



PUNCTUATIONS

1. APOSTROPHE

1. Contraction: omission of one or more letters in a contraction.

A contraction is formed when two words are combined to form one word. An apostrophe is used to show where letters are omitted in forming the contraction.

Example:

I + am = I'm

I + have = I've

Could + not = Couldn't

They + are = They're

APOSTROPHE...CONTINUED

2. **Possession:** to show ownership or possession

Tony's , Doctor's

When 's is handwritten, there should always be a break between the word and the 's.

— Tony's not *Tony's*

APOSTROPHE...CONTINUED

- A singular word ending in –s (such as James) also shows possession by adding an apostrophe plus s.

James's

But now, James' is used

- Plural that end in –s show possession simply by adding the apostrophe (rather than an apostrophe plus s)

My parents' station wagon is ten years old.

- Do not use apostrophe with possessive pronoun

His, her, its, yours, theirs



- Its' / its

2. QUOTATION MARKS

1. to show the exact words of a speaker or a writer

“Say something wise to me,” whispered Lola to Tony.

Mark Twain once wrote, “The more I know about human beings, the more I like my dog.”

“The only dumb question,” the instructor said, “is the one you don’t ask.”

QUOTATION MARKS...CONTINUED

2. Titles of short work are usually set off by quotation marks, while titles of long works are underlined.

- Short works as:

Articles in books, chapters in a book, short stories, poems, and songs

3. Quotation marks are also used to set off special words or phrases from the rest of a sentence:

I have trouble telling the difference between “their” and “there.”

3. COMMA

3.1. to separate items in a series

3.2 to set off introductory material

3.3 before and after words that interrupt the flow of thought in a sentence

3.4 before two complete thoughts connected by and, but, for, or, yet, so

3.5 To set off direct quotation from rest of a sentence

3.6 for certain everyday material

COMMA...CONTINUED

3.1. to separate items in a series

- The final comma in a series is optional, but it is often used.

Do you drink milk, lemon, or honey?

Today the dishwasher stopped working, the garbage bag split, and the refrigerator turned into an ice box.

COMMA...CONTINUED

- **3.2 to set off introductory material**

A comma is also used to set off extra material at the end of a sentence.

A sudden breeze shot through the windows, driving the stuffiness out of the room.

Looking up at the sky, I saw a man who was flying faster than a speeding bullet.

COMMA...CONTINUED

3.3 before and after words that interrupt the flow of thought in a sentence

My brother, a sports nut, owns five thousand baseball cards.

Dody Thompson, who lives next door, won the Javelin-throwing competition.

COMMA...CONTINUED

- Comma case with “that” and “which”
- That serves as a restrictive pronoun and therefore does not take a comma.

John's cars that are leased are never kept clean.

The dirty cars are specifically those that John leased; John might have non leased cars that are kept clean.

- Which serves as a nonrestrictive pronoun and therefore requires a coma.

John's cars, which are leased, are never kept clean.

All of John's cars are dirty. The fact that those cars are leased is not essential to the meaning of the sentence.

COMMA...CONTINUED

- 3.4 before two complete thoughts connected by and, but, for, or, yet, so
- *Kevin will go partying tonight and forget all about tomorrow's exams.*
- *Rich has to work on Monday nights, so he tapes the TV football game on his VCR.*

COMMA...CONTINUED

- 3.5 To set off direct quotation from rest of a sentence

Mark Twain once wrote, “The more I know about human beings, the more I like my dog.”

“The only dumb question,” the instructor said, “is the one you don’t ask.”

COMMA...CONTINUED

3.6 With everyday material

i. Person spoken to

- *Cindy, where did you put my shoes?*

ii. Dates

March 4, 2021, is when I found a job.

iii. Addresses

Tony's grandparents live at 183 Roxborough Avenue, Cleveland, Ohio 44112.

iv. Opening and closing of an informal letter

Dear Santa,

Truly yours,

v. Numbers

98,780

Exercise on Page 59-60

4. COLON :

1. List

The following were my worst jobs: truck loader in an apple plant, assembler in a battery factory, and attendant in a state mental hospital.

2. Long quotation

Thoreau explains in Walden: “I went to the woods because I wished to live deliberately, to front only the essential facts of life, and see if I could not learn what it had to teach, and not, when I came to die, discover that I had not lived.”

3. Explanation

There are two softball leagues in our town: the fast-pitch league and the lob-pitch league.

Exercise on Page 64

5. SEMICOLON ;

1. To mark a break between two complete thoughts

He is going to the cabin; he intends to stay there all weekend.

2. To mark off items in a series when the items themselves contain commas

The specials at the restaurant today are: eggplant Parmasean, for \$5.95; black beans and rice, for \$ 4.93; Chicken pot pie, for \$ 6.95.

5. SEMICOLON ;

- 3. In elliptical constructions

An elliptical construction is one in which a word or phrase implied by context is omitted from a sentence, usually because it is a repetition of a preceding word or phrase.

- *In 1992, Starbucks had fewer than 200 stores; in 2020, almost 20,000.*
- *Some people brought food; others, clothing; yet others, merely a willingness to help.*

Exercise on Page 62

6. HYPHEN -

- 1. compound terms

- i. Open printing press, car wash, chief of staff
- ii. Hyphenated eye-opener, check-in, free-for-all
- iii. Closed lifestyle, bookstore

- 2. To divide a word at the end of a line of writing or printing

Exercise on Page 66

7. PARENTHESES ()

- **1. additional information**
- When a parenthetical sentence stands on its own, the closing punctuation mark for the sentence is placed inside the closing parenthesis.

The idea that theoretical Physics can be taught without reference to complex mathematics is patently absurd. (But don't tell that to the publishers of such mathematics-free books or the people who buy them.)

When parenthetical content occurs in at the end of a larger sentence, the closing punctuation mark for the sentence is placed outside the parentheses.

We verified his law degree (Yale, class of 2012), but his work history remains unconfirmed.

Exercise on Page 72