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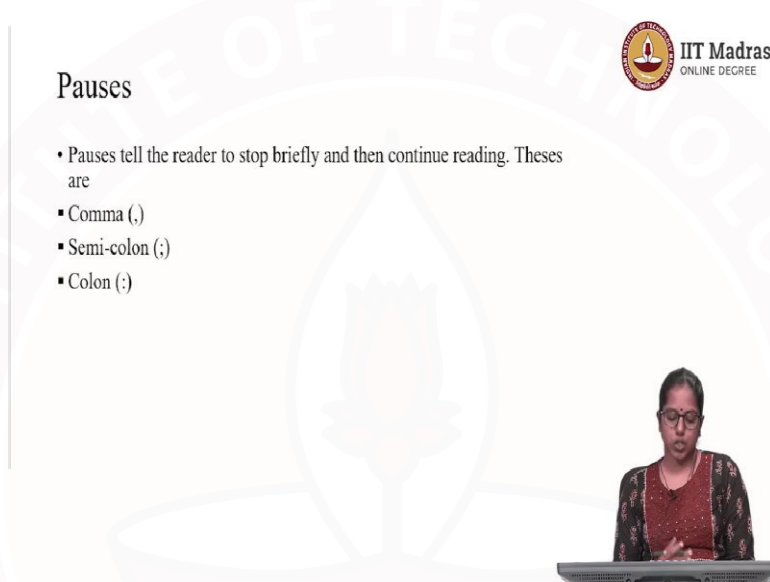
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English 2 (Advanced English)
Ms. Karthika Sathyanathan
Humanities and Social Sciences
Indian Institute of Technology Madras Chennai
Punctuations - Pauses – I

Hello, all, welcome. Today, we will talk about punctuations. What in punctuations? We will look at pauses.

(Refer Slide Time: 00:24)




Pauses

- Pauses tell the reader to stop briefly and then continue reading. These are
 - Comma (,)
 - Semi-colon (;)
 - Colon (:)

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So, there are three marks that fall under this category. That is the comma, semi-colon, and the colon. Now, before we get to these, let me talk to you about pause. What is a pause? Well, with these three marks, the pause tell you that the reader should stop briefly and then continue reading. So when you see a comma or a semi-colon or a colon, you need to briefly stop and then continue reading.

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Comma (,)

a) Separate items from a list

- I have to buy cereals, pulses, milk, and eggs from the supermarket.
- I have to buy milk and sugar from the supermarket.
- Rule: Put a comma after every list except the last.

milk, and sugar (X)


b) Separate words that are not part of the sentence.

❖ Sentence adverbs

- Unfortunately, I didn't attend the class.

Unfortunately : speakers opinion (sentence adverb)
I didn't attend the class : main sentence

Sentence adverbs : fortunately, unfortunately, frankly, hopefully, sadly



Let us start with comma. So let me make this clear. It is not pronounced as comma or comma, but comma. So the comma has four main uses. The first is to separate items from the list. I have given an example here. I have to buy cereals, pulses, milk, and eggs from the supermarket. So here, you see that there are four items given in the sentence. That is, cereals, pulses, milk, and eggs. These items are actually separated by comma.


Now in schools, your teachers would have taught you that you should not put a comma before and. That is, at this place. But that is not really true. You may or may not use a comma before and. However, if there are only two items, then you do not put a comma. What I mean to say is, in case, in the second sentence, which is I have to buy milk and sugar from the supermarket. You will not put a comma, or you should not put a comma after milk. That is wrong. So, the rule is put comma after every list, except the last. I hope that is clear to you.

Now, the second use of comma is to separate words that are not part of the sentence. Now, what do you mean by words that are not part of a sentence? By that, I mean to talk about the main sentence. So, let me give you an example. The example sentence is, unfortunately, I did not attend the class. In this sentence, the main sentence is, I did not attend the class, and unfortunately is actually the speaker's opinion. That is called the sentence adverb.

So, in this case, the sentence adverb unfortunately, is separated from the main sentence using a comma. So, whenever you see a sentence adverb, separated with a comma, what


are the other sentence adverbs that we have? We could use fortunately, frankly, hopefully, sadly, luckily... the list is long.

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Comma (,)

- ❖ Forms of address
 - Riya, can you please hold this bucket for a second?
 - Sir, please come inside.
- ❖ Formal letters and emails
 - Salutation/greetings
 - (BrE) Dear Sir, Dear madam, Dear sir and madam, Dear Riya,
 - (AmE) Dear Sir: Dear madam: Dear sir and madam: Dear Riya:
 - Closing
 - Yours faithfully, Yours sincerely,



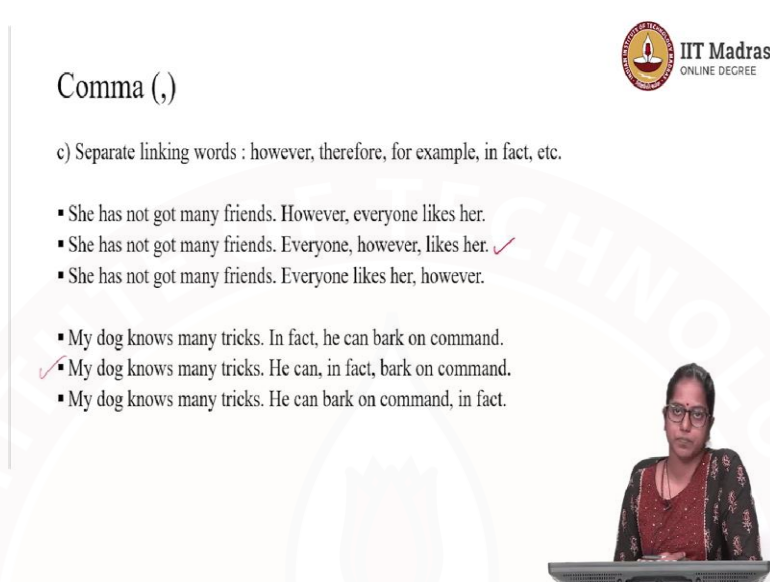
Now, when it comes to forms of address, like when you use name or when you use the expression Sir or Ma'am, you need to separate that from the sentence using a comma. Two examples are given here. 'Riya, can you please hold this bucket for a second?' This is a question, and in this question, the form of address that is the name Riya is separated by a comma. Now the second sentence is. 'Sir, please come inside.' So again, the form of address Sir, the expression Sir, is separated by a comma.

The next point or the next category is formal letters and emails. So, when it comes to salutations or greetings in formal letters or emails, such as what, Dear Sir, Dear Ma'am, Dear Sir and Ma'am or when you address by the name Dear Riya, you use comma. But you would also have seen colon.

So, now the question is, should I use comma or should I use colon? Well, the answer is, it depends on the context. So, if you are writing to an American company, then you need to use the American way, which is a colon. So, after the salutation or greeting, you use a colon there. But in British English, that is, the standard English, we need to put a comma after the salutation or greeting. Similarly, in the closing expressions, you need to put a

comma at the end. That is, yours faithfully comma, yours sincerely comma. And this is true for both American and British English.

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Comma (,)

c) Separate linking words : however, therefore, for example, in fact, etc.

- She has not got many friends. However, everyone likes her.
- She has not got many friends. Everyone, however, likes her. ✓
- She has not got many friends. Everyone likes her, however.

- My dog knows many tricks. In fact, he can bark on command.
- ✓ ▪ My dog knows many tricks. He can, in fact, bark on command.
- My dog knows many tricks. He can bark on command, in fact.

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The next function of comma is to separate linking words. What are linking words? Words like however, therefore, for example, in fact, etc., are linking words. Let me explain that by giving you some example sentences. So, let us look at the sentence, 'She has not got many friends. However, everyone likes her.' So, here the linking word, however comes at the beginning of the sentence. Therefore, you separate this linking word with a comma.


Another example is, 'My dog knows many tricks. In fact, he can bark on command.' So there again, the linking word, in fact, comes in the beginning of the sentence, and therefore, we separate it with a comma. Let us look at the second sentence, 'She has not got many friends. Everyone, however, likes her.' In this case, the linking word, however, comes in between the sentence.

So, in that case, you need to separate this linking word with two commas, that is, at its beginning and at its end. So, this is how you write it. 'She has not got many friends.

Everyone, however, everyone likes her.' Similarly, look at the sentence, 'My dog knows many tricks. He can, in fact, bark on command.'


Now, what if the linking word comes at the end of the sentence? 'She has not got many friends. Everyone likes her, however.' In that case, you will separate this however with a comma, and because it comes at the end of the sentence, full stop automatically takes over the comma. So, with the full stop, the sentence ends. The other example sentence is, 'My dog knows many tricks. He can bark on my command, in fact.' Did I make that clear? I hope so.

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Comma (,)

- (d) Clauses
 - Independent clause = complete sentence
 - I attended music class last month. *Independent clause*
 - When Lena gets home from work. *Dependent clause*
- ❖ Dependent clause (subordinate clause) + independent clause = main sentence
 - When Lena gets home from work, she practices violin for an hour.
- ❖ Independent clauses *He kicked the ball, they won the match.*
 - Independent clause, + and/or/but/so + independent clause
 - He kicked the ball, and they won the match.
 - Comma splice : he kicked the ball, they won the match.



Now, we are coming to the fourth use of commas, that is, to separate clause. This is slightly tricky. I want you to pay closer attention to this, and if you have got any doubts with that, please put up your queries in the discussion forum. So, before I get to talk about commas and clauses, I need to talk to you about clause.

So, there are two types of clause, the independent clause, which is a complete sentence and then the dependent clause, which is not the complete sentence. It needs an independent clause to complete and form a proper sentence. So, I have given examples here. I attended music class last month. So, that is an independent clause because it is

complete by itself. It does not require another sentence to make it meaningful or proper. So, that is independent clause.

Now, 'When Lena gets home from work', so you may ask what? Lena gets home from work, and so what? So, which means the sentence is not complete. So, therefore this is called a dependent clause. It needs something else to complete itself. So, if you add another independent clause like 'she practices violin for an hour' to the dependent clause, that is, 'when Lena gets home from work,' it becomes a complete proper sentence. 'When Lena gets home from work, she practices violin for an hour.' So, that becomes a main sentence.

Now, there are many different ways of forming a sentence. It could be by bringing together two independent clauses. It could be by bringing together a dependent clause first and then an independent clause. You could form a sentence by putting an independent clause first and then a dependent clause or what is known as a non-essential clause.


So, there are different rules of using comma with the different variants. So, let us discuss that. So, the first one is when two independent clause comes together. So, let us see what are two independent clauses here. I have given an example, 'he kicked the ball'. The other independent clause is, 'they won the match.'

So, when you bring together two independent clause, you need to put a comma after the first. So, you need to write, 'He kicked the ball, they won the match.' But is that all enough? No. When you bring together two independent clause, and you put a comma after the first, you also need to connect these two clauses with coordinating conjunctions. What are coordinating conjunctions? Words like and, or, but, so, etc. So you could say, 'He kicked the ball, and they won the match.' Or you could also say, 'He kicked the ball, so they won the match.'

Now, when you miss the 'and' that is a coordinating conjunction after the comma, then that kind of error is called the comma splice. So, this is a very common error that people commit. Even fluent users of language commit this mistake while writing. They skip, or

they do not use the coordinating conjunction that must and definitely follow the comma when you bring together two independent clause. So, I hope I made that clear.


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Comma (,)

- ❖ Dependent clause + independent clause = main sentence
 - If you get good grades, I will take you to London.
- ❖ Independent clause + dependent clause = main sentence (no comma)
 - He was so happy when he won the match! *He was so happy when he won the match! X*
- ❖ Essential relative/adjective clause : no comma
 - That man is the criminal who shot his neighbour last month.
- ❖ Non essential relative clause
 - People love to celebrate new years eve, which is the last day of the year.
 - My cousin Nisha, whom you met at my home, is heading to US tomorrow.



Now, the next variant is when you have a dependent clause with an independent clause to form the main sentence. For example, the example sentence I have given you here is, 'If you get good grades, I will take you to London.' So here, the parent is driving his kid, saying, if you get good grades, I will take you to London.

So, in this case, if you get good grades is what? It is a dependent clause because it does not exist by or it does not sound meaningful by itself. If you get good grades, so yes, what? So, what? It is added to an independent clause, which is I will take you to London. So, when you bring together a dependent clause and an independent clause, you need to put a comma after the dependent clause, that is, the first clause.

But you do not put 'and' like how we used it in the previous example because there we were bringing together two independent clauses. So here, since it is a dependent clause and an independent clause, we are not going to put an 'and'. That would be wrong. So, it would not make sense if you say, 'If you get good grades, and I will take you to London.' Nor will it make sense if you say, 'If you get good grades and I will take you to London',

without a comma there. So, both those sentences are wrong. What is right is, 'If you get good grades, I will take you to London.'

Now the next variant is you have an independent clause at the beginning, followed by a dependent clause. 'He was so happy when he won the match!' So, 'When he won the match' is the dependent clause that follows the independent clause 'he was so happy'. So, in this case, you should not separate the independent clause from the dependent clause with a comma. Here, strictly, no comma. So, you should not be writing, 'He was so happy, when he won the match! That is wrong. Putting a comma here is wrong.

So, the next example introduces us to a type of dependent clause called the relative or the adjectival clause. It is also called an adjectival clause because it gives information about the noun. So, a relative clause is introduced by a relative pronoun. And what are relative pronouns? Who, which, whom, that, these are all relative pronouns or a related adverb like when, where, why.

So in this sentence, 'That man is the criminal who shot his neighbour last month,' the relative clause is 'who shot his neighbour last month.' Why? Because it gives us the information about the noun, which is 'criminal'. That is, it tells us who the criminal is. Now, what happens when we remove that clause? That man was what criminal you could ask if we remove that clause.

Now, if I remove the clause 'who shot the neighbour last month,' the sentence would be, 'that man is the criminal.' 'That man is the criminal.' 'What criminal?' is the question that follows after the sentence. If someone hears the sentence, 'that man is the criminal,' 'That man is the criminal.' Criminal for what?

So, to make that complete, you need to say, 'That man is the criminal who shot his neighbour last month.' Therefore, when we remove the clause, it becomes meaningless or incomplete. So, this relative clause cannot be removed from the sentence and therefore, it is called the essential clause. So the rule is, we do not use comma for essential clause. What is the rule? The rule is we do not use comma for essential clause.

Now, the next example is 'People love to celebrate New Year's Eve, which is the last day of the year.' The clause 'which is the last day of the year' can be removed because, without that clause, the sentence 'People love to celebrate New Year's Eve' makes perfect sense. The meaning is still clear. Therefore, it is called a non-essential clause. We separate non-essential clause with a comma. So, we do not separate essential clause with a comma, but we separate non-essential clause with a comma.

Now, let us move to the next example. 'My cousin Nisha, whom you met at the party is heading to US tomorrow.' Here, the relative clause 'whom you met at the party' is in the middle of the sentence. It gives information about Nisha, my cousin Nisha, whom you met at the party is heading to US tomorrow. So, this particular clause is giving information about Nisha.

So let me ask you, is this an essential or non-essential clause? Well, it is a non-essential clause, because you can remove that, and still, the sentence would make perfect sense. My cousin Nisha is heading to US tomorrow. It sounds perfect. It sounds meaningful. Therefore, this is non-essential clause. So, we separate it from the rest of the sentence using comma. But here, we used two comma this time, because the relative clause is in the middle of the sentence.

So, these are all the rules for punctuating the clause correctly. So here, we separate this clause from the rest of the sentence using two commas, which is at its beginning and at its end.



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Comma (,)

e) Use comma before quotation.

- He said, "It's a warm day."



Now, the next use of comma is to use it before quotation. An example is given here. The quotation is, 'It is a warm day.' The sentence is, 'He said, "It is a warm day."' So, you put the quotation in quotes, and you separate it from the rest of the sentence using a comma. So, in this case, you need to put a comma after he said. So, that is all with punctuating clauses correctly.

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Practise Exercise

Add commas wherever necessary

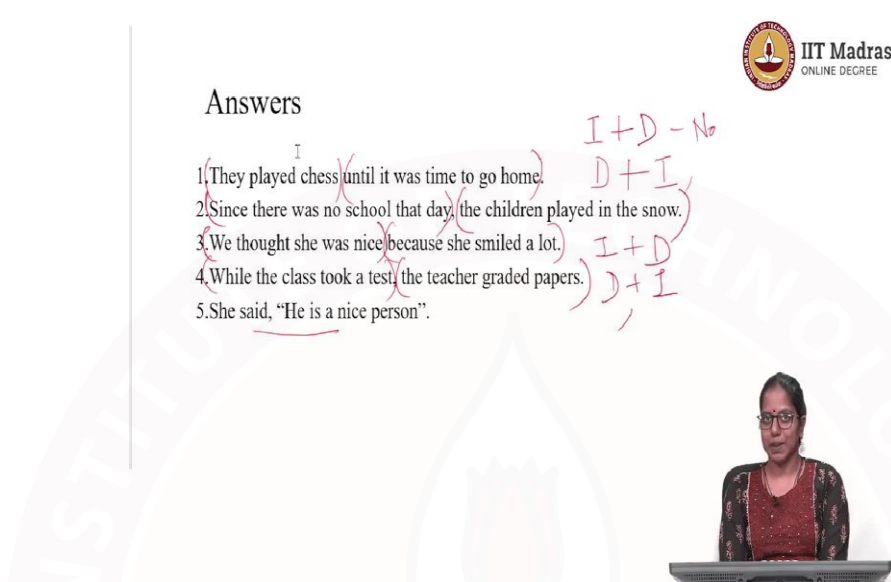
- 1.They played chess until it was time to go home.
- 2.Since there was no school that day the children played in the snow.
- 3.We thought she was nice because she smiled a lot.
- 4.While the class took a test the teacher graded papers.
- 5.She said "He is a nice person".



Now, I have given you a few questions for practice. Add comma whenever necessary. The first one is, 'They played chess until it was time to go home.' The second one is, 'Since there was no school that day the children played in the snow.' The third sentence is, 'We thought she was nice because she smiled a lot.' Fourth sentence is, 'While the

class took a test the teacher graded papers' and the fifth sentence is, 'She said “He is a nice person.”’ Pause the video for some time. Solve these questions, and then, let us discuss the answers.

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Answers

1. They played chess ^I until it was time to go home. I+D - No
2. Since there was no school that day, the children played in the snow. D+I
3. We thought she was nice because she smiled a lot. I+D
4. While the class took a test, the teacher graded papers. D+I
5. She said, “He is a nice person.”

The answers are shown here. 'She said, He is a nice person.' It is a quotation. So, it needs to be separated from the quote. The sentence needs to be separated from the quote. So we are putting a comma before the quote. The next one is, 'While the class took a test the teacher graded the papers.' So this is what, this is a dependent clause, and the teacher graded the paper is an independent clause. So, when dependent plus independent clause comes, you need to separate them with a comma.

'We thought she was nice because she smiled a lot.' Now, 'we thought she was nice.' This is what independent clause and 'because she smiled a lot' is dependent clause. So, when independent plus dependent clause comes together, then you do not use comma. The second example is, 'Since there was no school that day the children played in the snow.'

So what is this, 'Since there was no school that day'? It does not make sense when it stands alone. So, it means it is a dependent clause plus, what does this mean? 'The children played in the snow,' it can stand independently. Therefore, it is dependent plus independent clause. Therefore, it needs to be separated by a comma. And what is the first example? 'They played chess until it was time to go home.'

So, this is 'They played chess' is independent and 'until it was time to go home,' followed by dependent. So here again, no comma. So, I hope it was clear to all of you. So, with this, we come to the end of the session. I will meet you with a different topic on a different day. Until then, stay safe. Take care, bye.

