

## Instructions for Task

- Students will be divided into groups. Each group will be assigned a topic/type of punctuation from the list below. a) Comma b) Semi-Colon c) Apostrophe d) Colon e) Quotation Marks
- The students in groups will have to read and understand the rules with examples and then explain the rules in groups to Class.
- All groups will present the different types of Punctuation.
- Students will then solve the exercises on Punctuation in groups. (See FE Handouts Page 22 & 24).
- Students in groups will review the punctuation. The teacher will explain the answer and provide the answer key.
- Finally, students will have to complete the task at the end of this handout (Page 10) and submit individually to the CR at the end of the class.

## Commas

### **1. Commas: Separating Items in a Series**

Use commas to separate three or more items (words, phrases, or short clauses) in a series.

*Examples:*

- ☐ The project requires research, design, testing, and documentation.
- ☐ The team developed a new software feature, created a marketing strategy, and trained the sales staff.

### **2. Commas: Introductory Clauses and Phrases (Intro Clauses & Phrases: Comma Rule)**

Use commas to separate introductory clauses and certain phrases from independent clauses.

*Examples:*

- ☐ If you have any questions, please contact the support team.
- ☐ After reviewing the requirements, the developers started coding the new feature.

### **3. Commas: Coordinating Conjunctions in Compound Sentences**

Use a comma before the coordinating conjunction in a compound sentence.

*Examples:*

- ☐ The developers completed the project on time, and the client was very pleased.
- ☐ The software is performing well, but there are still some issues to resolve.

### **4. Commas: Dates, Addresses, and Geographical Names**

Use commas appropriately in dates, addresses, geographical names, degrees, and long numbers.

*Examples:*

- ☐ The meeting is scheduled for November 5, 2024, at the downtown office.
- ☐ Send the contract to Jane Doe, 1234 Elm Street, Suite 567, Springfield, IL 62704, by the end of the week.

### **5. Commas: Sentence Interrupters**

Use commas to set off internal sentence interrupters.

*Examples:*

- ☐ The developers, who were already busy, took on the new project.
- ☐ We have, as a result, increased our efficiency by 20%.

## Semicolons

### **Rule 1: Use a semicolon to join closely related independent clauses.**

Experienced writers use semicolons to show readers that two thoughts are closely associated. If the ideas are not related, they should be expressed in separate sentences. Often, but not always, the second independent clause contains a conjunctive adverb (such as *however*, *consequently*, *therefore*, or *furthermore*) to show the relation between the two clauses. Use a semicolon before a conjunctive adverb of two or more syllables (such as *however*, *consequently*, *therefore*, or *furthermore*) and a comma after it.

Learning history is easy; learning its lessons is almost impossible. (A semicolon joins two independent clauses.)

He was determined to complete his degree; consequently, he studied diligently. (A semicolon precedes the conjunctive adverb, and a comma follows it.)

Serena wanted a luxury apartment located near campus; however, she couldn't afford the rent. (A semicolon precedes the conjunctive adverb, and a comma follows it.)

**Tip:** Don't use a semicolon unless each clause is truly independent. Try the sentence test. Omit the semicolon if each clause could not stand alone as a complete sentence.

#### Faulty

There is no point in speaking; unless you can improve on silence. (The second half of the sentence is a dependent clause. It could not stand alone as a sentence.)

Although I cannot change the direction of the wind; I can adjust my sails to reach my destination. (The first clause could not stand alone.)

#### Improved

There is no point in speaking unless you can improve on silence.

Although I cannot change the direction of the wind, I can adjust my sails to reach my destination.

### **Rule 2: Use a semicolon to separate items in a series when one or more of the items contains internal commas.**

Representatives from as far away as Blue Bell, Pennsylvania; Bowling Green, Ohio; and Phoenix, Arizona, attended the conference.

Stories circulated about Henry Ford, founder, Ford Motor

Company; Lee Iacocca, former CEO, Chrysler Motor Company; and Shoichiro Toyoda, founder, Toyota Motor Company.

# Apostrophes



## Understand What Apostrophes Do

An **apostrophe** (') is a punctuation mark that

- Shows ownership: *Susan's* shoes, *Alex's* coat

OR

- Shows that a letter (or letters) has been left out of two words that have been joined: *I + am = I'm*; *that + is = that's*; *they + are = they're*. The joined words are called *contractions*.

Although an apostrophe looks like a comma (,), it has a different purpose, and it is written higher on the line than a comma is.

apostrophe'      comma,

## Use Apostrophes Correctly

### Apostrophes to Show Ownership

- Add -'s to a singular noun to show ownership even if the noun already ends in -s.**

The president's speech was shown on every television station.


The suspect's abandoned car was found in the woods.


Travis's strangest excuse for missing work was that his pet lobster died.


- If a noun is plural (meaning *more than one*) and ends in -s, just add an apostrophe to show ownership. If it is plural but does not end in -s, add -'s.**


Why would someone steal the camper's socks?

[There is more than one camper.]

 **VOCABULARY:** Underline any words in this chapter that are new to you.

 **IDEA JOURNAL:** Write about a time when you were jealous. Did you learn anything from the experience?

 **TIP:** For more on nouns, see Chapter 16.

 Draw a picture or diagram to show the difference in meaning between these two sentences.

The salesclerk told me where the girls' shoe department was.  
Men's hairstyles are getting shorter.

- **The placement of an apostrophe makes a difference in meaning.**

My brother's ten dogs went to a kennel over the holiday.  
[One brother has ten dogs.]


My brother's ten dogs went to a kennel over the holiday.  
[Two or more brothers together have ten dogs.]

- **Do not use an apostrophe to form the plural of a noun.**

The fan/s were silent as the pitcher wound up for the throw.  
Horse/s lock their legs so that they can sleep standing up.

- **Do not use an apostrophe with a possessive pronoun. These pronouns already show ownership (possession).**

My motorcycle is faster than your/s.  
That shopping cart is our/s.

 **TIP:** For more on pronouns, see Chapter 17.

### *Possessive Pronouns*

my	his	its	their
mine	her	our	theirs
your	hers	ours	whose
yours			

### READ ALOUD

The most common error with apostrophes and pronouns is confusing *its* (a possessive pronoun) with *it's* (a contraction meaning "it is"). Whenever you write *it's*, test to see if it's correct by reading it aloud as *it is*.



## Apostrophes in Contractions

A **contraction** is formed by joining two words and leaving out one or more of the letters.

Wilma's always the loudest person in the room.

[Wilma is always the loudest person in the room.]

I'll babysit so that you can go to the mechanic.

[I will babysit so that you can go to the mechanic.]

When writing a contraction, put an apostrophe where the letter or letters have been left out, not between the two words.

He does/n't understand the risks of smoking.

**Language note:** Contractions including a *be* verb (like *am*, *are*, or *is*) cannot be followed by the base form of a verb or another helping verb (like *can*, *does*, or *has*).

**INCORRECT** I'm try to study.

He's can come.

**CORRECT** I'm trying to study.

He can come.

Avoid contractions in formal papers for college. Some instructors believe that contractions are too informal for college writing.

### Common Contractions

aren't = are not

can't = cannot

couldn't = could not

didn't = did not

don't = do not

he'd = he would, he had

he'll = he will

he's = he is, he has

I'd = I would, I had

I'll = I will

I'm = I am

I've = I have

isn't = is not

it's = it is, it has

let's = let us

she'd = she would, she had

she'll = she will

she's = she is, she has

there's = there is

they'd = they would, they had

they'll = they will

they're = they are

they've = they have

who'd = who would, who had

who'll = who will

who's = who is, who has

won't = will not

wouldn't = would not

you'd = you would, you had

you'll = you will

you're = you are

you've = you have

## Apostrophes with Letters, Numbers, and Time

- Use **-s** to make letters and numbers plural.

Should I type the **www's** to get to these Internet sites?

The store was out of size **8's** in that style.

- Use an apostrophe or **-s** when time nouns are treated as if they own something.

We took two week**s'** vacation last year.

This year**'s** car models use less gas than last year**'s**.

1. Use a colon to introduce a long or formal list, but do not use one after “to be” verbs.

**Example** Please pick up these items at the store: garlic, wolfbane, mirrors, a prayer book, a hammer, and a wooden stake.

**Incorrect** Jean is such a bad cook that she thinks the four basic food groups are: canned, frozen, ready-to-mix, and take-out.

**Correct** Jean is such a bad cook that she thinks the four basic food groups are canned, frozen, ready-to-mix, and take-out.

Avoid needless colons.

**Incorrect** At the store I couldn't find: wolfbane or a wooden stake.

**Correct** At the store I couldn't find wolfbane or a wooden stake.

2. A colon may be used to introduce a quotation or definition.

**Examples** Nineteenth-century writer Ambrose Bierce offers this definition of a bore: “A person who talks when you wish him to listen.”

Critic Dorothy Parker was unambiguous in her review of the book: “This is not a novel to be tossed aside lightly; it should be thrown with great force.”

In singer Jimmy Buffett's Margaritaville store in Key West, a sign warns: “Shoplifters will be forced to listen to Barry Manilow.”

3. Use a colon to introduce a word, phrase, or sentence that emphatically or humorously explains, summarizes, or amplifies the preceding sentence.

**Examples** To her delight, we fed our pet cat her favorite dish: tuna surprise.

According to Kira, Colorado has four seasons: last winter, this winter, next winter, and July.

After marrying nine times, glamour queen Zsa Zsa Gabor had simple advice for becoming a marvelous housekeeper: every time you leave a relationship, keep the house.

4. Use a colon in the salutations of business or professional correspondence. Colons may also follow headings in memos.

**Examples** Dear Professor Stallone:

To:

Subject:

Date:



# Quotation Marks

Quotation marks are punctuation marks that indicate exact words or the titles of short works. This chapter will describe the two main uses of quotation marks. The sentences below will introduce you to one of these uses—to set off the exact words of a speaker or writer. The other main use is listed below.

**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.

The two main uses of quotation marks are

1. To set off the exact words of a speaker or writer
2. To set off the titles of short works

**TIP**

Quotation marks are also used in research papers to signify material that has been directly quoted from a source. See Chapter 22.

## Quotation Marks to Set Off the Words of a Speaker or Writer

Use quotation marks to show the exact words of a speaker or writer.

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?"



## Indirect Quotations

An indirect quotation is a rewording of someone else's comments rather than a word-for-word direct quotation. The word *that* often signals an indirect quotation.

### DIRECT QUOTATION

The nurse said, "Some babies cannot tolerate cow's milk."

(The nurse's exact spoken words are given, so quotation marks are used.)

Vicky's note to Dan read, "I'll be home by 7:30."

(The exact words that Vicky wrote in the note are given, so quotation marks are used.)

### INDIRECT QUOTATION

The nurse said that some babies cannot tolerate cow's milk.

(We learn the nurse's words indirectly, so no quotation marks are used.)

Vicky left a note for Dan saying that she would be home by 7:30.

(We learn Vicky's words indirectly, so no quotation marks are used.)

(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.

**Task: Below is a passage that contains several punctuation errors. Your task is to rewrite the passage with the correct punctuation marks.**

John said I dont think its a good idea to leave now. The weather, as you can see looks terrible. Have you checked the news he asked. Its important to stay updated especially in situations like these. Sarah replied I did check, but the news isnt very clear. They mentioned two things a possible thunderstorm later in the day and heavy rainfall tonight. However she added theres no guarantee that it will hit our area. Lets not overreact.

When making decisions in such scenarios, its important to stay calm rational and well-informed. Remember the saying Hope for the best but prepare for the worst. You should also ask yourself what would be the consequences if we were wrong.

Instructions:

- ☐ Rewrite the passage with correct punctuation.      ☐ Pay attention to:
- Placement of commas.
  - Correct use of quotation marks in dialogue.
  - Correct use of semicolons and colons in lists or explanations.
  - Proper placement of apostrophes in contractions and possessives.
