

# Punctuation

**I like  
cooking my family  
and my pets.**

**Use commas.  
Don't be a psycho.**

# Explain the difference in meaning

1.
  - a. He likes his sister's friends and colleagues.
  - b. He likes his sisters' friends and colleagues.
  - c. He likes his sisters, friends and colleagues.
  
- a. Friends and colleagues of his sister
  - b. Friends and colleagues of his sisters
  - c. Sisters and friends and colleagues



2. a. Her brother, who works in America, is a computer analyst.

b. Her brother who works in America is a computer analyst.

a. She has only one brother.

→ (non-identifying relative clause)

b. More than one brother

→ (identifying relative clause)



# Identifying and non-identifying expressions

The girl who was sitting in the second row was the only student taking the ceremony seriously.

→ identifying relative clause

Marcia Aldon and her boyfriend, who were sitting at the back, were snogging as usual.

→ non-identifying relative clause



- 3.     a. Rambo was dreadful.
- b. 'Rambo' was dreadful.

- a. The character
- b. Movie title



4. a. I don't watch television – much!

b. I don't watch television much.

a. 'Much' is an afterthought (add info to statement, e.g. contrasting original idea (sarcasm...))

b. (Neutral) statement





5. a. They said it was marvellous.  
b. They said it was marvellous?!  
c. They said, “It was marvellous.”

- a. (neutral) statement  
b. surprise  
c. direct speech/quote

- d. They said it was marvellous?  
e. They said it was marvellous...  
f. They said it was marvellous...

- d. (neutral) question  
e. stress on ‘said’ (but they **think** otherwise)  
f. stress on ‘they’ (but **we** think otherwise)



# Apostrophe ,

1. If she's your aunt, she's either your mother's or your father's sister.
2. He was born in '90 and left school in '08 when he was 18.
3. It's important to distinguish between it's (it is) and its (possessive).
4. 'Don't' and 'they're' are contracted forms of do not and they are.



# Apostrophe ,

- Possessives

Whenever we went fishing I could borrow my granddad's hat.

- Omissions (missing letters/numbers)

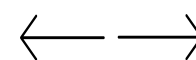
We **didn't** catch a lot, but **we'd** always have a blast.

Once in **'98** I fell in the water.



# NEVER...

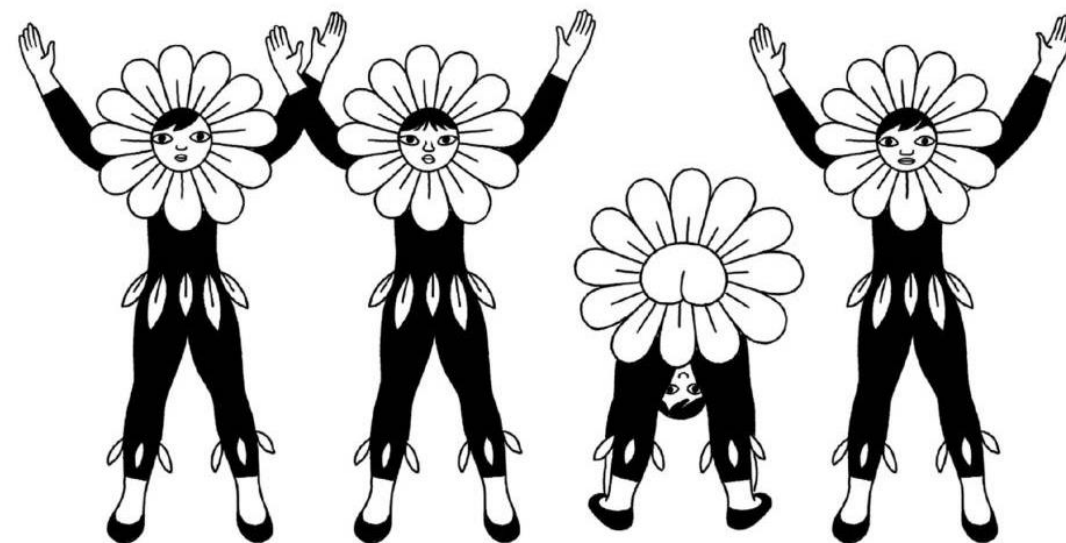
## Use apostrophes for plurals!!



Dutch

They like dahlias.

She gave us some extras...



# Comma ,

5. My three favourite songs are \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
6. When commas are used, it makes a long sentence easier to read, doesn't it?
7. When the film was over, we stayed in our seats, watching the final credits.

# Comma ,

- Lists

She liked her men **tall, dark and handsome**.

- Word order (words interrupting 'normal progression' of sentence: two commas!)

He, **however**, was still married.

He had, **not surprisingly**, not informed his wife about their affair.



# Comma ,

- Separating clauses

As soon as his wife went to her book club, they'd meet up in the park.

- Direct speech (between reporting expression and piece of direct speech)

"Darling," he said, "I'll leave my wife especially for you."



# And remember...

The girl who was sitting in the second row was the only student taking the ceremony seriously.

→ identifying relative clause

Marcia Aldon and her boyfriend, who were sitting at the back, were snogging as usual.

→ non-identifying relative clause





# Compare: (non-)identifying clause

Passengers who have children may board the aeroplane first.

Passengers ~~who have children~~ may board the aeroplane first.

→ identifying relative clause

James Dean, who died in 1955, is still greatly admired.

→ non-identifying relative clause

# Compare: (in)direct speech

“Darling,” he said, “I’ll leave my wife especially for you.”

“I really enjoyed the show,” he said.

→ direct speech: commas

He said that he would leave his wife especially for her.

He said that he really enjoyed the show.

→ indirect speech (that): no commas

# Compare: if-clause

If you enjoyed the show, why didn't you tell me?

→ if-clause beginning = comma between clauses

Why didn't you tell me if you enjoyed the show?

→ if-clause end = no comma between clauses

# Colon :

8. There are four members of my family: my mother and father, my sister and me.

# Colon :

- Quotations/direct speech

She said: “Please, leave me in peace, so I can read my paper.”

- Offering more details

His speciality is illusions: levitations and hat-tricks.



# Quotation marks

‘ ’

or “ ”

9. “Well that’s all, thank you very much, ladies and gentlemen,” the lecturer said at the end of the lecture. “Does anyone have any questions?”



## “ ”

“ ”

- Quotations/direct speech

ET said: “ET phone home.”

- Talking about words

# Should it be 'Where's the beef' or 'Were's the beef'?

- **Titles** (movies, articles, books...)

# Shall we watch 'Ghostbusters' or 'Home Alone'?



# Semicolon ;

10. 'The Queen Is Dead' is a masterpiece; the band is The Smiths.

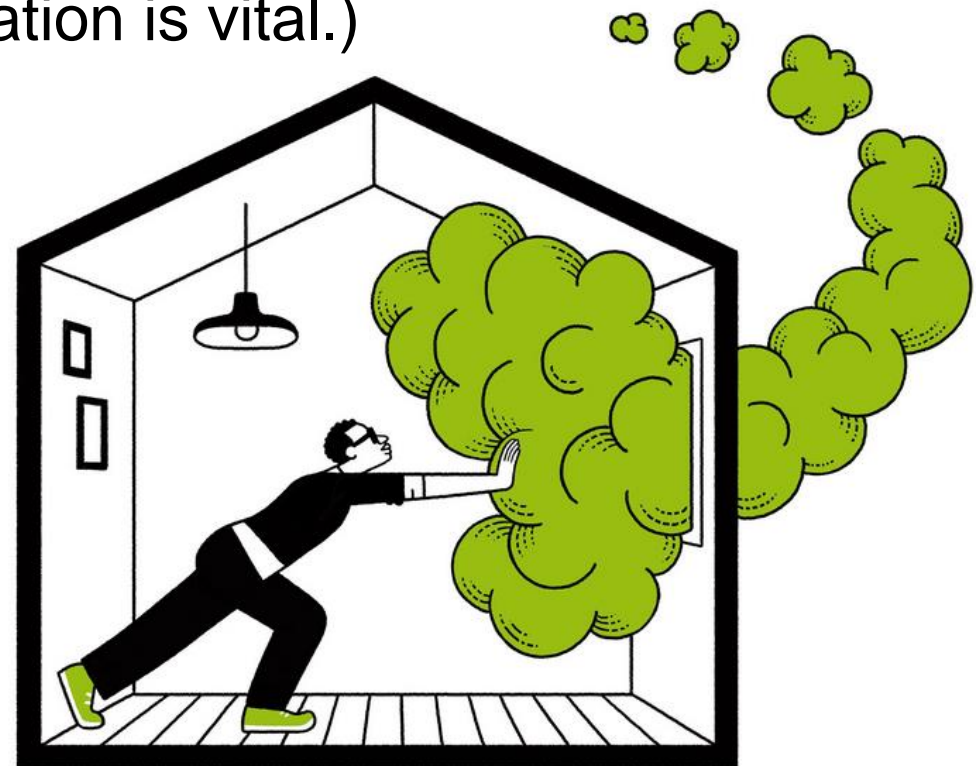
# Semicolon ;

- Emphasises a link

Ventilation is vital; pollution can come from the inside of your home as well.

(Pollution can come from the inside, so ventilation is vital.)

→ Only between two main clauses!!



# Dash

—

(compare: hyphen = -)

11. 'The Irishman' was a great film — we all enjoyed it.

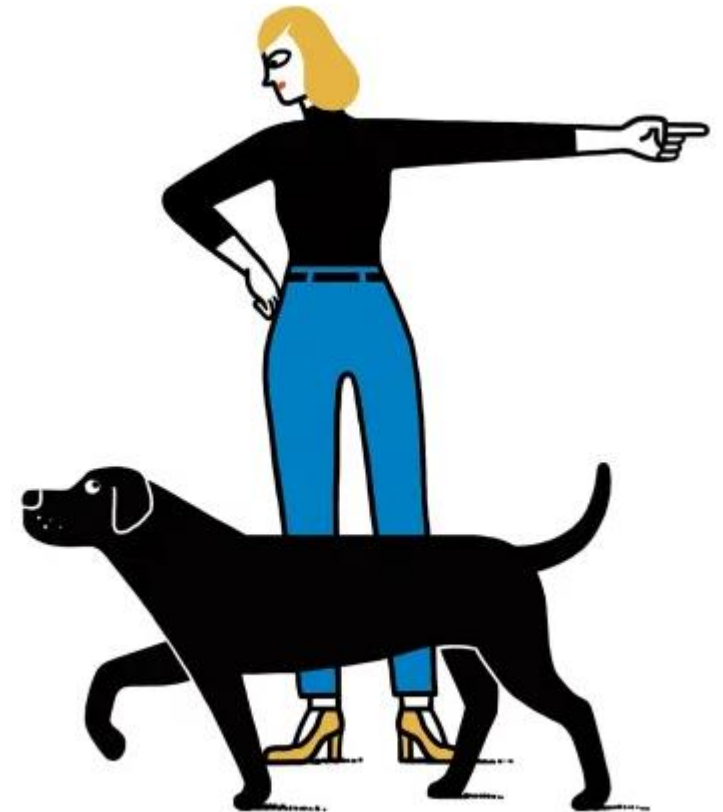
# Dash

—

(compare: hyphen = -)

- Emphasises a link (similar to semicolon)
- Can be used to add an afterthought

Her dog listens very well – sometimes.



# Typing a dash or a hyphen?

- Hyphen: connects parts of words      remember – names  
    ↳ - (1x) + no spacings  
        well-trained; Huntington-Whiteley
- Dash: connects parts of a sentence/clauses  
    ↳ - (2x) + spacing before and after  
        There are three things I can't remember – names, faces and I've forgotten the other.



# Extra exercises: p161-162



1. My friends complain<sub>,</sub> that it is difficult to find parking space near my flat.
2. My family does not live near me<sub>,</sub> so I sometimes feel isolated<sub>,</sub> and lonely.
3. If I get married someday, I hope to buy a house in the suburbs<sub>,</sub> (optional) and plant a garden.
4. Al goes to the kitchen, puts the water on the stove to boil, and returns to his desk.

= OK: Oxford Comma (see next slide)

# Oxford comma

= an optional comma before the word 'and' at the end of a list

Compare:

I love my parents, Lady Gaga and Humpty Dumpty.

I love my parents, Lady Gaga, and Humpty Dumpty.

With the Oxford comma:  
we invited the strippers, jfk, and stalin.



Without the Oxford comma:  
we invited the strippers, jfk and stalin.



# Should I use it?

“There are people who embrace the Oxford comma, and people who don’t, and I’ll just say this: *never* get between these people when drink has been taken.”

Lynne Truss, “Eats Shoots & Leaves” (punctuation bible)

# Advice...

Not typically used with 'and' between last items unless these are long.

Compare:

I ate crisps, olives and ice cream.

I spent the evening eating crisps, bingewatching 'The Crown', and talking about the meaning of life.

→ Optional





5. While he is talking on the phone, the water on the stove is boiling.
6. As quickly as possible he ends the conversation, goes to the kitchen,  
(optional) and prepares the coffee. = OK
7. Many countries, that have a king or a queen, also have a prime minister.
8. Vitamin D, which aids in bone and tooth formation, can be toxic in very large amounts.

9. Crocodiles are found in 91 countries. However, they can live only in warm, wet climates. Therefore, there are no crocodiles in Canada, northern Europe, or Russia.

10. In the United States, alligators outnumber crocodiles by about 1,000 (optional) to 1. In fact, only about 500 wild crocodiles remain on the whole continent. For that reason, crocodiles are considered to be an endangered species, (Oxford comma optional) and are protected by law.



**COMMA SPLICE?  
CUT IT OUT!**

# Comma Splice

It is nearly half past five, we cannot reach town before dark.

= **WRONG**

**VERY WRONG!!!!!!**

It is nearly half past five; we cannot reach town before dark.

It is nearly half past five. We cannot reach town before dark.

# Possessives

Singular nouns:

*My brother's cowboy hat*

+ 's

(Regular) plural nouns (ending in -s):

*My parents' date night*

+ '

Irregular plural nouns:

*The children's food*

+ 's

Part of a phrase:

*We were given two weeks' 'no TV' for ruining date night.*

*Paul and Jenny's night out*

rules above



# Possessives

Sometimes noun/proper name ending in -s:      +'  
especially in older and foreign names

*Socrates' ideas*

OR

names of institutions

*St Thomas' Hospital*

BUT +s is more common

*Dennis's wife is terrible.*

1. *Rose's boyfriend*
2. the earth's diameter
3. nobody's responsibility
4. the children's play area
5. my sister-in-law's mother
6. the mother and father's room
7. Ms Allen's and Ms Ellis's schedules
8. the politicians' speeches
9. the United Nations' policy
10. Belgium's surface

1. It's a beautiful day. OK
2. The angry man's car was towed because he had parked in a non-parking zone.
3. My daughters' two best friends' birthdays are on the same day.
4. Yesterday I bought three CDs and spent the evening listening to music.
5. I received a catalogue advertising men's shoes.
6. Her handwriting is unclear. I can't tell the difference between her Ms and Ns.  
OK
7. Feeling lonely, Agnes ate a whole box of Belgian chocolates by herself.
8. If you don't proofread your essay, it's going to be full of spelling mistakes.
9. A: Where's your math book?  
B: I don't know. Can I borrow yours?





# STOP CLUBBING, BABY SEALS

Once again, punctuation makes all the difference ...