she visit her grandmother in the village? There are all examples of questions with a question mark in the end. Take a look at the following.

Example:

Incorrect: Is London a capital of England.

Correct: Is London a capital of London?

4 Exclamation Points



When you want to express emphasis or emotion about something in written form, we can use exclamation mark (!). This mark is not frequently used in written form. We use exclamation marks when a sentence expresses surprise. Take a look at the following example:

Incorrect: It is snowing.

Correct: It is snowing

Without exclamation mark, the sentence is wrong when the speaker expresses it surprisingly or emotionally. On the other hand, exclamation mark is not necessary if the speaker just informs that it is snowing now. Other examples of exclamative sentences are:

- *Happy birthday, Dinda!*
- *Ice cream sundaes are my favorite!*
- *Thank you, Nindi!*
- *I hate you!*

5 Comma



We use comma frequently when texting or messaging. But have we used it properly? The following rules of using comma may be useful to learn.

a. Use comma when separating things in series of list of items.

- 1) *I like fried rice, salad, and rendang.*
- 2) *My hobbies are watching movies, listening to music, reading books, and hanging out with my friends.*

- b. Use comma to separate additional information from the rest of the sentence.
 - 1) *Mr. Jokowi, our president, will visit European countries next year.*
 - 2) *The new CEO, Mr. Ahmad Budiharjo, graduated from Edinburgh University.*
- c. Use comma to separate phrases
 - 1) *Mr. Budi finished the impossible mission by performing great attitude, great performance, and high-quality agility.*
- d. Use comma to separate two independent clauses that are separated by a coordinator such as for, and, nor, but, yet, or, so.
 - 1) *We actually planned to visit our grandmother in Bogor, but this pandemic made us cancel the plan.*
- e. Use comma to introduce a direct quote
 - 1) *The girl said, "My mother often serves us special dinner on the weekend."*
 - 2) *My doctor replied, "If you don't stop smoking, you are putting your heart on hazardous situation."*

6. Colon



Colon is not used as frequently as comma. However, its function is important to make meaning of a sentence clearer. Therefore, it is important to understand the usage of colon as follows:

- a. Use a colon to show the reader that a list or explanation follows.
 - 1) *To accomplish the project, you will need the following items: scissors, paper, glue, and paint.*

- 2) *There are many reasons why people take regular exercises: maintaining their body health, connecting themselves with other sport enthusiasts, and making their thinking stay positive.*

- b. Use colon to introduce a direct quote (a comma can also be used in this situation)

- 1) *The girl said: "My mother often serves us special dinner on the weekend."*
- 2) *My doctor replied: "If you don't stop smoking, you are putting your heart on hazardous situation."*

7. Semicolon



Like colon the use of semicolon is also not often found. Functionally, semicolon is used to signal a pause longer than a comma, but briefer than a period. To be specific, there are two functions of a semicolon. They are:

- a. It is used to separate two independent clauses where one of the two or both of the clauses are short and the ideas expressed are usually very similar.
 - 1) *He loves learning; he can't get enough of working with books.*
 - 2) *That was amazing; it makes me nervous.*
- b. It is used to separate groups of words that are themselves separated by commas.
 - 1) *I decided to take a vacation playing golf, which I love; read a lot, which I needed to do; and slept late; which I hadn't done for quite a while.*
 - 2) *She plans to study French, for her travels; chemistry, for her work; and literature, for her own enjoyment.*

8. Dash



The dash (—) is one of punctuations. It is used to set off a word or a phrase after an independent clause or a parenthetical remark. Parenthetical remark includes words, phrases, or clauses that interrupt a sentence. People sometimes are confused between the dash (—) with the hyphen (-). The difference is tangible that the dash takes longer line than hyphen does. Functionally, a dash marks a separation of words or phrases or clauses stronger than a comma. However, it is less formal.

Therefore, we rarely find dash used in scientific articles. Dash is used to indicate ranges of dates, times, or page numbers, or with some compound modifiers. Take a look at the following examples:

- *My father works from 8–4 everyday, or*
- *My father works from 8 a.m.–5 p.m.*
- *The event will take place on March 15–31.*
- *Dear students, please read the book pages 50–60.*

9. Apostrophes



It is important to notice that apostrophes can be tricky. Because sometimes they show possessiveness but some other times, they can sow contractions. However, do not confuse between apostrophes and plural. You

must know the difference. Apostrophes can be used to show contraction. Contraction is a shortened form of a word or a group of words by omitting certain letter. Some examples of apostrophes used for contradiction are: He would=He'd. I have=I've. They are=They're. You cannot=You can't. However, avoid using contraction in formal writing. Contraction is considered informal and therefore only used in informal context. The following table shows contraction using apostrophes.

Contraction	Uncontracted	Examples
-n't	Not	Isn't (is not), hasn't (has not)
-re	Are	They're (they are), we're (we are), you're (you are)
-d	had, would	She'd (she had, she would), I'd (I had, I would)
-ll	Will	We'll (we will), you'll (you will)
-s	Is	He's (he is), it's (it is)
I'm	I am	—
let's	let us	—

a. Apostrophes and Possessive Nouns

The rules about forming possessives can be confusing if seen carelessly because they vary to some extent. It depends on what type of noun you are making into a possessive. Take a look at the following rules when using apostrophes for possessiveness.

1) add **apostrophe+s** for most singular nouns.

- The **cat's** leash The **author's** desk The **Earth's** atmosphere

2) add only an **apostrophe** for most plural nouns,

- The **cats'** leashes (multiple cats) The **author's'** desks (multiple author) The **planets'** atmospheres (multiple planets)

3) add **apostrophe+("s")** for plural nouns that do not end in "s".

- The **geese's** food, The **children's** toys, the **fish's** move

4) style guides vary when there is a singular proper noun that ends in s. Some recommend adding only an **apostrophe**. For example:

- Charles **Dickens'** novels **Kansas'** main airport

Some others say to add **apostrophe+s**:

- Charles **Dickens's** novels **Kansas's** main airport

No matter which style guide you use, add only the apostrophe to *plural* proper nouns that end in s:

- The **Harrises'** house The **Smiths'** vacation

b. Apostrophes and Joint Possession

There are times when there are more than one person or thing that show possessiveness. Here is the way to go.

- Budi and **Amin's** new toys (*Budi and Amin co-own the new toys*)
- Indah, Rini, and **Fatma's** parents (*All three share the same parents*)

10. Hyphen



A hyphen (-) is one of punctuation marks. It is used to join words or parts of words. Remember that it is different from dash. We Use a hyphen in a compound modifier when the modifier comes *before* the word it is modifying. It might be confusing for you to understand. Therefore, if you're not sure whether a compound word has a hyphen or not, check your preferred dictionary. Generally, hyphen is used in two places: between words, and with prefixes and suffixes. Let us start from the frequently used one: hyphen for between words.

Generally, hyphenate two or more words when they come before a noun they modify and act as a single idea. Take a look at the following example:

- *an off-campus apartment*

Hyphen is used to avoid confusion to what extent word 'off' refers to. Therefore, hyphen is there to chain 'off' to campus to avoid misinterpretation. However, when a compound adjective follows a noun, a hyphen is usually not necessary.

- *The apartment is off campus.*

Some other examples are:

- *The slacker video-gamed his way through life.*
- *A family-owned business*
- *We have a two-year-old daughter.*
- *Springfield has little-town charm.*

Hyphen can also be used in affixes. A prefix (*a, un, de, ab, sub, post, anti, etc.*) is a letter or set of letters placed before a **root** word. The word *prefix* itself contains the prefix *pre*. Prefixes expand or change a word's meaning, sometimes radically: the prefixes *a, un, and dis*, for example, change words into their opposites such as *political, **a**political; friendly, **un**friendly; honor, **dis**honor*. (see

<https://www.grammarbook.com/punctuation/hyphens.asp>). The other examples are:

- *trans-Jakarta*
- *mid-August*
- *My great-great-grandfather bought me a toy.*
- *ultra-sonic*
- *semi-technology*
- *re-organize*

C. Exercises**Exercise 1**

Direction: *Revise the capitalization of each sentence, arrange and make them a good paragraph.*

1. This is my father.

2. his name is riyadi.

3. riyadi is a taxi driver.

4. he is a good taxi driver.

5. He is used to delivering his passengers around jakarta and tangerang.

6. he works for a large taxi company.

7. the name of the company is jaya baya taxi.

8. Today, he will deliver mrs. Rini to her office.

**Exercise 2**

Direction: *Use the words to write questions about names of places or states or countries. Then write your answers in complete sentences. Before that, you need to arrange the words in the correct order. Remember the usage of capital letters and pronunciation.*

No. 1 has been done for you as the example.

1. what / the capital / of South Korea / is

Question: What is the capital of South Korea?

Answer: The capital of South Korea is Seoul.

2. what country / the amazon river in / is

Question: _____

Answer: _____

3. is / what city / the white house in

Question: _____

Answer: _____

4. what city / is Ka'bah in.

Question: _____

Answer: _____

5. what / the biggest city / in Malaysia / is

Question: _____

Answer: _____

6. where / are / the andes mountains

Question: _____

Answer: _____

7. is / what / the capital of Thailand

Question: _____

Answer: _____

Exercise 3

Direction: Read the following sentences. Decide whether each sentence needs a period, a question mark, or exclamation mark.

1. How many months are in a year

2. everything is always possible

3. how dare you

4. Should I attend the class even when I am not okay

5. I have no idea what to do now

6. It is amazing

7. Did you knock the door just now

8. Let's go to the beach

Exercise 4

Direction: Put a comma (,) and period/ full stop (.) in the correct place for each sentence below!

1. The teacher is very lovely. he loves teaching very much but he has not enough energy to teach until the end because he is feeling rather sick now.
2. Yesterday, my mom served fried fish mashed potatoes grilled beef and fried chicken as well as orange juice for our dinner but daddy did not join us because he has overtime in his office
3. My motorcycle car slid along the road smashed into the park of Melly's house smashed the swing and eventually stopped against a pavement near the park.
4. No Devi is not like other mates in this club
5. You need to know that Dimas did not mean to hit you with the bag
6. Tonight we are going to Bogor Rain Festival to enjoy the waterpark that was newly established in the end of the year
7. Turkey one of the most destined nations in the world has a renowned long historic civilization.
8. Being in hurry to his school yesterday Budi knew he was going to be late
9. Andi lives in Bandung doesn't he?
10. I think we must leave for Singapore in a week for some reasons thanks for your offer

Exercise 5

Direction: Put a colon (:), comma (,), semi-colon (;), and question mark (?) in the right place for each sentence!

1. Tomorrow my mother will purchase egg lettuce chili spinach fish and cheese
2. Everybody loves my little daughter she is beautiful smart captivating and cheerful
3. To create a wooden frame you must have colorful pens or markers white or colorful papers glue and thin woods scissors
4. Your friend has no idea what to do does he
5. Universitas Pamulang consists of many study programs like Informatics Engineering, English Literature, Civics, Economics Education, etc
6. Do you have any idea where to spend our summer holiday
7. I believe students teachers school staff and even the principal are all responsible for the cleanliness of our school
8. The children cannot read and write as well as they used to something might happen
9. The best way to teach reading and writing to students are by being a model to them
10. Tell me if you are about to go to the supermarket as our mate Budi asked me a help to buy him a pen a book and a pencil case.

Exercise 6

Direction: Put proper punctuations or correct some improper punctuation in the following texts.

Big data use cases

big data can help you address a range of business activities, from customer experience to analytics. Here are just a few. (More use cases can be found at [Oracle Big Data Solutions](#).)

Product development

Companies like netflix and procter & gamble use big data to anticipate customer demand. they build predictive models for new products and services by classifying key attributes of past and current products or services and modeling the relationship between those attributes and the commercial success of the offerings. In addition, P&G uses data and analytics from focus groups social media test markets and early store rollouts to plan produce and launch new products.

Predictive maintenance

factors that can predict mechanical failures may be deeply buried in structured data, such as the year make and model of equipment as well as in unstructured data that covers millions of log entries, sensor data error messages and engine temperature. By analyzing these indications of potential issues before the problems happen organizations can deploy maintenance more cost effectively and maximize parts and equipment uptime

Customer experience

The race for customers is on. a clearer view of customer experience is more possible now than ever before Big data enables you to gather data from social media, web visits call logs and other sources to improve the interaction experience and maximize the value delivered Start delivering personalized offers reduce customer churn, and handle issues proactively

Fraud and compliance

when it comes to security it's not just a few rogue hackers—you're up against entire expert teams. security landscapes and compliance requirements are Constantly evolving. big data helps you Identify patterns in data That indicate fraud and Aggregate large volumes of information to Make regulatory reporting much Faster.

Machine learning

Machine learning is a hot topic right now And data specifically big data is one of the reasons why. We are now able to Teach machines instead Of program them. the availability of big data to train machine learning Models makes that possible.

Operational efficiency

Operational efficiency May not always make the news but its an area in which big data is having the most impact With big data, you can analyze and assess production customer feedback and returns, and other factors to reduce outages and anticipate future demands. big data can also be

Used to improve decision-Making in line with current market Demand.

Drive innovation

Big data can help you Innovate by Studying interdependencies among humans institutions entities and process and then determining New ways to Use those insights. Use data Insights to improve decisions about financial and planning considerations Examine trends and what customers want to deliver new products and services. Implement dynamic pricing. There are endless Possibilities.

Source: <https://www.oracle.com/big-data/what-is-big-data/>

D. References

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