**Use of , before e.g. and Use of :**

* The park is filled with beautiful trees e.g. oaks, maples, and pines.
* The medicine has side effects: it may cause dizziness, nausea, or headaches.
* We visited several famous landmarks e.g. the Eiffel Tower, the Colosseum, and the Great Wall of China.
* She brought her favorite desserts: chocolate cake, apple pie, tiramisu, and macarons.
* Different programming languages e.g. Python, JavaScript, and Ruby, are popular in web development.
* The symptoms were alarming: he experienced chest pain, shortness of breath, and extreme fatigue.
* My wardrobe has clothes in vibrant colors e.g. red, yellow, and blue.
* The committee outlined its priorities: addressing homelessness, improving public transportation, and increasing green spaces.

Effective communication often depends on clarity, and the proper use of punctuation plays a crucial role in achieving this goal. For instance, when listing items without a verb, a comma should be used to separate them e.g. apples, oranges, and bananas. This simple rule helps avoid ambiguity and makes the sentence easier to read. On the other hand, a colon is ideal when introducing a clause or a longer list. For example, the advantages of renewable energy are numerous: it reduces carbon emissions, lowers energy costs, and creates jobs in the green economy. By understanding when to use a comma and when to use a colon, writers can enhance the readability of their work.

Take, for instance, a scenario where someone is packing for a trip. A comma would be used to list essentials e.g. clothes, toiletries, and snacks. However, if explaining the purpose behind these items, a colon might be more appropriate: they ensure comfort, hygiene, and sustenance during the journey. Similarly, when discussing study habits, one might list specific techniques with commas e.g. taking notes, highlighting key points, and practicing regularly. But if the goal is to elaborate on the importance of these habits, a colon would be fitting: they help retain information, improve focus, and ensure long-term success.

The forest was eerily quiet as the group ventured deeper into its shadowy expanse. They had been walking for hours, and the trail seemed to grow fainter with every step... Was it even a trail anymore? John paused, his eyes scanning the dense trees ahead. “I don’t think we should keep going...” His voice trailed off, uncertainty gripping him. Sarah, however, refused to stop. “We’ve come this far. We can’t turn back now... There has to be something up ahead.” Her determination was unwavering, though the fear in her voice betrayed her resolve.

She started to explain, but then stopped mid-sentence... Unsure of how to continue.

The house was quiet, the lights dimmed... As if no one had lived there for years.

He reached out to grab her hand, but she pulled away... Leaving him standing in silence.

I thought I knew the answer, but now I’m not so sure... Maybe I was wrong all along.

The road stretched endlessly into the horizon... A journey with no clear destination.

She glanced at the clock and sighed... It was already too late to change her mind.

He opened his mouth to speak... But the words never came.

**Mixed Numbers**

1. The recipe requires 2 ½ cups of flour.
2. He ran a distance of 3 ¾ miles yesterday.

**Fractions**

1. The glass was filled to ⅔ of its capacity.
2. The machine completed 5/8 of the task before stopping.

**Ages**

1. The child is 7 years old.
2. She retired at the age of 65.

**Dates**

1. The meeting is scheduled for January 16, 2025.
2. The historical event occurred on 12/25/1991.

**Mathematical Terms**

1. The equation x=5x = 5x=5 solves the problem.
2. The triangle has a perimeter of 15 units and a base of 6.

**Probabilities**

1. There is a 1 in 10 chance of winning the prize.
2. The probability of rain tomorrow is 30%.

**Ratios**

1. The mix ratio for the solution is 3:1.
2. The odds of the team winning are 5:2.

**Numbered Items**

1. Please refer to page 42 of the document.
2. The instructions are in chapter 3 of the manual.
3. To log in, follow step 1 on the screen.
4. Select type 2 material for the construction.

These examples illustrate consistent usage of numerals across the specified contexts. Let me know if you need further clarification or additional examples!

Here are examples demonstrating the rule for ordinal numbers, spelling them out except for century names, and ensuring consistency:

**Spelled-out Ordinals**

1. She finished in first place at the competition.
2. The second chapter of the book is my favorite.
3. He celebrated his fortieth birthday last week.
4. This is the third time I’ve asked for clarification.
5. The fourth option on the menu looks delicious.

**Centuries (Numerals)**

1. The painting is from the 19th century.
2. The castle was built in the 12th century.
3. This artifact dates back to the 5th century BCE.
4. Historians agree that the 18th century was a time of great cultural change.
5. John Smith, *The History of Art in the 20th Century*, 2nd ed. (New York: Example Press, 2020).
6. Jane Doe, *Philosophy and Logic*, 3rd ed. (London: Academic Publishers, 2018).
7. Michael Brown, “The Role of Women in the 19th Century,” *Journal of Social Studies*, 5th issue, 2021.
8. Sarah Green, *Introduction to Economics*, 1st edition (Boston: University Press, 2015).
9. William Black, *World History*, 4th ed. (Chicago: Historical Publications, 2019).
10. John Smith, *The History of Art in the 20th Century*, 2ⁿᵈ ed. (New York: Example Press, 2020).
11. Jane Doe, *Philosophy and Logic*, 3ʳᵈ ed. (London: Academic Publishers, 2018).
12. The project funding was divided in the ratio 10,000 Singapore dollars 50,000 Canadian dollars.
13. The company reported a revenue-to-expense ratio of 25,000 Australian dollars
14. The investment split between two sectors was 40,000 New Zealand Dollars
15. The advertising budget was allocated in the ratio 12,000 dollars, 18,000 Dollars.
16. The cost-sharing agreement was finalized as 30,000 Pounds, 10,000 dollars.
17. The annual savings-to-expenditure ratio stood at 50,000 Euros

**Compound Adjectives**

1. The well-known artist unveiled her latest masterpiece.
2. This is a high-quality product that meets industry standards.
3. The fast-moving train arrived ahead of schedule.
4. We attended a two-hour meeting about the new policy.
5. The ten-year-old boy amazed everyone with his talent.
6. She bought a state-of-the-art laptop for her office work.
7. The brightly-lit room created a welcoming atmosphere.
8. The company is seeking cost-effective solutions for production.
9. He received a last-minute invitation to the party.
10. The city is implementing a long-term strategy for sustainability.

**Exceptions Based on Author Usage**

* If the author writes "a well known author" instead of "a well-known author," maintain the author's style unless it creates ambiguity.
* For compound adjectives like "high quality" (instead of "high-quality"), follow the author's preference unless the meaning becomes unclear.

If the usage is inconsistent (e.g., "state of the art" in one place and "state-of-the-art" in another), query the author to clarify their preferred style and ensure consistency throughout the text. Let me know if you'd like examples of ambiguous cases!

ere are examples where a hyphen is used to connect a prefix to a word, avoiding confusion with doubled vowels or consonants:

**Avoiding Doubled Vowels**

1. The policy was **re-entered** into the system after the update.
2. Please **co-operate** with the team during the audit.
3. The spacecraft will **re-establish** contact once it is within range.
4. We need to **co-own** the property to share the investment.
5. The scientist plans to **pre-empt** the results with a hypothesis.

**Avoiding Doubled Consonants**

1. She plans to **sub-basement** the storage facility for better organization.
2. They will **un-nerve** the opposition with their strategic plays.
3. The engineer will **sub-bundle** the wires to avoid clutter.
4. The new rule aims to **dis-satisfy** no one in the group.
5. He had to **un-necessary** complicate the discussion by overanalyzing.

The long-estab­lished com­pany announced a re­structur­ing plan to im­prove its cost-ef­fect­ive­ness and long-term sus­tain­abil­ity. While the pro­posal in­cludes a sig­ni­fi­cant re­duc­tion in op­era­tional ex­penses, it also pri­or­i­tizes in­vest­ments in re­search and devel­op­ment. Em­ploy­ees were en­cour­aged to co-op­er­ate with the im­plemen­ta­tion team to en­sure a smooth tran­si­tion. The new ini­tia­tive is ex­pected to boost prof­it­abil­ity while main­taining qual­ity ser­vice de­liv­ery to cus­tom­ers.

The company’s strategy—focused on innovation and sustainability—has led to significant growth. However, some challenges—namely, supply chain disruptions—persist. The executive team’s decision—though controversial—has been largely well-received by stakeholders.

**Corrected**

The company’s strategy – focused on innovation and sustainability – has led to significant growth. However, some challenges – namely, supply chain disruptions – persist. The executive team’s decision – though controversial – has been largely well-received by stakeholders.

1. The particle size measured 2-10 μm.
2. Please read pp. 126-128 for the assigned material.
3. The event will take place from 4-6 p.m. on Friday.
4. Temperatures ranged between 15-20 °C during the experiment.
5. The historical data covers the years 1914–1918.
6. The wavelength was recorded as 450–480 nm.
7. The conference will run from March 3—5, 2025.
8. The bus operates on a route spanning 30—50 miles daily.
9. She worked tirelessly through the nights of June 10-12.
10. The recommended dosage is 500–750 mg daily.

The new software update – which promises to enhance user experience – was released this morning. Many users – especially those in the tech industry – are already praising its features. The update includes several key improvements – such as faster processing speed and more intuitive navigation – that were highly anticipated. Users are encouraged to download it immediately – as the previous version will no longer receive support after next month. As for the developers – they have been working on this update for several months – ensuring it meets the highest standards.