



PU,N;C:TU“A”T-I –O –
N’S.

SOURCES: CWSWR/WEB



- THERE ARE TWO MAIN USES OF THE APOSTROPHE.

- ✓ To show ownership or possession.

- ☐ INCORRECT: Because of the dogs constant barking, I could not sleep all night.

- An apostrophe is needed before the s in dogs to show possession of the constant barking.

- ☐ CORRECT: Because of the dog's constant barking, I could not sleep all night.

- With the apostrophe included it is clear that the dog is the possessor of the constant barking.

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- THE TWO MAIN USES OF THE APOSTROPHE ARE:
 - ✓ 1. To show the omission of one or more letters in a contraction.
 - ✓ 2. To show ownership or possession.
- APOSTROPHE IN CONTRACTIONS
 - ✓ A contraction is formed when two words are combined. An apostrophe shows where letters are omitted.



- FOLLOWING ARE SOME OTHER COMMON CONTRACTIONS:
- WILL + NOT HAS AN UNUSUAL CONTRACTION: WON'T.



APOSTROPHE TO SHOW OWNERSHIP OR POSSESSION

- TO SHOW POSSESSION, WE CAN USE SUCH WORDS AS BELONGS TO, OR POSSESSED BY.
 - ✓ the umbrella that belongs to Mark
 - ✓ the toys possessed by children
 - ✓ the tape recorder owned by the school
 - ✓ the gentleness of my father



- BUT THE APOSTROPHE AND S (IF THE WORD DOES'T END IN S) IS OFTEN THE EASIEST WAY TO DO THIS.
 - ✓ Mark's umbrella
 - ✓ the children's toys
 - ✓ the school's tape recorder
 - ✓ my father's gentleness



Points to Remember

1. The 's goes with the owner or possessor (in the examples given, Mark, children, the school, my father).
2. What follows is the person or thing possessed (in the examples given, the umbrella, the toys, the tape recorder, gentleness).
3. There should always be a break between the word and 's.
4. An apostrophe and s are used to show possession with a singular word even if the word already ends in s: for example, Doris's purse (the purse belonging to



APOSTROPHE VERSUS POSSESSIVE PRONOUNS

- DO NOT USE AN APOSTROPHE WITH POSSESSIVE PRONOUNS. THEY ALREADY SHOW OWNERSHIP.
 - ✓ Possessive pronouns include his, hers, its, yours, ours, and theirs
 - ☐ Yours truly,
 - ☐ It's my book, its name is CWSwR
 - ☐ The decision is yours
 - ☐ The plan to come here was hers



APOSTROPHE VERSUS SIMPLE PLURALS

- TO MAKE A WORD PLURAL, ADD ONLY S, NOT AN APOSTROPHE.
 - ✓ For example, the plural of the word movie is movies, not movies'.
- TIM BROKE HIS ROOMMATE'S COLLECTION OF CASSETTE TAPES AND COMPACT DISCS.
 - ✓ The words tapes and discs are simple plurals, meaning more than one tape, more than one disc. The plural is shown by adding s only. On the other hand, the 's after roommate shows possession—that the roommate owns the tapes and discs.



APOSTROPHE WITH PLURALS ENDING IN S

- PLURALS THAT END IN S SHOW POSSESSION SIMPLY BY ADDING THE APOSTROPHE, RATHER THAN AN APOSTROPHE AND S.
 - ✓ the Thompsons' porch
 - ✓ the players' victory
 - ✓ her parents' motor
 - ✓ the Rolling Stones' last CD
 - ✓ the soldiers' hats

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- QUOTATION MARKS ARE PUNCTUATION MARKS THAT INDICATE EXACT WORDS OR THE TITLES OF SHORT WORKS.
- THERE ARE TWO MAIN USES OF QUOTATION MARKS.
 - ✓ to set off the exact words of a speaker or writer
 - ✓ to Set Off Titles of Short Works



- INCORRECT: I'M GIVING UP SMOKING TOMORROW SAID JASON.
 - ✓ Because it is a direct quote, what Jason said should be in quotation marks.
- CORRECT: "I'M GIVING UP SMOKING TOMORROW," SAID JASON.
 - ✓ Jason's words are directly attributed by the quotation marks.



- BEN FRANKLIN ONCE WROTE, "TO LENGTHEN THY LIFE, LESSEN THY MEALS." (QUOTATION MARKS SET OFF THE EXACT WORDS THAT BEN FRANKLIN WROTE.)
- "DID YOU KNOW," SAID THE NUTRITION EXPERT, "THAT IT'S HEALTHIER TO BE TEN POUNDS OVERWEIGHT?" (TWO PAIRS OF QUOTATION MARKS ARE USED TO ENCLOSE THE NUTRITION EXPERT'S EXACT WORDS.)
- THE BIOLOGY PROFESSOR SAID, "ANTS ARE A LOT LIKE HUMAN BEINGS. THEY FARM THEIR OWN FOOD AND RAISE SMALLER INSECTS AS LIVESTOCK. AND LIKE HUMANS, ANTS SEND ARMIES TO WAR."



- (NOTE THAT THE END QUOTATION MARKS DO NOT COME UNTIL THE END OF THE BIOLOGY PROFESSOR'S SPEECH. PLACE QUOTATION MARKS BEFORE THE FIRST QUOTED WORD AND AFTER THE LAST QUOTED WORD. AS LONG AS NO INTERRUPTION OCCURS IN THE SPEECH, DO NOT USE QUOTATION MARKS FOR EACH NEW SENTENCE.)
- **TIP:** IN THE THREE EXAMPLES ABOVE, NOTICE THAT A COMMA SETS THE QUOTED PART OFF FROM THE REST OF THE SENTENCE. ALSO, OBSERVE THAT COMMAS AND PERIODS AT THE END OF A QUOTATION ALWAYS GO INSIDE QUOTATION MARKS.



QUOTATION MARKS TO SET OFF TITLES OF SHORT WORKS

- TITLES OF SHORT WORKS ARE USUALLY SET OFF BY QUOTATION MARKS, WHILE TITLES OF LONG WORKS ARE UNDERLINED (IF WRITING LONGHAND) OR ITALICIZED (IF WRITING ON A COMPUTER).
- USE QUOTATION MARKS TO SET OFF TITLES OF SUCH SHORT WORKS AS ARTICLES IN BOOKS, NEWSPAPERS, OR MAGAZINES; CHAPTERS IN A BOOK; SHORT STORIES; POEMS; AND SONGS. BUT YOU SHOULD UNDERLINE OR ITALICIZE TITLES OF BOOKS, NEWSPAPERS, MAGAZINES, PLAYS, MOVIES, CDS, AND TELEVISION SHOWS. FOLLOWING ARE SOME EXAMPLES.



QUOTATION MARKS TO SET OFF TITLES OF SHORT WORKS

QUOTATION MARKS

- THE ESSAY ON “SELF-RESPECT”
- THE ARTICLE “ THE RAIN”
- THE CHAPTER “1-3-1 ESSAY”
- THE POEM “ LITTLE KIDS”
- THE SONG “ TU JANE NA”



- THERE ARE SIX MAIN USES OF THE COMMA.
- THE SENTENCES BELOW WILL INTRODUCE YOU TO ONE OF THESE USES—TO SET A DIRECT QUOTATION OFF FROM THE REST OF THE SENTENCE.
 - ✓ **INCORRECT:** The journalist pleaded “Just one more question.” A comma is needed to set the direct quotation off from the rest of the sentence.
 - ✓ **CORRECT:** The journalist pleaded, “Just one more question.” With the comma included, the direct quotation is properly



SIX MAIN USES OF THE COMMA

- COMMAS ARE USED MAINLY AS FOLLOWS:
 - ✓ 1. To separate items in a series
 - ✓ 2. To set off introductory material
 - ✓ 3. On both sides of words that interrupt the flow of thought in a sentence
 - ✓ 4. Between two complete thoughts connected by and, but, for, or, nor, so, yet
 - ✓ 5. To set off a direct quotation from the rest of a sentence
 - ✓ 6. For certain everyday material



USE COMMAS TO SEPARATE ITEMS IN A SERIES.

- THE STREET VENDOR SOLD WATCHES, NECKLACES, AND EARRINGS.
- THE PITCHER ADJUSTED HIS CAP, PAWED THE GROUND, AND PEERED OVER HIS SHOULDER.
- THE EXERCISE INSTRUCTOR TOLD US TO INHALE, EXHALE, AND RELAX.
- JOE PEERED INTO THE HOT, STILL-SMOKING ENGINE
 - ✓ The final comma in a series is optional, but it is often used. If you use a final comma in one series in an essay, use one in all the other series in the same essay



COMMA AFTER INTRODUCTORY MATERIAL

- JUST IN TIME, SHERRY APPLIED THE BRAKES AND AVOIDED A CAR ACCIDENT.
- MUTTERING UNDER HIS BREATH, HASSAN REVIEWED THE TERMS HE HAD MEMORIZED.
- IN A WOLF PACK, THE DOMINANT MALE HOLDS HIS TAIL HIGHER THAN THE OTHER PACK MEMBERS.
- ALTHOUGH HE HAD BEEN FIRST IN THE CHECKOUT LINE, DEION LET AN ELDERLY WOMAN GO AHEAD OF HIM.
- AFTER THE FIRE, WE SLOGGED THROUGH THE ASHES OF THE BURNED-OUT HOUSE.

✓ TIP: If the introductory material is brief, the comma is sometimes omitted.



- USE A COMMA ON BOTH SIDES OF WORDS OR PHRASES THAT INTERRUPT THE FLOW OF THOUGHT IN A SENTENCE.
 - ✓ The vinyl car seat, sticky from the heat, clung to my skin.
 - ✓ Marty's computer, which his wife got him as a birthday gift, occupies all his spare time.
 - ✓ The hallway, dingy and dark, was illuminated by a bare bulb hanging from a wire.



COMMA BETWEEN COMPLETE THOUGHTS

- USE A COMMA BETWEEN TWO COMPLETE THOUGHTS CONNECTED BY AND, BUT, FOR, OR, NOR, SO, YET.
 - ✓ Sam closed all the windows, but the predicted thunderstorm never arrived.
 - ✓ I like wearing comfortable clothing, so I buy oversize shirts and sweaters.
 - ✓ Mansoor doesn't envy the muscular athletes in magazines, for he is happy with his own smart body.
- THE COMMA ISN'T REQUIRED WHEN THE COMPLETE THOUGHTS ARE SHORT IN LENGTH.



COMMA WITH DIRECT QUOTATIONS

- USE A COMMA TO SET OFF A DIRECT QUOTATION FROM THE REST OF A SENTENCE.
 - ✓ The carnival barker cried, “Step right up and win a prize!”
 - ✓ “Now is the time to yield to temptation,” my horoscope read.
 - ✓ “I’m sorry,” said the restaurant hostess. “You’ll have to wait.”
 - ✓ “For my first writing assignment,” said Scott, “I have to turn in a five-hundred-word description of a stone.”

TIP: Commas and periods at the end of a quotation go inside quotation marks.



OTHER USES FOR COMMAS

- USE A COMMA WHEN ADDRESSING SOMEONE DIRECTLY.
 - ✓ If you're the last to leave, Paul, please switch off the lights.
 - ✓ Fred, I think we're on the wrong road.
 - ✓ Did you see the playoff game, Lisa?
- USE A COMMA AFTER THE SALUTATION OF A FRIENDLY LETTER AND AFTER THE SALUTATION AND CLOSING OF A FRIENDLY AND A FORMAL LETTER.
 - ✓ Dear Shahzaman,
 - ✓ Yours truly,

TIP: In formal letters, a colon is used after the opening: Dear Sir: or Dear Madam:



OTHER PUNCTUATION MARKS

- COLON: PUNCTUATION MARK USED AT THE END OF A COMPLETE STATEMENT TO INTRODUCE A LIST, A LONG QUOTATION, OR AN EXPLANATION.
- DASH: PUNCTUATION MARK USED TO SIGNAL A PAUSE LONGER THAN THAT OF A COMMA BUT NOT AS LONG AS THAT OF A PERIOD.
- HYPHEN: PUNCTUATION MARK USED WITH TWO OR MORE WORDS THAT ACT AS A SINGLE UNIT OR TO DIVIDE A WORD AT THE END OF A LINE.
- PARENTHESES: PUNCTUATION MARKS USED TO SET OFF EXTRA OR INCIDENTAL INFORMATION FROM THE REST OF A SENTENCE.
- SEMICOLON: PUNCTUATION MARK USED TO MARK A BREAK BETWEEN TWO COMPLETE THOUGHTS OR TO MARK OFF ITEMS IN A SERIES WHEN THE ITEMS THEMSELVES CONTAIN INTERNAL PUNCTUATION (SUCH AS COMMAS).



- LIST:

- ✓ The store will close at noon on the following dates: November 26, December 24, and December 31.

- QUOTATION:

- ✓ In his book Life Lines, Forrest Church maintains that people should cry more: "Life is difficult. Some people pretend that it is not, that we should be able to breeze through. Yet hardly a week passes in which most of us don't have something worth crying about."

- EXPLANATION:

- ✓ Here's a temporary solution to a dripping tap: Tie a string to it, and let the drops slide down the string to the sink.

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- THE MAIN USE OF THE SEMICOLON IS TO MARK A BREAK BETWEEN TWO COMPLETE THOUGHTS. ANOTHER USE IS TO MARK OFF ITEMS IN A SERIES WHEN THE ITEMS THEMSELVES CONTAIN COMMAS.
 - ✓ My parents' favorite albums are Rubber Soul, by the Beatles; Songs in the Key of Life, by Stevie Wonder; and Bridge over Troubled Water, by Simon and Garfunkel.
 - ✓ I wanted to go to USA; Kamran wished to fly to Dubai.



A DASH SIGNALS A PAUSE LONGER THAN A COMMA BUT NOT AS COMPLETE AS A PERIOD. USE A DASH TO SET OFF WORDS FOR DRAMATIC EFFECT OR FURTHER EXPLANATION:

- ✓ I was so exhausted that I fell asleep within seconds—standing up.
- ✓ He had many good qualities—sincerity, honesty, and thoughtfulness—yet he had few friends.
- ✓ The pardon/apology from the governor finally arrived—too late.

TIP:A dash can be formed using a keyboard by striking the hyphen twice (- -). Computer software also has a symbol for the dash. In handwriting, a dash is as long as two letters would be.



- Parentheses are used to set off extra or incidental information from the rest of a sentence:

- ✓ In 1913, the tax on an annual income of four thousand dollars (a comfortable wage at that time) was one penny.
- ✓ Arthur C. Clarke, author of science fiction books (including 2001: A Space Odyssey), was inspired as a young man by the magazine Astounding Stories.

TIP: Do not use parentheses too often in your writing.



- 1. USE A HYPHEN WITH TWO OR MORE WORDS THAT ACT AS A SINGLE UNIT DESCRIBING A NOUN.
 - ✓ The light-footed burglar silently slipped open the sliding glass door.
 - ✓ While being interviewed on the late-night talk show, the quarterback announced his intention to retire.
 - ✓ With a needle, Rich punctured the fluid-filled blister on his toe.
- 2. USE A HYPHEN TO DIVIDE A WORD AT THE END OF A LINE OF WRITING OR TYPING. WHEN YOU NEED TO DIVIDE A WORD AT THE END OF A LINE, DIVIDE IT BETWEEN SYLLABLES. USE YOUR DICTIONARY TO BE SURE OF CORRECT SYLLABLE DIVISIONS.
 - ✓ Selena's first year at college was a time filled with numerous new responsibilities and pressures.

TIPS:

1. Do not divide words of one syllable.
2. Do not divide a word if you can avoid dividing it.

