

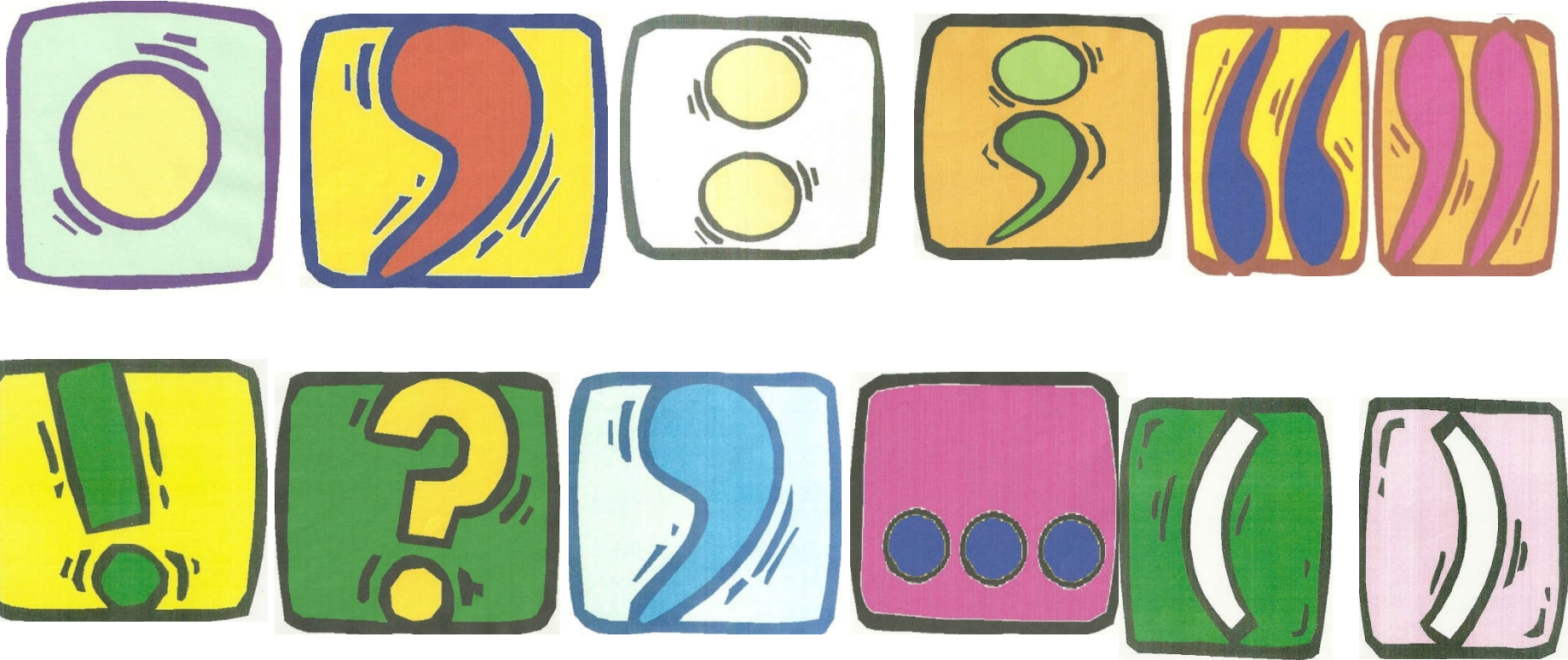
CLASS: SECONDARY SCHOOL

SUBJECT: ENGLISH LANGUAGE

TOPIC: PUNCTUATION



Sophisticated Punctuation



Learning Objectives

- **All:** To understand how to use sophisticated punctuation devices.
- **Most:** To be able to explain the effects of more sophisticated punctuation.
- **Some:** To be able to apply more sophisticated punctuation in your own writing.

Meaning of Punctuation

It is the use of standardized marks in texts to enhance its fluency and meaning.

Capital Letters

- We need these to begin a new sentence.
- For proper nouns which are the names of people, places, book and film titles.
- Can you think of any proper nouns which need a capital letter?



Proper Nouns

Jumoke, who lived in Kobape Street, Mokola, had a pet frog who liked to jump in the air. She wrote a book about it called The Leaping Frog.



Why do we need full stops?

- **Full stops** are needed to divide up sentences so that we know where to pause.
- They are used when we have finished saying one thing, and we are going on to say something else.

Can you spot where we need full stops?

- Sola was eating a large pizza he was getting fed up with it he decided to give the rest to the dog the dog was happy



Further Uses of Full Stop

It is also used in:

Decimal fraction: 4.5 metres, 12.2litres

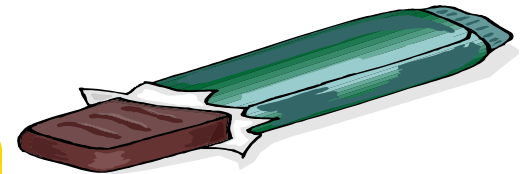
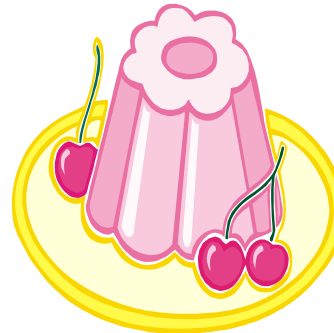
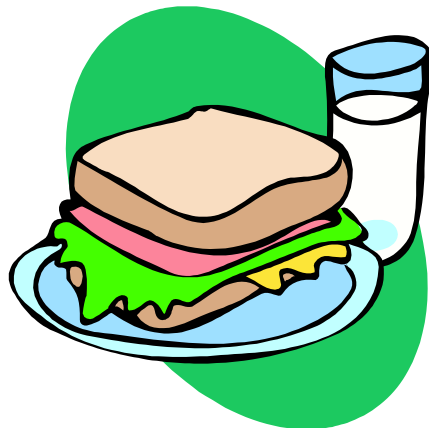
Dates: '31.3.20',

Times: 3.15 tomorrow afternoon

Commas



- We need commas to separate items in a list.
- She had a sandwich, a drink, a cake, and a chocolate bar for lunch.



The individual items in a list can be quite long, as in 'We opened the door, let ourselves in, fed the cat and started to cook a meal'.

Any other reason for commas?

- We also use commas to **separate clauses** in complex sentences.
- The boy was playing with a football, which had been signed by Mikel Obi.



Usage of Comma in Address

It shows the continuation of the address of a letter:

Ode Remo High School,
Iraye Road,
Ode Remo,
Ogun State.

Question marks



We use **question marks** when a question is asked.

This often occurs when characters use speech.



Speech marks

“ ”

- We let the reader know when someone is speaking by putting **speech marks** around the **spoken** words.
- “I will be on TV some day,” announced Ad ebola. “ Just you wait and see.”



Exclamation marks!



Exclamation marks are used to emphasise meaning.

It could be to :

- Give a word more strength e.g. smile!
- Show someone is shouting
- Add a sense of urgency e.g.

Let me out of here!



Apostrophe

- To show ownership, I need an apostrophe (').

That is the girl's mother.

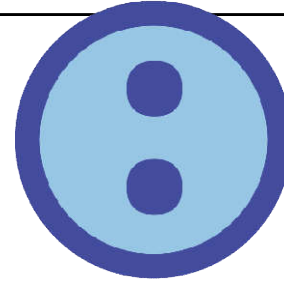
- To indicate omitted letters in contracted forms of words, use apostrophe.

Can't, you're, won't

- They are sometimes used to indicate missing century

'60s, '70s

Colon



- A punctuation mark that is used within a sentence to explain, interpret, clarify or amplify what has gone before it.
- 'The standard of school work here is extremely high: it is almost university standard'.
- It is also used to introduce a list

- Bring the following: pens, pencils, rulers, erasers, and exercise books.
- After a speaker's name in dialogue as in:
- Dupe: Why did you beat up your sister?
- Lola: because she was been naughty

- The colon is sometimes used in numerals, as in '7:30 a.m.', '31:03:20', and 'a ratio of 7:3'.
- It is used in the title of some books, for example where there is a subtitle or explanatory title, as in 'The Dark Years: The Economy in the 1930s'.

Semicolon



A rather form of punctuation (;). It is mainly used between clauses that are not joined by any form of conjunction, as in 'We had a wonderful holiday; sadly they did not'

- It is also used to form subsets in a long list or series of names so that the said list seems less complex
- The young man who wants to be a journalist has applied everywhere. He has applied to The Punch in Lagos; The Tribune in Ibadan; The Sun and Guardian in Imeko.

Dash

A **dash** is not the same as a **hyphen** – though they are the same key on a computer keyboard.

A hyphen goes inside compound words, like *warm-up* or *mother-in-law*. Notice there is no space between the letters and the hyphen?

A dash goes between words. It is actually a longer line than a hyphen, and should have a space before and after the line – like this.

Dash

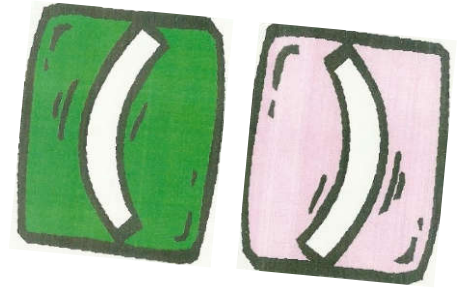
When should you use a dash?

Use a dash to separate a sentence where there is an interruption that disrupts the flow. A dash adds emphasis.

‘He has never been any trouble at school – quite the reverse’.

I was amazed when he turned up – I thought he was still abroad.

Brackets



Brackets are used when you want to add information to a sentence which will give greater detail. Unlike dashes, the information is extra and not really necessary, which means that it can be removed without damaging the original information.

President Muhammadu Buhari (the President of the Federal Republic of Nigeria) gave a speech on Sunday.

Insert punctuation into the text below where you think appropriate.

While he Mr. Sola was writing his book *Magic the little known world* he stated I always wanted to ask a magician How do you do it he luckily got the chance while he was living above a math based magic shop

Solution

While he (Mr. Sola) was writing his book, *Magic: the little known world!* he stated, “I always... wanted to ask a magician, ‘How do you do it?’”; he luckily got the chance while he was living above a math-based magic shop