

Punctuation

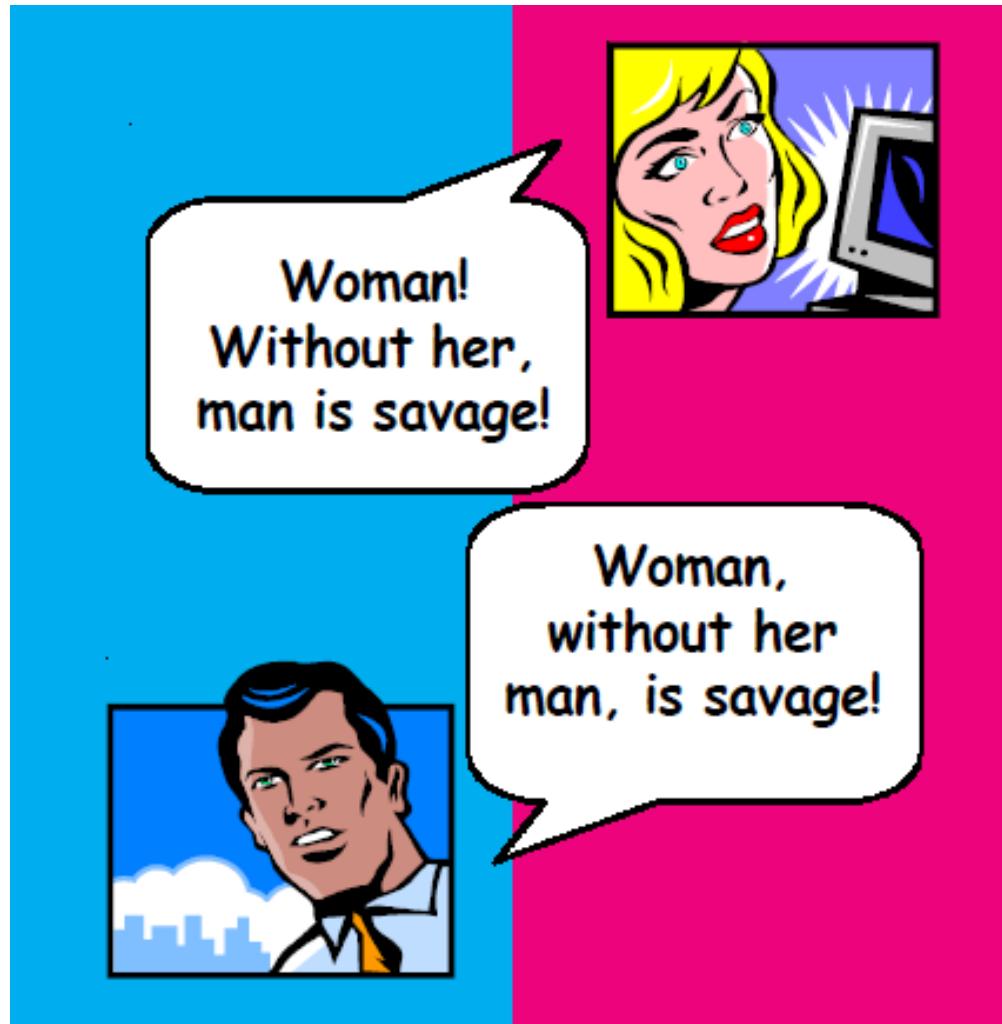
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Why do we need punctuation?

- Punctuation allows the authors writing to be easy to read and understandable for the reader.

Punctuation Affects Meaning



Punctuation Affects Meaning

“Let’s eat Grandpa!”



“Let’s eat, Grandpa!”

Types of Punctuation

Perio
d

Comma

Parenthesi
s

Quotation
Mark

Questio
n
Mark

Semi-Colon

Hyphen

Exclamatio
n
Point

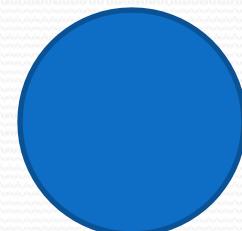
Colon

Apostrophe

Dash

Period

- Rule: Use at the end of a complete sentence.
 - Example: I went to the store for groceries.
- Rule: Use at the end of an indirect question.
 - Example: He asked where the milk was.



Question Mark

- Rule: Use a question mark only after a direct question.
 - Example: Will you come over after school?



Exclamation Point

- Rule: Use the exclamation point to show emphasis or excitement.
 - Summer is in three months!





End marks means periods, question marks, or exclamation points.

End marks don't necessarily go at the end of a sentence (as with abbreviations).



Use a period at the end of a statement, or you die.

Tea is grown in Sri Lanka.

Use a question mark at the end of a question, or you die.

Did you see the exhibit about lightning?

Use an exclamation point at the end of an exclamation, or someone else may die.

Look out for that tree!

Use either a period or exclamation point at the end of a request or command, depending on emphasis.

Please call the dog. [average]

Call the dog! [strong]

HEY! MUFFINS!
GET OVER HERE,
YOU STUPID
MUTT!



Many abbreviations are followed by a period.*

Personal names [A.B. Guthrie, W.E.B. DuBois]

Titles used w/ names [Mr. Mrs. Dr. Jr. Sr.]

Organizations & companies* [Co. Inc. Corp. Assn.]

Addresses [Ave. St. Rd. Blvd. P.O. Box]

States* [Tex. Penn. Ariz. Wash. N.C.]

Times [A.M. P.M. B.C. A.D.]



Government agencies & widely used abbreviations don't take periods.

NASA, FBI, CIA, NPR, NIH, NAACP, TV, UN, YMCA

Two-letter state abbreviations in ZIP codes don't take periods.

CA, FL, TX, AK, ME

Abbreviations for measurements don't take periods.

mm, kg, oz, lb, ft, yd, mi

Only *in.* does, so we don't confuse it w/ the word *in.*



When an abbreviation w/ a period ends a sentence, another period isn't needed.

We will arrive by 3:30 P.M.

However, a question mark or exclamation point is still needed.

Can you be here by 3:30 P.M.?

Be here at 3:30 P.M.!

Comma

- Rule: Use a comma to separate words or items in a list.
 - Example: She has two dogs, three cats, one bird, and five fish in her house.
 - Rule: Use a comma to separate a city from its state.
 - Example: I am from East Lansing, Michigan.
 - Rule: Use a comma to separate the day of the month from the year.
 - Rule: Use a comma to separate two adjectives
- ~~Example: He was young and handsome in 1990.~~
- Example: She was a young, beautiful dog.
- ,

Use commas to separate items in a series.

A *series* is three or more items in a row.

Words in a series:

The engine rattled, coughed, and stalled.

Phrases in a series:

There were fingerprints at the top, on the sides, and on the bottom.

Clauses in a series*:

I knew that we were late, that the ice cream was melting, and that the car was nearly out of gas.



Only short independent clauses can be separated by commas; long ones need semicolons.

A *series* is three or more; two items do not need a comma to separate them.

If all the words are joined by *and* or *or*, you don't need commas.

Take water and food and matches with you.

Use a comma to separate two or more adjectives that come before a noun.*

A white dwarf is a tiny, dense star.

Venus Williams played a powerful, brilliant, inspiring game.

Sometimes the final adjective is actually part of a **compound noun**. When they are linked, don't separate them with a comma.

A huge **horned owl** lives in those woods. [not *huge, horned owl*]

An unshaded **electric light** hung from the ceiling.
[not *unshaded, electric light*]

Use a comma before *and*, *but*, *for*, *nor*, *or*, *so*, & *yet* when they join independent clauses.

Tanisha offered me a ticket, **and** I accepted.

They had been working very hard, **but** they didn't seem very tired.

Use commas to set off an expression that interrupts a sentence (an *interrupter*).

Ann Meyers, **our neighbor**, is a fine golfer.

Naturally, we expect to win.

My answer is correct, **I think**.

Hint: when we read interrupters aloud, our voice usually drops to a lower register. Try it!

1. Use commas to set off nonessential phrases and clauses.

Nonessential phrases and clauses aren't necessary to the overall meaning of the sentence.

My sister, **listening to her radio**, did not hear me.

listening to her radio is a nonessential participial phrase.

Paul, **thrilled by the applause**, took a bow.

thrilled by the applause could be taken out, so it's nonessential.

2. Don't set off essential phrases and clauses w/ commas.

Essential phrases and clauses tell us which one(s), so they are necessary to the meaning.

The man **who tells Navajo folk tales** is Mr. Platero.

The dress **that I liked** has been sold.

A bowl **made by Maria Martinez** is a collector's item.

HINT: a clause beginning with *that* is usually essential.



An **appositive** is a noun or pronoun that describes or identifies another noun or pronoun.

My oldest sister, **Alicia**, will be at practice until 6:00 P.M.

Jamaica, **a popular island for tourists**, is in the Caribbean Sea.

See how each of these re-identifies the previously mentioned word?

- 
3. If an appositive is non-essential, set it off w/ commas.
 4. Do not set off essential appositives.

The planet **Mercury** is closer to the sun than any other planet.

Mercury is essential because we have to know which planet the speaker means.

Our star, **the sun**, is a medium-sized star.

the sun is nonessential because we only have one star and it was already named.

5. Use commas to set off words that are used in direct address.

Ben, please get the door.

Mom needs you, **Francine**.

Would you show me, **ma'am**, where the
craft store is?

6. Use commas to set off parenthetical expressions.

A **parenthetical expression** is a side remark that adds information.

Like a *by the way...*

Carla, **on the contrary**, prefers soccer to baseball.

To tell the truth, Jan is one of my best friends.

COMMAS: Introductory elements

Use a comma after *yes*, *no*, or a mild exclamation such as *well* at the beginning of a sentence.

Yes, you may borrow my bike.

Why, it's Lena!

Well, I think you are wrong.

COMMAS: Introductory elements

Use a comma after introductory phrases & clauses.

Introductory participial phrase

Beginning a new school year, Zelda felt somewhat nervous.

2 or more introductory prepositional phrases

At the bottom₍₁₎ of the hill₍₂₎, you will see the field.

Introductory adverb clause

After I finish my homework, I will go to the park.

Use commas to separate items in dates & addresses.

She was born on January 26, 1988, in Cheshire, Connecticut.
A letter dated November 26, 1888, was found in the old house
at 980 West Street, Davenport, Iowa, yesterday.

Don't separate day from month or street number from street.

A comma comes between the last item in a date or address and the word that follows it.

Use a comma after the greeting of a personal letter & after the closing of any letter.

Dear Dad,

Dear Sharon,

Hey jerk,

With love,

Yours truly,

Hope you choke,

SEMICOLONS: Joining clauses

Use a semicolon between independent clauses if they are not joined by a conjunction.

(*and, but, or, for, nor, so, or yet.*)

Jerry took my suitcase upstairs; he left his own bag in the car.
After school, I went to marching band practice; then I studied for an hour in the library.

SEMICOLONS: With commas

If you are joining items that already contain commas, use a semicolon to join each item instead of a comma.

CONFUSING:

I wrote to Ann, Ramona, and Mai, and Jean notified Charles, Latoya, and Sue.

CLEAR:

I wrote to Ann, Ramona, and Mai; and Jean notified Charles, Latoya, and Sue.

SEMICOLONS: With commas

CONFUSING:

They visited Phoenix, Arizona, Santa Fe, New Mexico, and San Antonio, Texas.

This makes it look like 5-6 places, b/c each of the places already has a comma.

CLEAR:

They visited Phoenix, Arizona; Santa Fe, New Mexico; and San Antonio, Texas.

Colon

- Rule: Use the colon after a complete sentence to introduce a list of items.
 - Example: On my trip I will bring: clothes, a pillow, a sleeping bag, a toothbrush, and my teddy bear.
- Rule: Use the colon after the greeting of the person's name in a business letter.
 - Example: Dear Mr. Smith:



COLONS: Lists

**Use a colon before a list of items,
especially after expressions such as *the
following* or *as follows*.**

You will need these items for map work: a ruler, pencils, and paper.

Jack's pocket contained the following items: a key, a note, a button, and two quarters.

The primary colors are as follows: red, blue, and yellow.

COLONS: Lists



Don't use a **colon** between a verb and its object(s).



Your heading should contain: your name, the date, and the title of your essay.



Your heading should contain your name, the date, and the title of your essay.

Your heading should contain the following: your name, the date, and the title of your essay.

COLONS: Lists



Don't use a colon between a preposition and its object(s).



This marinara sauce is made of: tomatoes, onions, oregano, and garlic.



This marinara sauce is made of tomatoes, onions, oregano, and garlic.

This marinara sauce is made of the following: tomatoes, onions, oregano, and garlic.

COLONS: Conventional

Use a colon between hour & minute.

8:30 A.M.

10:00 P.M.

Use a colon after the greeting of a business letter.

Dear Sir or Madam:

To whom it may concern:

COLONS: Conventional

**Use a colon between chapter & verse in
biblical references and between titles &
subtitles.**

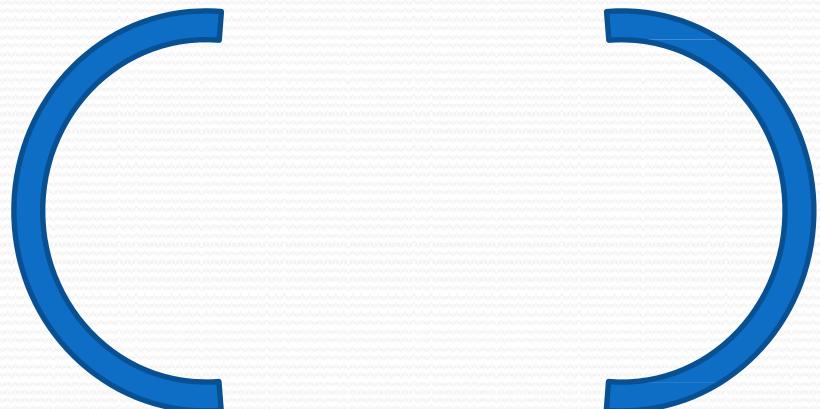
John 3:16

The Chronicles of Narnia: The Silver Chair

“Oral Storytelling: Making the Winter Shorter”

Parenthesis

- Rule: Use parenthesis to enclose words or figures that clarify or are used as an aside.
 - Example: He received one hundred and fifty points (150)on his math project.



Apostroph

- Rule: Use the apostrophe when combining two words. It is always placed in the spot where the letter(s) have been removed.
 - Example: She's (she is) only allowed candy on Friday.
- Rule: Use the apostrophe to show possession. Place the apostrophe before the s.
 - Example: They found Ms. Connor's gloves.

,

Quotation Marks

- Rule: Use quotation marks to set off a direct quotation.
 - Example: “What is your favorite color?” she asked.
- Rule: Periods and commas always go inside quotation marks.
 - Example: “I don’t want to go to school today,” Alan said.



Hyphens

Rule #1: Compound Words

There is no specific rule – consult a dictionary!

Ex: Vice-president, self-awareness, X-ray

Rule # 2: With Prefixes

all-, co-, ex-, half-, great-, numbers and capital letters

Ex: All-knowing, co-author, ex-convict, half-life, great- uncle, 10-yards, T-Shirt

Rule # 3: Dates

11-19-1988

^I expect gifts..

Hyphens

Rule # 4: Compound Numbers from 21-99

Ex: twenty-three, one hundred and sixty-two.

Rule #5: Fractions as Adjectives/Adverbs

The recipe called for one-half gallon of eggnog.

Rule #6: Scores

We won the game 88-62

Rule #7: Compound Adjectives

Not long ago you were eighth-grade students

Rule #8: Instead of “through”

Read pages 1-234 for tomorrow

Dashes

Dashes add emphasis.

Dashes make sentences stronger or more interesting than conjunctions.

Dashes

Rule #1: Use a dash to link two parts of a sentence.

Okay

“Come to class on time **because it’s the rule.”**

^Conjunctions are too boring. Students will show up late.

Better

“Come to class on time - **it’s the rule.”**

^Whoa! Students will be so impressed and intimidated by dash usage that they show up on time every single day.

Dashes

Rule #2 – Use dashes to emphasize by the way, parenthetical expressions.

-Ex: We have been learning grammar-my favorite subject-for the past week.

Rule #3 – Use a dash to set off a long appositive or an appositive with lots of commas.

Okay - I love Extreme Trampoline, a large warehouse in Carol Stream with dangerous, bouncy trampolines.

Better - I love Extreme Trampoline – a large warehouse in Carol Stream with dangerous, bouncy trampolines.

Dashes

Rule #4: Use a dash to sum up a list or idea.

Ex: Red, white, and blue – those are the American colors.

Rule #5: Use a dash in dialogue to show hesitation or a break in the flow of a sentence.

Ex: Last Wednesday – no, it was the one before – you were free to do as you pleased.

(Parentheses)

Rule #1: Set off parenthetical expressions (by the way information) from the rest of the sentence.

Ex: John Lennon (1940-1980) was the most gifted songwriter in The Beatles.
Nobody (except his mother) can sit next to him because of his foul stench.
I paid 10 euros (about \$8) for a Big Mac.

Brackets

Use brackets for Clarity

Often used when quoting another source

“Everybody wants the greatest teacher of all time [Mr. K] as their English teacher”

“They [ants] are taking over my apartment. I am powerless to stop them

“Read [chapters] 1-3 for homework tonight.