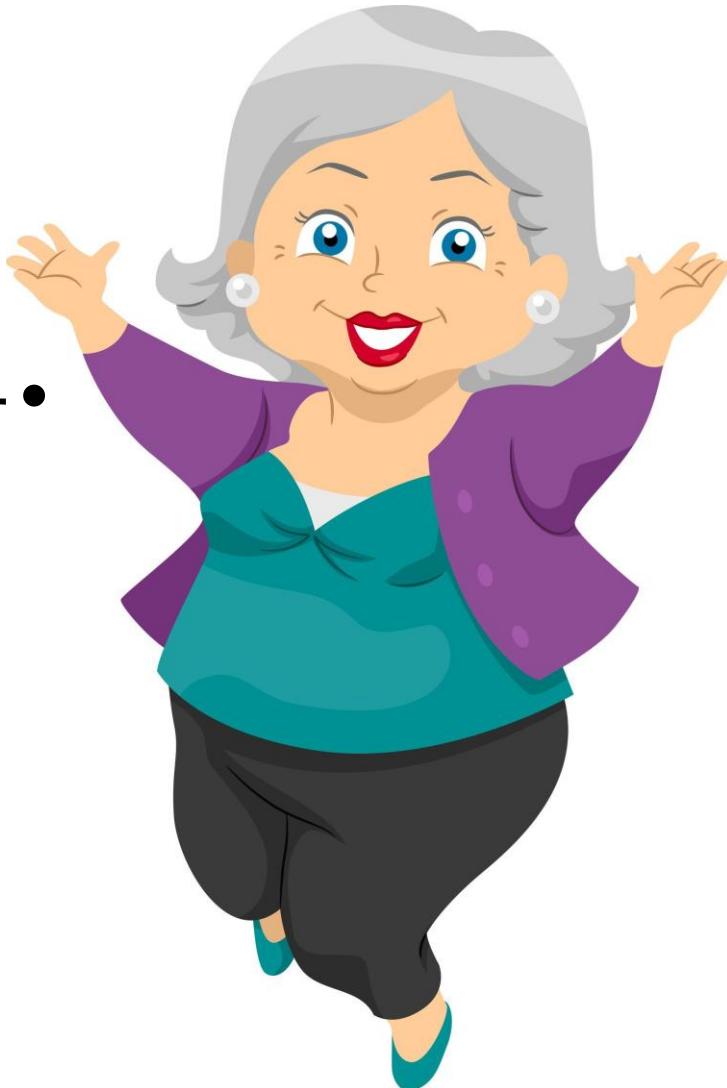


Punctuation Primer



Let's eat,
grandma.



Let's eat
grandma.

Rachael Ray finds inspiration in cooking her family and her dog.



Rachael Ray finds inspiration in cooking, her family, and her dog.

Why is punctuation important?



Missing or extra punctuation can create confusion.



Incorrect punctuation can create embarrassing gaffes.



Using punctuation effectively ensures your meaning is clear.

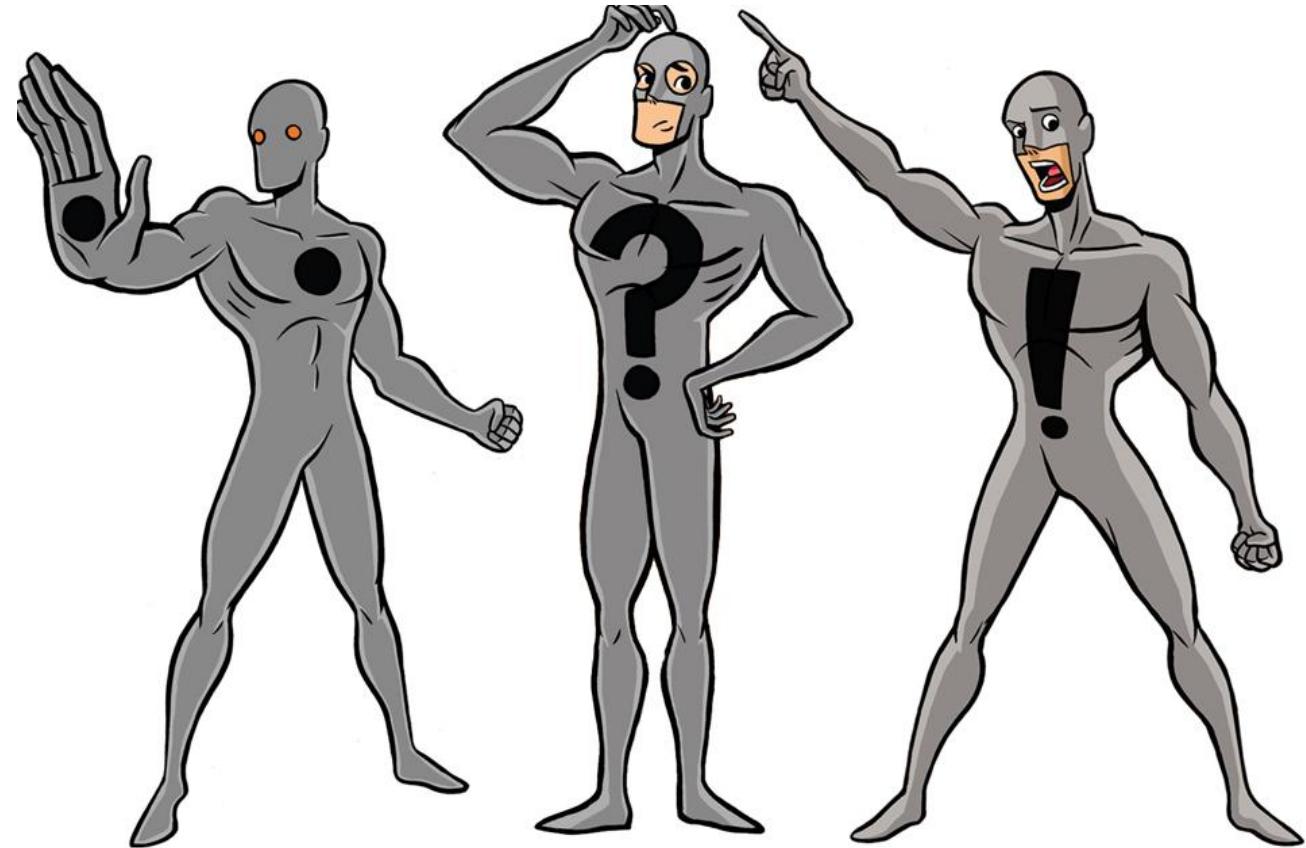
Overview

- Periods, Exclamation Marks, and Question Marks
- Commas
- Dashes
- Colons
- Semicolons
- Parentheses
- Brackets
- Quote Marks

Ending a Sentence

Options

1. Period
2. Question marks
3. Exclamation marks



THE SENTENCE ENDING TEAM!

Periods

Let's slow down
for a second here.



We better just
stop right now.

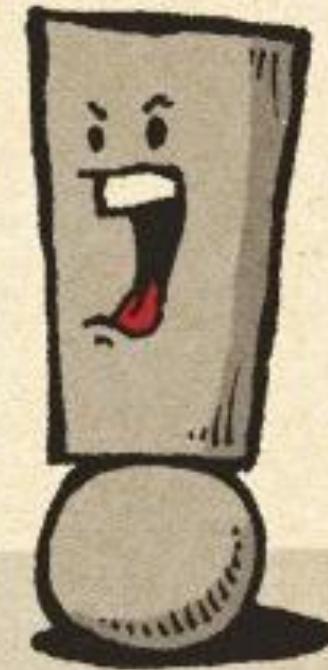
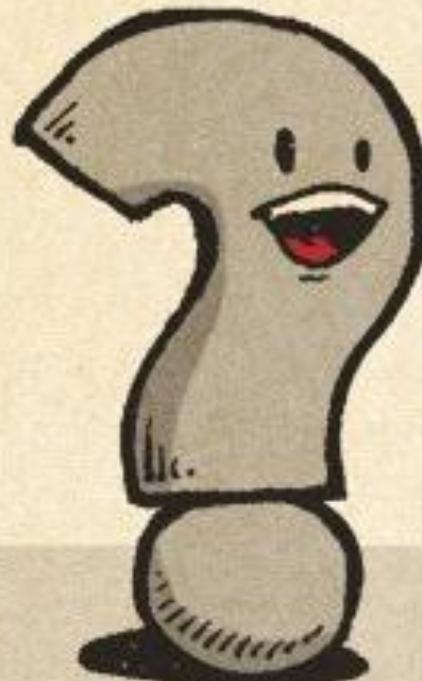


- This is the most common way to end a sentence.
- In academic writing, it is generally the most appropriate way to end a sentence.

Question Marks

- They can suggest what will be discussed in an essay.
- Can effectively engage readers.
- Used for proposed research questions.

What's wrong? **NOTHING'S WRONG!**



Question Marks?

Counterpoint

- Rhetorical questions are written in second person.
- Thus, they may be considered informal.

Exclamation Marks

- Exclamation marks denote emphasis and often imply a heightened emotional tone.
- In academic writing, evoking an emotional tone raises questions about your partiality.



Commas



Applications

1. Linking independent clauses with a conjunction
2. Closing out an introductory element
3. Offsetting parenthetical information
4. Introduce coordinate elements at the end of a sentence
5. Offset dates and locations
6. Offset three or more items in a list

Linking Independent Clauses

Compound Sentences

When linking 2 independent clauses, the second clause will be introduced with a comma and a **coordinating conjunction**.



Example: Adding Independent Clauses

Raj likes cricket.

Tian likes badminton.



Example: Adding Independent Clauses

Raj likes cricket, **and** Tian likes badminton.

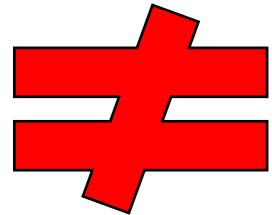
Note

When introducing a clause with a **subordinating conjunction**, there will be no comma.



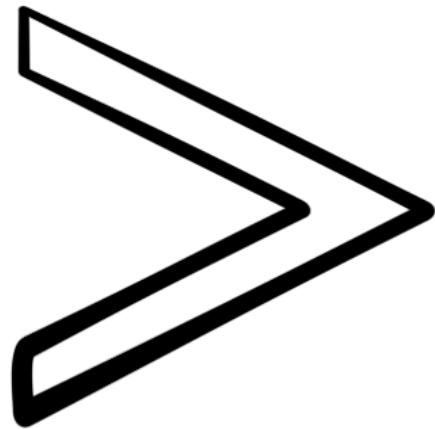
Example

I was late for class **because** the bus was running late.



Example

I was late for class **because** the bus was running late.



Example

I was late for class **because** the bus was running late.

How can you
tell the
difference?

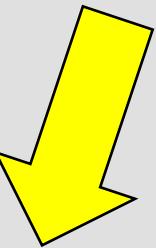


Switch the
clauses and
watch where
the conjunction
goes.

Explanation

Coordinating conjunctions stay in the **middle** of the sentence.

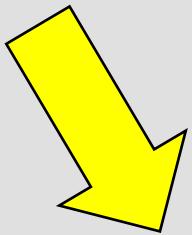
Subordinating conjunctions follow the subordinate clause to the **beginning** of the sentence.



Raj likes cricket, **and** Tian likes badminton.

Tian likes badminton, **and** Raj likes cricket.





I was late for class **because** the bus was running late.

Because the bus was running late, I was late for class.



Introductory Elements

1. Adverbs
2. Adverbial phrase
3. Phrases
4. Clauses

What are transitional words/phrases/clauses?



ESTABLISH TIME
OR LOCATION



DEFINE A
SOURCE



PROVIDE
CONTEXT

A dramatic close-up of Kylo Ren's face, showing his white mask and the red lightsaber blade glowing behind his head. The image is partially cut off by a diagonal white line.

Example: Context

I love Star Wars. However, I'm not sure I liked *Rise of Skywalker*.



Examples: Sources

According to Buzz Aldrin, astronauts must declare moon rocks at customs.

A photograph of Clint Eastwood as the 'Man with No Name' from the Spaghetti Westerns. He is wearing a wide-brimmed tan hat and a dark, textured vest over a light-colored shirt. He is holding a revolver in his right hand, pointing it downwards. The background is a clear blue sky.

Examples: Time

At **high noon**, Regan is meeting Clint Eastwood.

NOTE: Prepositional phrases begin with a preposition.



Examples: Location

In Leamington, Justin
bought tomatoes.



Examples: Context

If at first you don't succeed, skydiving is not for you!

NOTE: Introductory clauses begin with a conjunction.

How can you
tell where the
comma goes?



Look for the
subject of the
sentence. The
comma usually
comes before that.

Examples

At high noon, Regan is meeting Clint Eastwood.

In Leamington, Justin bought tomatoes.

According to Trump, wind turbines cause cancer.

If at first you don't succeed, skydiving is not for you!

Parenthetical Information

What is Parenthetical Information?

When writing, we sometimes add non-essential information to enhance clarity or provide context.





Donald Trump won the electoral college.



Donald Trump asserts that he is more humble than you could possibly imagine.



Donald Trump, who asserts that he is more humble than you could possibly imagine, won the electoral college.

Example: Parentheses vs. Commas

Donald Trump (who asserts that he is more humble than you could possibly imagine), won the electoral college.



Donald Trump, who asserts that he is more humble than you could possibly imagine, won the electoral college.



Coordinate Elements

What is a coordinate element



A coordinate element is a dependent clause/element that provides additional facts that provides context or contrasts the main clause.

The comma signals that this element shares the same grammatical context.

Combining Two Sentences

Jenny McCarthy and
Jim Carrey are...

...celebrities.

...not medical
professionals.



Example

Jenny McCarthy and Jim Carey are celebrities, not medical professionals.

Dates and Locations

Commas, Dates, and Locations



When pairing information regarding dates or locations, it is important to offset the information with a comma.



Example: Date

On November 5th, 1605,
Guy Fawkes failed to
enact the Gunpowder
Plot.

Example: Location

Ryan Gosling was born in
London, Ontario.



Lists

Itemizing Lists



When listing three or more items, each additional item should be introduced with a comma.

Example

I went to the record store
and bought albums by Led
Zeppelin, Black Sabbath,
Metallica, and Justin Bieber.



Oxford Comma

I like cannoli, baklava,
and bubble tea.



I like cannoli, baklava
and bubble tea.



Oxford Comma

I like cannoli, baklava,
and bubble tea.



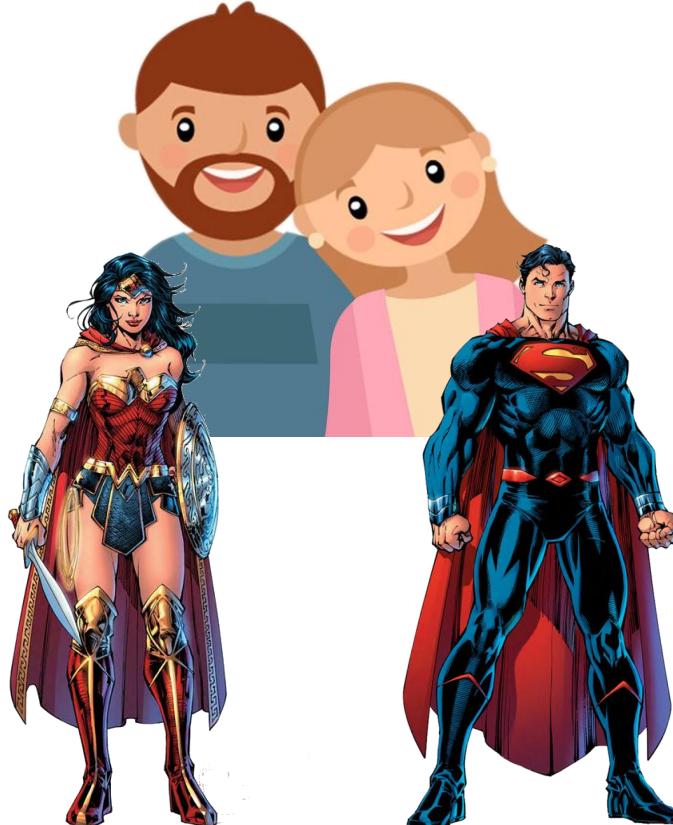
I like cannoli, baklava
and bubble tea.



Confusion?

With

The most influential people in my life are my parents, Wonder Woman, and Superman.



Without

The most influential people in my life are my parents, Wonder Woman and Superman.



Kahoot!



Colons and Semicolons

Colons

When can we
use a colon?



Only after an
independent
clause.

Examples

We looked at:
nationality, age, and
gender.



We looked at
nationality, age, and
gender.



We looked at three
social markers:
nationality, age,
and gender.



What are
colons used
for?

Lists

Conclusions

Summations

Appositives

Example: Lists

While on vacation in Europe,
I visited several cities:
London, Paris, Amsterdam,
and Chernobyl.



Example: Conclusion

Based on the evidence, it was clear who committed the murder: Colonel Mustard did it in the conservatory with the candle stick!



Example: Summation

During paint night, I got paint in my hair, on my hands, and all over my clothes: **it was a messy evening.**



Should you capitalize the word after the colon?



Some styles, such as APA, do capitalize the first word after a colon if it is a complete sentence.

Do not capitalize for lists!

Example: Appositive

I was rescued by
Batman: the Dark
Knight.



Semicolons

What are
Semicolons
used for?

Linking two
independent
clauses.

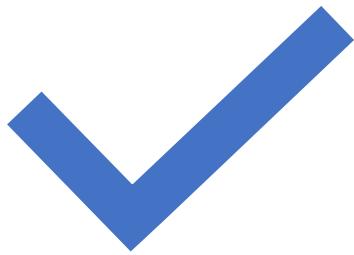
Separating complex
items in a list.

Linking Independent Clauses

There is no flour in my pantry; cookie monster did some baking last night.



The Rules



A semicolon
cannot be used
with a
conjunction.

Explanation

There is no flour in my pantry; cookie monster did some baking last night.



There is no flour in my pantry; because cookie monster did some baking last night.



Simple Item vs. Complex Items

Simple items are either words or short clauses.

Complex items have non-essential information that requires a comma.

Simple Items

The omelet I made has several ingredients: eggs, broccoli, chicken, and cheese.



Complex Items

The omelet I made has several ingredients: eggs, which I bought at the dairy farm; broccoli, which I grew in my garden; chicken, which I stole from the butcher; and cheese, which I made in my bathroom.



Kahoot!



(Parentheses)
and
[Brackets]

(Parentheses)

Uses for
(Parentheses)

Parenthetical
Information

In-text
Citations

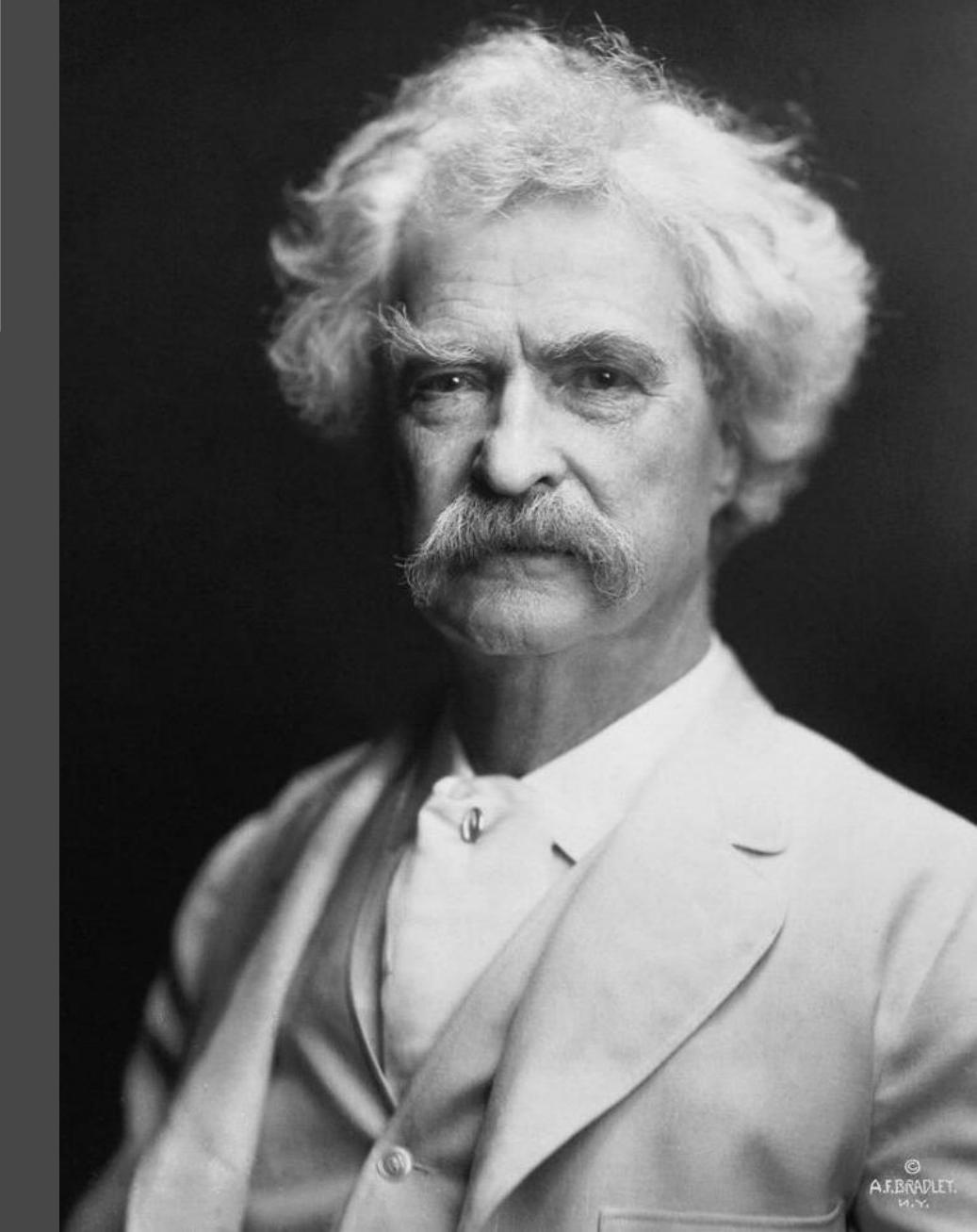
Parenthetical Information: Parentheses or Commas

Parentheses are often seen as informal in this context, so commas are preferred in academic writing.

Parentheses could also be confused with in-text citations if the parenthetical information is a name or date.

Example: In-Text Citation

Twain (1887) suggest that all one needs is “ignorance and confidence, and then Success is sure” (p. 4).



Brackets are
used exclusively
inside quotes.

[Brackets]

Uses for
[Brackets]

Perspective Shift

Unclear Pronouns

Pejorative Terms

Perspective: Example

In a recent interview, Kanye West said that “rap is the new ballet, and [he is] the greatest ballet dancer of them all”.

NOTE: West says “I am”, which is replaced with [he is].





Example Unclear Pronoun

Coach Brown said that,
“aside from missing
practice, [Iverson] hasn’t
been a problem.”

NOTE: When asked about Iverson, Brown referred to him as ‘he’. Out of its original context, it would be unclear who ‘he’ is.

Example: Pejorative Language or Expletives

Former Prime Minister Pierre Trudeau once told a member of parliament to “go [fuddle] his [duddle]”.



Quote Marks: “Double” and ‘Single’

“Double” Quote Marks

“Double” Quote Marks

Direct Quotes

Titles of Short
Works

Example: Quote

As Groucho Marx says, “I don't want to belong to any club that will accept people like me as a member.”



Example: A Short Work

Grande's (2018) "No Tears Left to Cry" is a metaphysical examination of compassion fatigue.



‘Single’ Quote Marks

Important Note



Double quotes are often used for each of the following.

Check with your instructors for their preferences

‘Single’
Quote
Marks

Question Perspectives

Introduce Terms

Discuss Signifiers

Frame Colloquialisms

According to
research, I'm
not 'normal.'

Questioning Perspective



In order for your eyebrows to be 'on fleek,' they must be systemically and impeccably groomed.

Introducing Terms



Word as a Signifier

What is a word made up of 4 letters,
yet is made up of three. Although is
written with 8 letters, then is with 4.
Rarely consists of 6 letters, and never
is written with 5.

Word as a Signifier

‘What’ is a word made up of 4 letters,
‘yet’ is made up of three. ‘Although’
is written with 8 letters, ‘then’ is with
4. ‘Rarely’ consists of 6 letters, and
‘never’ is written with 5.

Framing Colloquialisms



If double quotes are used to frame a colloquialism, the reader might expect a citation.

NOTE: It is ill-advised to use colloquialisms in your academic writing as they are considered informal.

As the saying goes,
“You should never
looked a gift horse
in the mouth.”

Framing Colloquialisms



Italics

‘Single’ Quote Marks

!

Emphasis



Foreign Languages



Titles of Long
Works

Emphasis

Italics for Emphasis?

!

Using italics to add
emphasis for your
own words is
considered
informal or casual.

Examples

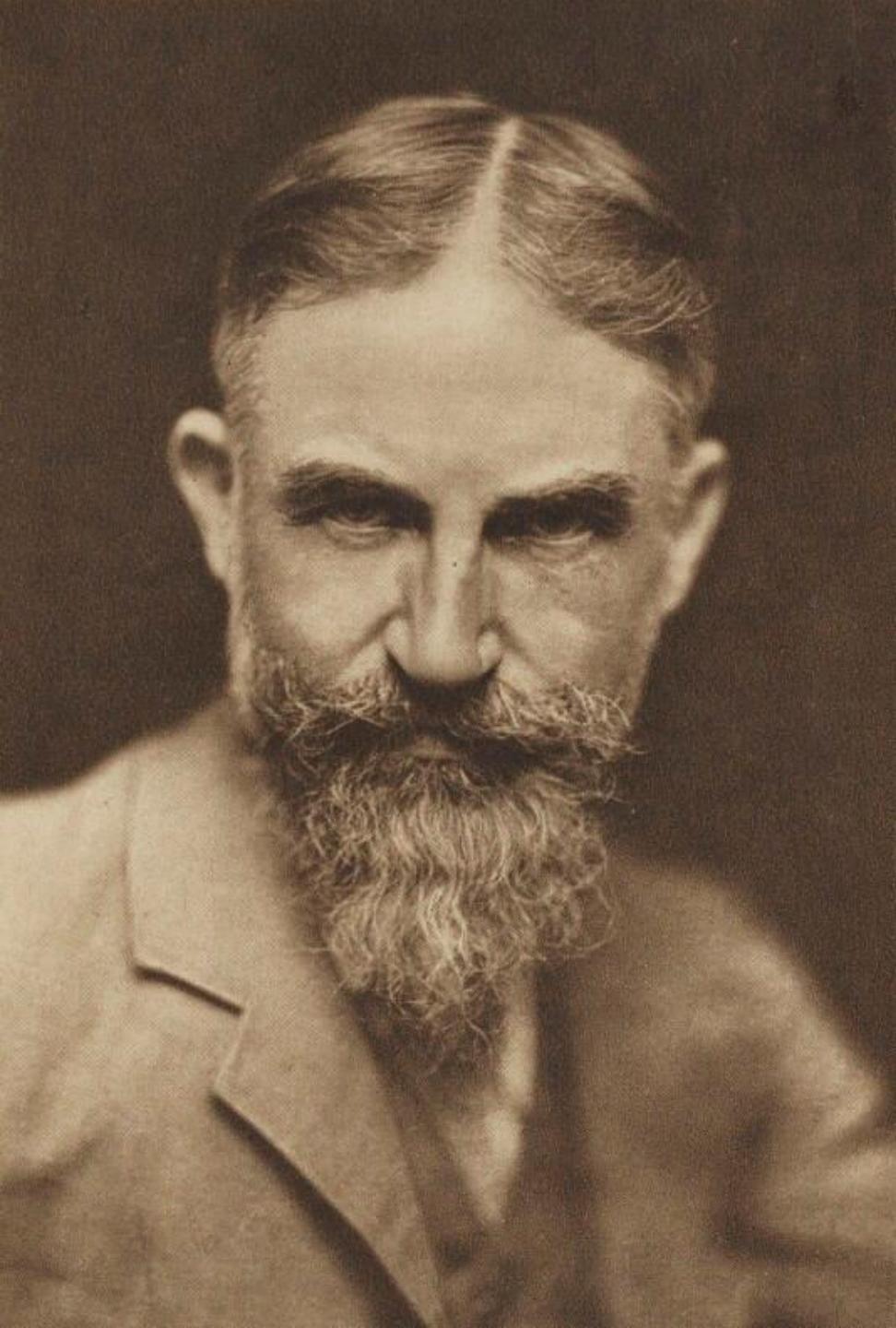
1. I never said she stole my money. = Somebody else said it.
2. I never said she stole my money. = Emphatically denying he said it.
3. I never said she stole my money. = Saying he implied it.
4. I never said she stole my money. = He said somebody else stole it.
5. I never said she stole my money. = She took, not stole, his money.
6. I never said she stole my money. = Stole somebody else's money.
7. I never said she stole my money. = She stole something else of his.

Exception: Quotes

”

You can italicize a word in a quote as a prelude to your analysis of that word selection.

NOTE: You must note that you have added emphasis in the citation.



Example

“Life isn’t about *finding* yourself. Life is about *creating* yourself” (Shaw, n.d., par. 1, emphasis added).

Foreign Language

Foreign Language

”

When using a word from a foreign language, such as Latin, French, Klingon, or Ferengi, that word should be put in italics.

Example

“Quid pro quo. I tell you things; you tell me things.”

Dr. Lecter

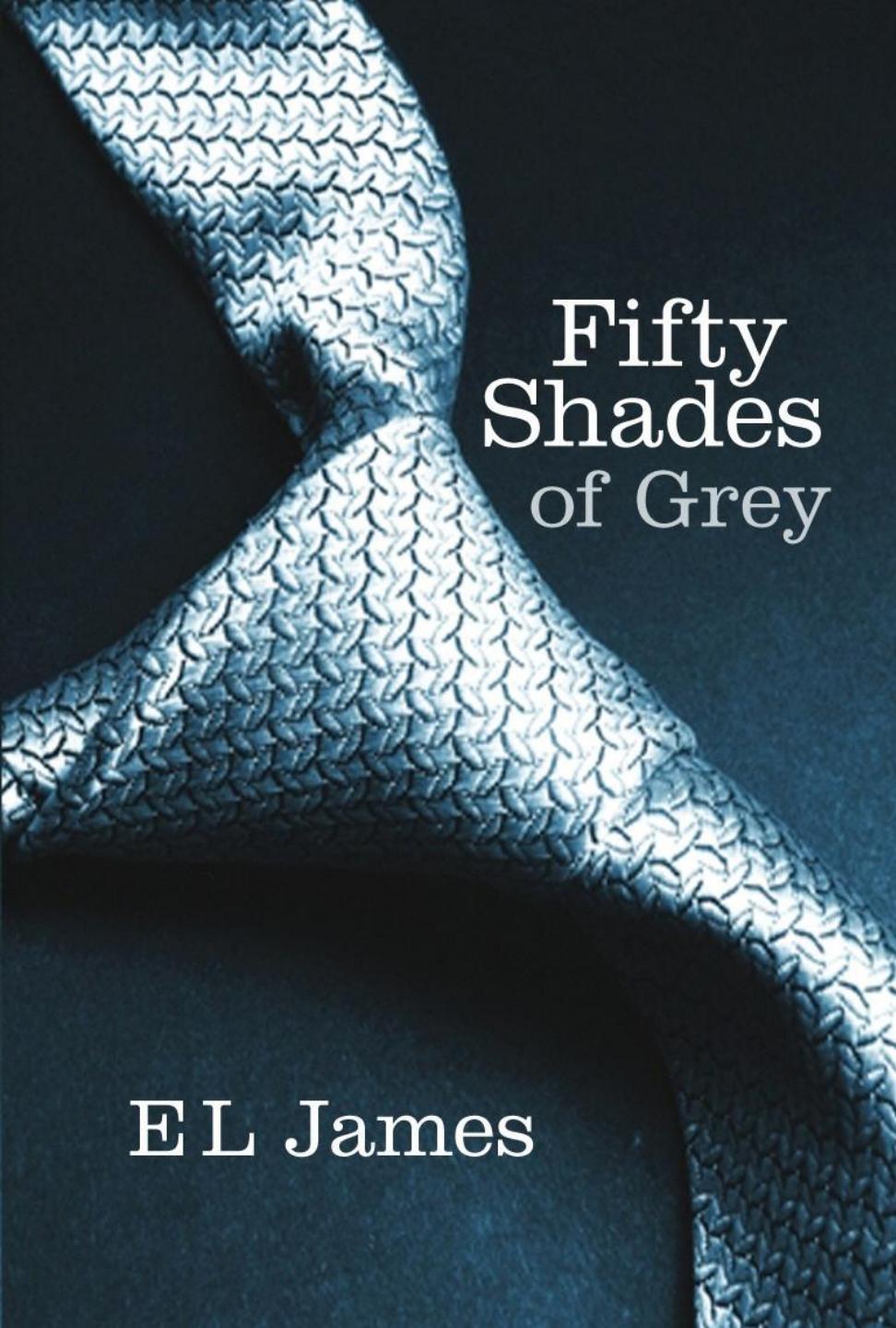


Titles of Long Works

Titles of Long Works

”

When referring to the title of a long work, such as a book or film, these titles should be in italics.



Example

The cover of the novel *50 Shades of Grey* is actually printed in fifty shades of blue.

Kahoot!



The Dear John Letter

Exercise



Questions?

