



PUNCTUATION

What is **PUNCTUATION**


- Punctuation is the symbol that you use to divide written words into sentences and clauses.
- **For Example:-**
- Jessica scanned the lines, none of which had any punctuation.



WHY TO PUNCTUATE

- Punctuation marks are **symbols** that indicate the structure and organization of written language.
- In written English, punctuation is vital to disambiguate the meaning of sentences.





Correct punctuation can save a person's
life

Let's eat grandpa.

Let's eat, grandpa.



The Power of **PUNCTUATION**

➤ An English professor asked the students to punctuate the following:

➤ “A woman without her man is nothing”

➤ All the males in the class wrote

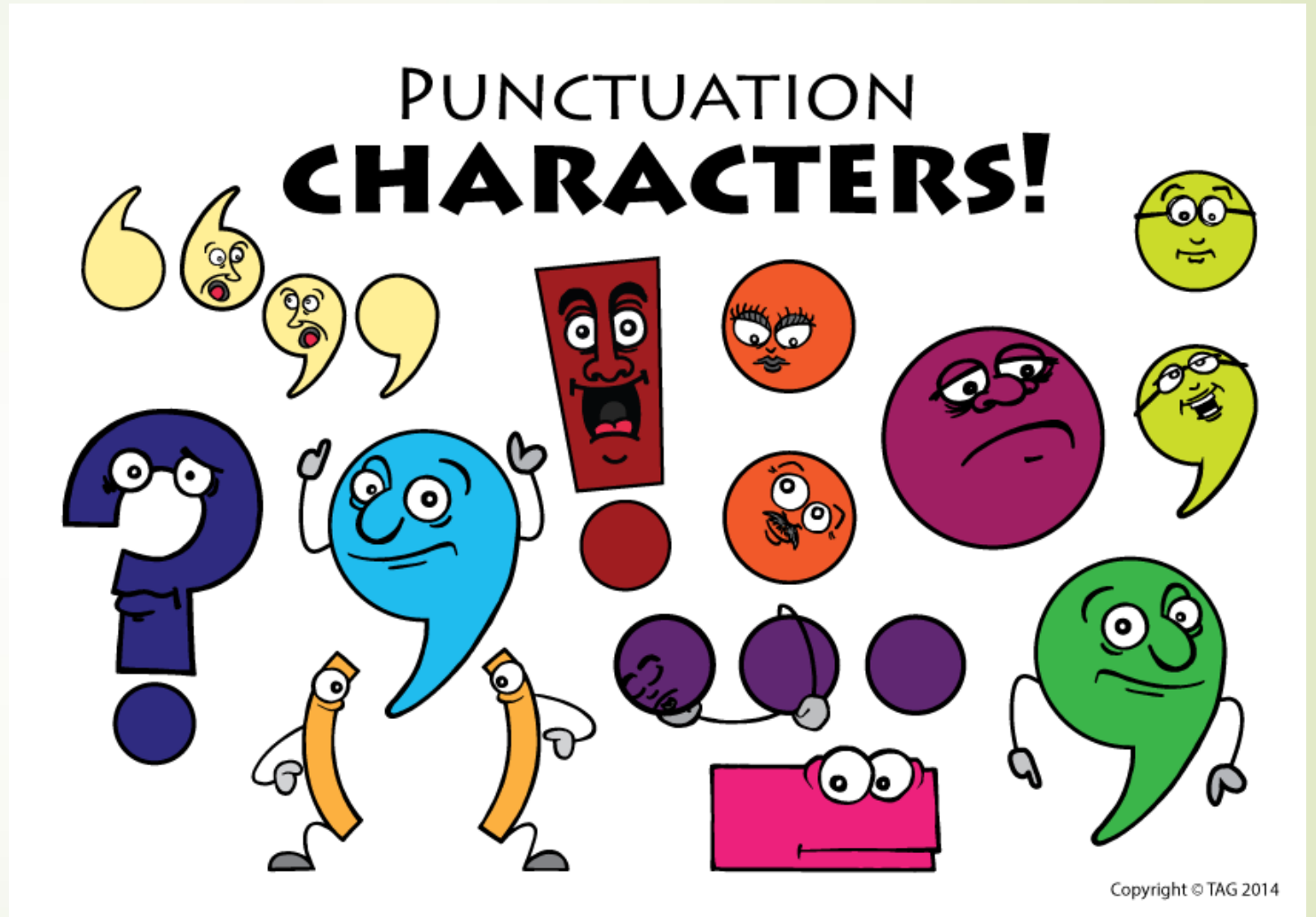
➤ “A woman without her man, is nothing.”

➤ All of the females in the class wrote

➤ “A woman: without her, man is nothing.”

PUNCTUATION MARKS

- Full stop/period(.)
- Comma(,)
- Colon(:)
- Semi colon(;)
- Question mark(?)
- Exclamation mark(!)
- Quotation marks(“”)
- Parentheses()
- Apostrophe(‘)
- Hyphen and Dash(-,-)





Poll Question

- Which of the following is not a type of punctuation?
- A. comma
- B. colon
- C. dash
- D. adjective



Answer

OPTION - D

FULL STOP

➤ Use a full stop at the end of a complete sentence that is a statement.

➤ **Example:**

I know that you would never break my trust intentionally.

➤ A single full stop may also be used to indicate the abbreviation of commonly used words as in the following examples:

- Telephone Number = Tel. No.
- September = Sept.



Poll Question:-

Choose the correct option.

➤ My name is lucy

➤ A. !

➤ B. .

➤ C. ?

➤ D. :

COMMA

Commas are used to separate three or more words, phrases, or clauses in a series.

- **Example:**
- *Practice will be held before school, in the afternoon, and at night.*


Commas are used after an introductory dependent clause (a group of words before the subject of a sentence that do not form a complete sentence).

- **Example**
- *If your friends enjoy Chinese food, they will love this restaurant.*

Commas set off an appositive (a word or phrase that renames a noun).

- **Example**
- *Tanya, Debbie's sister, gave a brilliant speech last night.*





Commas are used to set off introductory words, introductory adverbial, participial, or infinitive phrases, and longer introductory prepositional phrases.

➤ **Example**

➤ *Incidentally, I was not late this morning. (Word)*

➤ *Hoping for a bigger fish, Rob spent three more hours fishing. (Phrase)*

Commas are used between independent clauses joined by a coordinating conjunction (*for, and, nor, but, or, yet, so*).

➤ **Example**

➤ *My dog had fleas, so we gave him a bath.*

Commas set off nonessential phrases or clauses.

➤ **Example**

➤ *The man, I think, had a funny laugh.*



Poll Question

- Which sentence is correct?
- A. My favorite colors are pink blue and yellow.
- B. My favorite colors are pink, blue, and yellow.
- C. My favorite colors are pink, blue, and yellow.
- D. None of the above

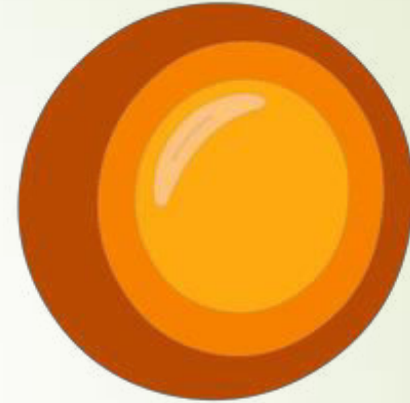


Answer

OPTION - C

COLON



- To announce, introduce, or direct attention to a list.
- Lists/series example
- We covered many of the fundamentals in our writing class: grammar, punctuation, style, and voice.
- Use the colon to introduce a list of items when introductory words such as *namely, for example, or that is* do not appear.
- **Examples:**
 1. I want the items namely, butter, sugar, and flour.
 2. I want the following items: butter, sugar, and flour.



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- **Colons follow independent clauses and are used to call attention to information that comes after. Colons come after the independent clause and before the word, phrase, sentence, quotation, or list it is introducing.**

Example:

- Lately, I have had only one thing on my mind: graduation.
- Lately, I have had one thing on my mind: graduating from college.
- Lately, I have had only one thing on my mind: I can't wait to graduate.
- Lately, I have had several things on my mind: papers, grades, and finals.

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- Never use a colon after a verb that directly introduces a list.
 - The things on my mind are: papers, grades, and finals. (x)
 - The things on my mind are the following: papers, grades, and finals.
 - The things on my mind are papers, grades, and finals.



Poll Question

- Which of the following is false about COLON?
- A. Use the colon to introduce a list of items when introductory words such as namely, for example do not appear.
- B. Use the colon to introduce a list of items when introductory words such as namely, for example appear in the sentence.
- C. Never use a colon after a verb that directly introduces a list.



Answer


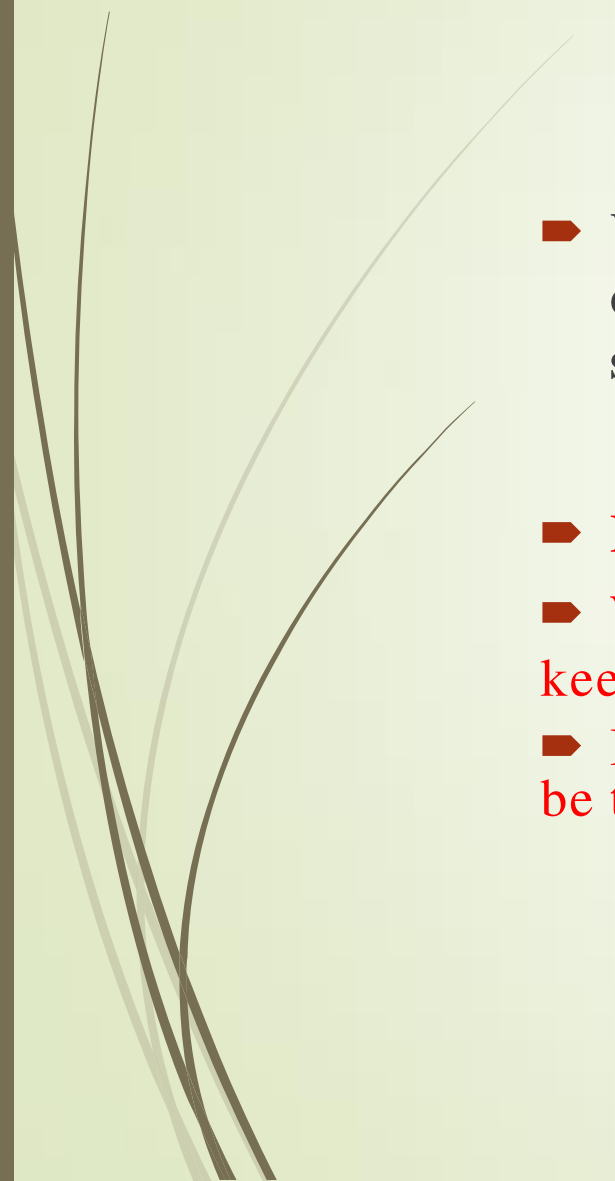
➡ **OPTION- B**



SEMI COLON

- Use a semicolon in place of a full stop to separate two sentences. where the conjunction has been left out.
- **Examples:**
- Call me tomorrow; I will give you my answer then.
- I have paid my dues; therefore, I expect all the privileges listed in the contract.
- Use the semicolon to separate units of a series when one or more of the units contain commas.
- **Example:**
- This conference has people who have come from Lahore, Pakistan; Bombay, India; and Jadah, Saudi Arabia.



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- Use the semicolon between two sentences that are joined by a conjunction but already have one or more commas within the first sentence.

- **Examples:**

- When I finish here, I will be glad to help you; and that is a promise I will keep.
- If she can, she will attempt that feat; and if her husband is able, he will be there to see her.



Poll Question

Place the semi-colon in the correct position.

- I am hot I am wearing a sweater and a jacket.
- A. hot;
- B. wearing;
- C. sweater;
- D. A semi-colon is not needed.



Answer

OPTION- A

QUESTION MARK

- Use a question mark only after a direct question
- **Example:**
- Will you go with me?
- I asked if he would go with me

- Use a question mark when a sentence is half statement and half question.
- **Example:**
- You do care, don't you?





Poll Question

- **Which sentence is correct?**
- A. Is Mrs Jackson our substitute teacher today.
- B. Is Mrs. Jackson our substitute teacher today?
- C. Is Mrs. Jackson our substitute teacher today.

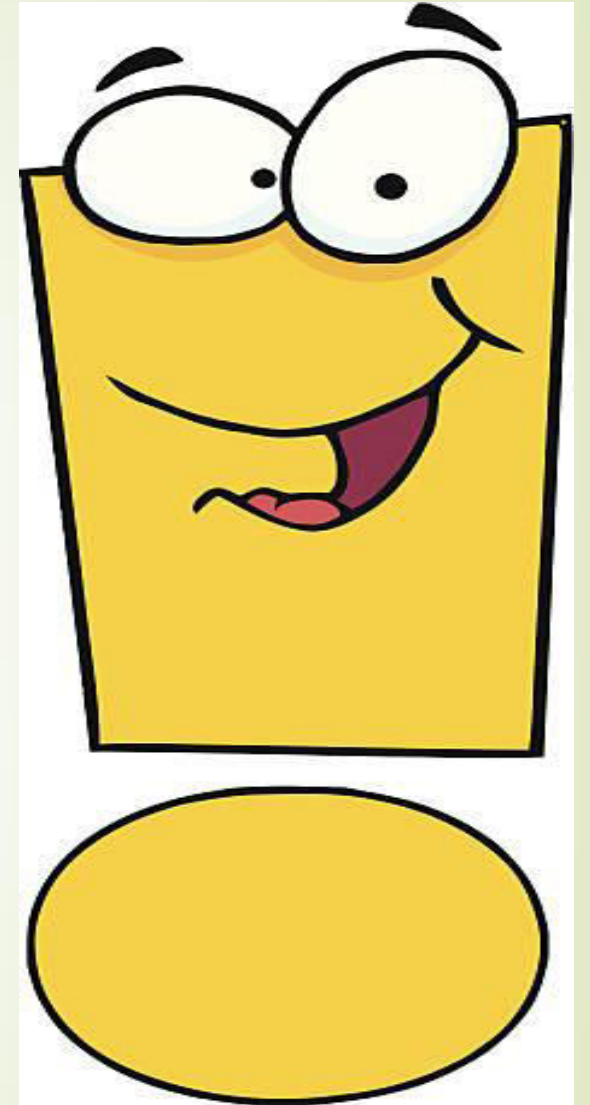


Answer

OPTION- B

EXCLAMATION MARK

- An exclamation mark usually shows strong feeling, such as surprise, anger or joy. Using an exclamation mark when writing is rather like shouting or raising your voice when speaking. Exclamation marks are most commonly used in writing quoted speech. You should avoid using exclamation marks in formal writing, unless absolutely necessary.
- Use an exclamation mark to indicate strong feelings or a raised voice in speech:
- He exclaimed: "What a fantastic house you have!"
- "Shut up!"
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➤ Many interjections need an exclamation mark:

- "Hi! What's new?"
- "Oh! When are you going?"
- "Ouch! That hurt."

➤ A non-question sentence beginning with "what" or "how" is often an exclamation and requires an exclamation mark:

- What idiots we are! (*We are such idiots.*)
- How pretty she looked in that dress! (*She looked very pretty in that dress.*)



Poll
Question:-
Choose
the correct
option.

What mark goes at the end of every exclamation?

A. ?

B. !

C. ,

D :

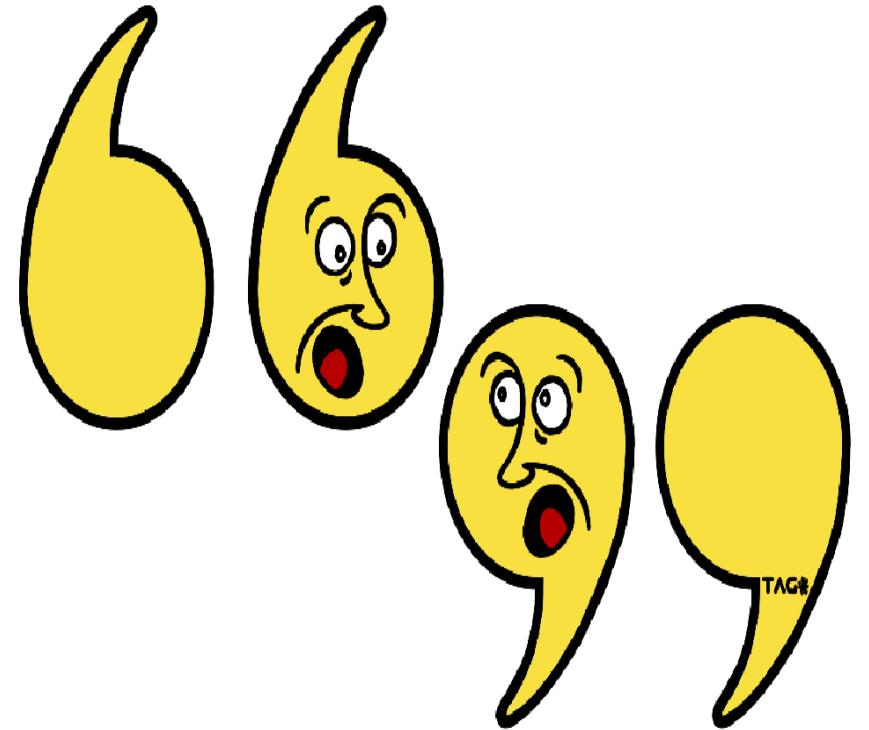




Answer

OPTION-B

QUOTATION MARKS

- Quotation marks enclose the exact words of a person.
- Sia said, "I'm gonna swing from the chandelier."
- Do not use quotation marks around a paraphrase (using your own words to express the author's ideas) or a summary of the author's words.
- Example:
- *Megan said that Kurt's hat was red.*



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- **Quotation marks set off the titles of magazine articles, poems, reports, and chapters within a book.**
 - (Titles of books, magazines, plays, and other whole publications should be underlined or italicized.)
 - **Example:**
 - *"The Talk of the Town" is a regular feature in Time magazine.*
 - **Place periods and commas inside quotation marks.**
 - Pope Francis said, "I'll have extra mayonnaise on that."



Poll Question

- **Which sentence is correct?**
- **A.** He yelled, "I found an abandoned treehouse!"
- **B.** "He yelled, I found an abandoned treehouse."
- **C.** He yelled "I found an abandoned treehouse!"

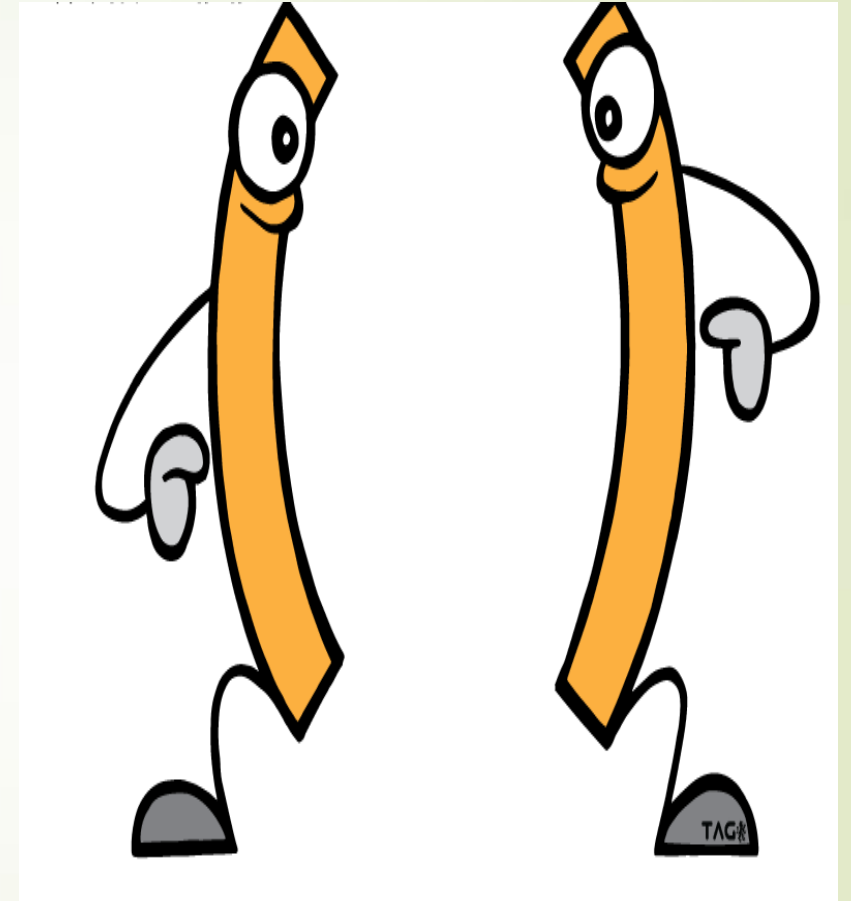


Answer

OPTION- A

PARENTHESES

- Parentheses set off additions or expressions that are not necessary to the sentence. They tend to de-emphasize what they set off.
- **Example:**
- We visited several European countries (England, France, Spain) on our trip last year.
- Use full parentheses to enclose numbers or letters used for listed items.
- **Example:**
- We need an emergency physician who can (1) think quickly, (2) treat patients respectfully, and (3) handle complaints from the public.



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- When the group inside the parentheses forms a complete sentence but is inserted inside a larger sentence, no period is needed. However, if a question mark or exclamation point is needed, it should be included.

- **Example:**

- *The snow (she saw it as she passed the window) was now falling heavily.*

- When parentheses are used to enclose an independent sentence, the end punctuation belongs inside the parentheses.
- **Example:** *Mandy told me she saw Amy's new car. ("I saw Amy's car before Mandy.") She said it was a nice car.*



Poll Question

- **Select the answer that has the correct use of parentheses .**
- A. I'll get back to you tomorrow Friday.
- B. I'll get back to you tomorrow (Friday).
- C. I'll get back to you (tomorrow Friday.)
- D. None of the above

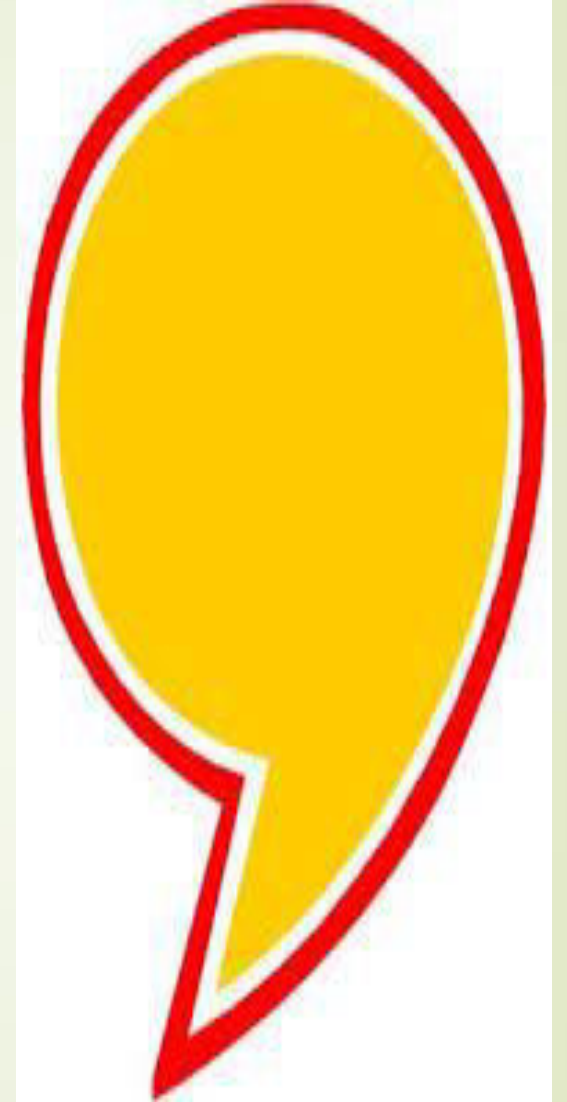


Answer

OPTION- B

APOSTROPHES

- Apostrophes are used to show possession or to indicate where a letter has been omitted to form a contraction. To show possession, add an apostrophe and an -s to singular nouns or indefinite pronouns that end in *one* or *body*.
 - Example:
 - *Susan's wrench, anyone's problem.*
- Add only an apostrophe for plural possessive nouns ending in -s.
 - Example:
 - *My parents' car, the musicians' instruments.*
- Add an apostrophe and an -s for plural possessive nouns that do not end in -s.
 - Example:
 - *The men's department, my children's toys*



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- **Add an apostrophe and an -s for singular possessive nouns that end in -s.**

- **Example:**

- *Chris's cookbook, the business's system.*

- **Do not use an apostrophe with possessive personal pronouns.**

- *yours, his, hers, its, ours, their, and whose.*

- **Apostrophes are also used in contractions, two words which have been combined into one, to mark where the missing letter or letters would be.**

- **Example:**

- *I am = I'm , I have = I've who is = who's let us = let's cannot = can't he is, she is, it is = he's, she's, it is = it's you are = you're they are = they're*



Poll Question:- Choose the correct option

- My favorite **sport's** are soccer and baseball.
- A. correct
- B. incorrect



Answer

OPTION-B

HYPHEN

- Hyphens are used to form compound words or join word units. They are also used to join prefixes, suffixes, and letters to words.
- Use hyphens with compound numbers from twenty-one to ninety-nine and with fractions used as modifiers (adjectives).
- Example:-
- forty-two students
- three thousand five hundred and sixty-seven students
- two-thirds majority (vs. “two thirds of the voters”)



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- Use a hyphen with the prefixes such as ex-, self-, and all-; with the suffix such as elect-; and with all prefixes before a proper noun or proper adjective.

- Example:-

- all-star ex-may or pro-choice self-image non-European senator-elect

Use hyphens in a compound adjective only when it comes before the word it modifies. However, some compound adjectives are always hyphenated, such as *well-balanced*

- Example:

- *A well-liked author is an author who is well liked.*

- *A world-renowned composer is a composer who is world renowned.*



Poll Question

➤ Please read pages 171 to 151.

If you wanted to replace the "to" with a punctuation mark, which of the below would you use?

A. ; semicolon

B. – hyphen

C. — dash

D. None of the above.





Answer

OPTION- B

DASHES

- Dashes—often confused with hyphens—connect groups of words to other groups of words to emphasize a point. Usually, the dash separates words in the middle or at the end of a sentence.
- In the middle of a sentence, a dash can put special emphasis on a group of words or make them stand out from the rest of the sentence.
- **Example:-**
- Our ideas for the weekend, going to a movie, having a picnic, doing homework, and hiking Garcia Trail, seemed like a lot to squeeze in.
- Our ideas for the weekend—going to a movie, having a picnic, doing homework, and hiking Garcia Trail—seemed like a lot to squeeze in.



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- **The dash can also be used to attach material to the end of a sentence when there is a clear break in the continuity of the sentence or when an explanation is being introduced.**
 - **Example:**
 - *The president will be unable to win enough votes for another term of office—unless, of course, he can reduce unemployment and the deficit soon.*



Poll Question


➤ Which of the following is NOT a reason to use dashes?

- A. to combine sentences
- B. to show an abrupt interruption
- C. to show the character's thoughts



Answer

OPTION A



➡ "You have to practice a skill a lot to become good at it."

THANK YOU