



Punctuations and Mechanics



Punctuation Types

1. Apostrophe (')
2. Colon
3. Comma
4. Hyphen
5. full stop
6. Dash
7. Ellipses
8. Exclamation point
9. Question mark
10. Semi colon
11. Parenthesis

Apostrophe (')

- Rule 1: Singular word indication – possession
- Rule 1.a.: If the noun does not end in 's' (in most cases this means it is singular), add -'s.
- *E.g. Jim's tool chest is on the table*
- *The bike's handlebars were bent in the crash.*
- *The boy's sister traveled by bus to meet us.*

Rule 1.b.: If the noun is singular and ends in -s, add -'s, as in the following examples:

E.g. My boss's job at the bank was eliminated due to budget cuts.

The class's average grade was impressive.

Rule 1.c.: If the noun is plural and ends in -s, add only an apostrophe.

E.g. Employees' reception will be held next week

The parents' room

Rule 1.d.: If the noun is plural and does not end in –s, add –'s.

E.g. *The children's bedroom*

The children's play received a standing ovation.

The geese's precise formation in the sky impressed the pedestrians.

Rule 1.e.: If multiple nouns jointly own another noun, use an apostrophe only on the final noun listed. In this sentence, one car belongs to both the man and the woman.

E.g. *The man and woman's car was badly damaged.*

Rule 1.f.: If multiple nouns each possess another noun individually, each noun should have an apostrophe. In this sentence, there are two separate motivations, each owned by a different person.

E.g. The student's and the teacher's motivations were in conflict.

Rule 1.g.: If a compound noun owns another noun, add the apostrophe only to the last element.

E.g. My sister-in-law's love for shopping knows no limits.

The president-elect's agenda proposed no major policy changes.

Rule 1.h.: If an indefinite pronoun (a noun that refers to no specific person or thing) owns a noun, add -'s.

E.g. Someone's car is parked in the loading zone.

Does anybody's key fit this lock?

Are these correct?

Boy's hostel

Boys' Hostel

Students parking

Students' parking

The childrens book is lying there

The children's book is lying there

The girls purse was lost

The girl's purse was lost

The boys mobile needs to be changed

The boy's mobile needs to be changed

The childrens books are lying there

The children's books are lying there

Mr. Browns house is next to ours.

Mr. Brown's house is next to ours

Waugh's captaincy is till appreciated

Waugh's captaincy is till appreciated

Boys mobiles have become fun for them

Boys' mobiles have become fun for them

The EXT's will be shipped soon

The EXTs will be shipped soon

Apostrophe

Rule II: Also used to show words in contraction

I feel it is time to move out of the house

I feel it's time to move out of the house

Let us go and watch the play

Let's go and watch the play

Do not dare speak to him in that manner!

Don't dare speak to him in that manner!

You are, would not, I will, She will

You're, Won't, I'll, She'll

Where should I use Apostrophe?

Robert and Lisa Smith have two beautiful children. Amy is nine and Ross is seven. The Smiths house has two floors. The children rooms are upstairs, and the parents bedroom is downstairs. Lisa room is always clean while Ross room is always messy. The Smiths lives are very busy this week. Ross sports teams all have games.

Amy ballet class has a recital and Robert car is in the shop. So, the Joneses are trying to get everything done with only Lisa car. Today, they have been to school, practice, rehearsal, the grocery store, and the veterinarian office. Mind you, they are not finished yet. They will be busy until late tonight and, tomorrow, they will do it all again.

Answer

Robert and Lisa Smith have two beautiful children. Amy is nine and Ross is seven. The **Smiths'** house has two floors. The **children's** rooms are upstairs, and the **parents'** bedroom is downstairs. **Lisa's** room is always clean while **Ross's** room is always messy. The **Smiths'** lives are very busy this week. **Ross's** sports teams all have games.

Amy's ballet class has a recital and **Robert's** car is in the shop. So, the Joneses are trying to get everything done with only **Lisa's** car. Today, **they've** been to school, practice, rehearsal, the grocery store, and the **veterinarian's** office. Mind you, they **aren't** finished yet. **They'll** be busy until late tonight and, tomorrow, **they'll** do it all again.

Colon (:

Rule-1 After an independent clause – to emphasize or give caution.

(Independent clause: can stand on its own, complete though containing subject and predicate (e.g. verb)...*e.g. He ran. He ran fast. I was late for work*)

(Dependent Clause – contains subject and verb but thought incomplete. E.g. – *Because I woke up late this morning..., If my neighbor does not pay rent on time...*)

E.g.

Note: The chilies are sun-dried

Caution: Smoking is injurious to health

Rule-2: When a list to be presented

She listed the following:.....

The problem has two possible solutions: hire four more workers, or simply give everyone a raise.

Rule-3 – Use colon after a salutation

E.g. – Dear Dr. Smith:

Rule -4 – Don't use colon with incomplete sentences

- E.g. – *The two keys to success are: earning money and spending wisely*
- Correction – *The two keys to success are earning money and spending wisely*
- Two keys to success are as follows:*
 - *Earning money*
 - *Spending wisely*

Rule-5 – use colon after an independent clause – Before a quotation, list or example

E.g. She said the following: “No comments”

These supplies for the experiment are on order: plastic hose, two batteries, and several chemicals

The problem has two possible solutions: hire four more workers, or give everyone a raise

Comma (,)

- *Rule –1 – Place a comma before a coordinating conjunction (that connect – and, but, or, so, etc)*
- E.g. You are the best person for the job, so I will hire you
- *Rule – 2 – Use comma to set off introductory comments/words*
- E.g. First, she soldered the components.
- In business, people often have to work longer hours.
- To work well, you need to get along with your coworkers.
- If you want to test equipment, do so by 5:25 pm.
- After the meeting was over, the staff was exhausted.
- While getting ready for bed, Susan heard a knock at the door.

– *Rule –3 – To set off sentence interrupters*

- E.g. The company, started by my father, did not survive the recession
- Mrs. Smith, the proprietor of the store, purchased a wide array of merchandise

– *Rule – 4 – Set off parenthetical expressions by commas – (break the flow of the original sentence)*

- E.g. The highway, **by the way**, needs repairs.
- The fruit fly, **for example**, can breed up to ten times in one hour.
- A worker it seems should be willing to try new techniques – **Correct?**

– ***Rule – 5 – Use commas between items in a series***

– E.g. Fred, Helen, and Ron were chosen

– We found the following problems: corrosion, excessive machinery breakdown, and power failures

– ***Rule –6 – use commas to set off addresses, and long numbers***

– E.g. We live at 12, Raj Nagar, Katol.

– She earns Rs. 10,000 per month.

– **Note: With very large numbers use words**

– Rs. 2 crores were spent on the plant.

– *Rule –7– use comma to separate off day and year when part of sentence*

– The company hired her on September 7, 2005, to be its bookkeeper

– *Rule – 8 – use comma to separate city from State and State from rest of sentence*

– E.g. The new warehouse in Nagpur, Maharashtra, will be good.

The new warehouse in Nagpur will be good

Hyphen (-)

Rule – to indicate division of words

E.g. He is well-known

She was a world-renowned chemist

Rule – to join numerators and denominators

E.g. Four-fifths of the company want to initiate profit sharing

Rule – to write two-word numbers

E.g. Twenty-six people attended the conference.

Full stop (.)

Rule – to end an independent clause

Rule – in abbreviations, contractions

e.g., A.M., Ph.D., B.A.

Note: not to be used in organization abbreviations – S.T.C. It should be STC, RCOEM

State abbreviations – no use of (.) – e.g. MS, MP, HP

Contractions – St. Dr. Jr.

Dash (--)

Rule – to show range

E.g. For tonight's homework, read pages 35–50

Rule – After a heading and before explanation

–E.g. Forecasting–Joe and Joan will be incharge of research

Rule – To highlight new ideas

–E.g. Here's what we can do to improve production quality–
provide on–the–job training, salary incentives

Rule – before and after a explanatory series

–E.g. Three people—Sue, Luci, and Tom—are essential for the
office

Ellipses (. . .)

Three spaced full stops – Omission of words within quoted materials

E.g. “Six years ago, prior to incorporating, the company had to pay extremely high federal taxes”

“Six years ago, . . . the company had to pay high tax”

Exclamation Point (!)

After strong statements/words, emotions, command, wish.

E.g. you must work harder!

Do not use the machine!

Danger!

Wow!

May you live long!

Parentheses ()

**Rule – Enclose words, numbers, abbreviations, or sentences
– to define term or full form of abbreviation**

E.g. We study in RCOEM (Shri Ramdeobaba College...)

Rule – to clarify previous sentence

–E.g. The people in attendance (all sales managers) were proud of their work.

Rule – to number items in a series

–E.g. The company should initiate (1) new personnel practices (2) a probationary review board.

Quotation marks (“ ”)

Rule – when citing direct quotations

e.g. He said, “Your division sold the most compressors last year”

Rule – to note title of an article

Rule – commas, full stops go inside quotation marks –
“asnfbdnf.”

Rule – colons, semicolons outside – “asdb”:

Rule – exclamation points and question marks inside if quotation has it – “asdd?” “asdd!”

E.g. How could she say, “we haven’t purchased the equipment yet?”

Semicolons (;)

Rule – between 2 independent sentences

–E.g. The light source was unusual; it emanated from a crack in the plastic

Rule – to separate items in a series containing internal commas

–E.g. When the meeting was called to order, all members were present, including Susan Bailey, the President; Ruth, the Vice-president;

MECHANICS

ABBREVIATIONS

- Clear
- Mr. Ms. Etc do not need to be clarified
- Don't abbreviate *and* as & – spell it
- Use correct technical abbreviations like *cm* for centimeters and not *cent*.

MECHANICS

CAPITAL LETTERS

- People names Cities
- Countries Companies
- Schools Buildings
- Titles if they precede the name – e.g. Prime Minister, Narendra Modi
- Titles of books, magazines, plays, movies, TV programs
- Names of organizations

MECHANICS

- Days of week, months, holidays
- Races, religions, and nationalities
- Events in history – the World War II, the Great Depression
- North, South, East, West – but don't capitalize when giving directions – *e.g. Drive south and then turn left.*
- *They moved from the North*
- First word of a sentence
- Don't capitalize – seasons (monsoon), name of classes (senior, junior), general groups (middle management), surgeons

MECHANICS

– NUMBERS

- One to nine – in words – then numerical
- But – numerical for
- percent *e.g. 2 percent*
- Address *e.g. 23, Downing Street*
- Miles per hour *e.g. 23 mph*
- Time *e.g. 3:15 p.m.*
- Dates *e.g. 21 May 2009*
- Monetary value – *e.g. Rs. 10,000, Rs. 20 million*
- Units of measurement – *e.g. 14', 16 mm*

MECHANICS

- Don't use numerical to begin a sentence
- Correct usage – *E.g. Five hundred sixty-eight people were fired.*
- Don't mix numerical and words
- *E.g. We attended 4 meetings over a 16-day period*

SPELLING

Common misspelled or misused words

Accept, except

Addition, edition

Affect, effect

Patient, patience

Principal, Principle

Right, write

Their, there

Incite, insight

Advise (v), Advice (N)

passed, past

Personal, Personnel

Quiet (vol), quite (Very)

Stationary (s), stationery

forth, fourth

Advice

As a noun, the word advice does not perform any action in the sentence. As a non-countable noun, you'll often see it after the word "some" or a possessive pronoun like "my:"

You've done this before, please give me your advice.

I need your advice on which car to buy.

Her father gave them sound financial advice.

Advise

Advise is a verb, therefore, you will find it with the subject of the sentence performing the action of advising:

I have to go to court and I need you to advise me in this matter.

Please advise me on what to do when filling in this application.

The teacher will advise the students of the risks before going on the field trip.