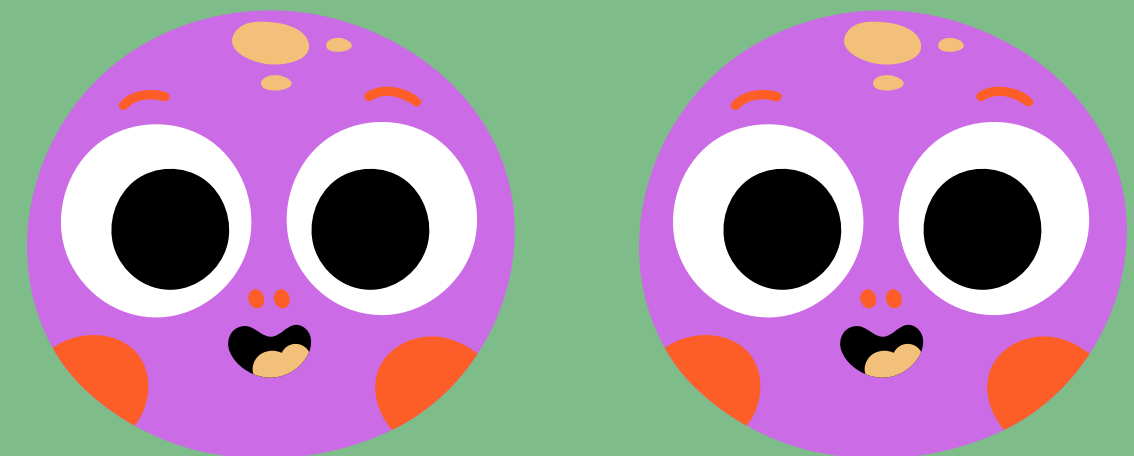




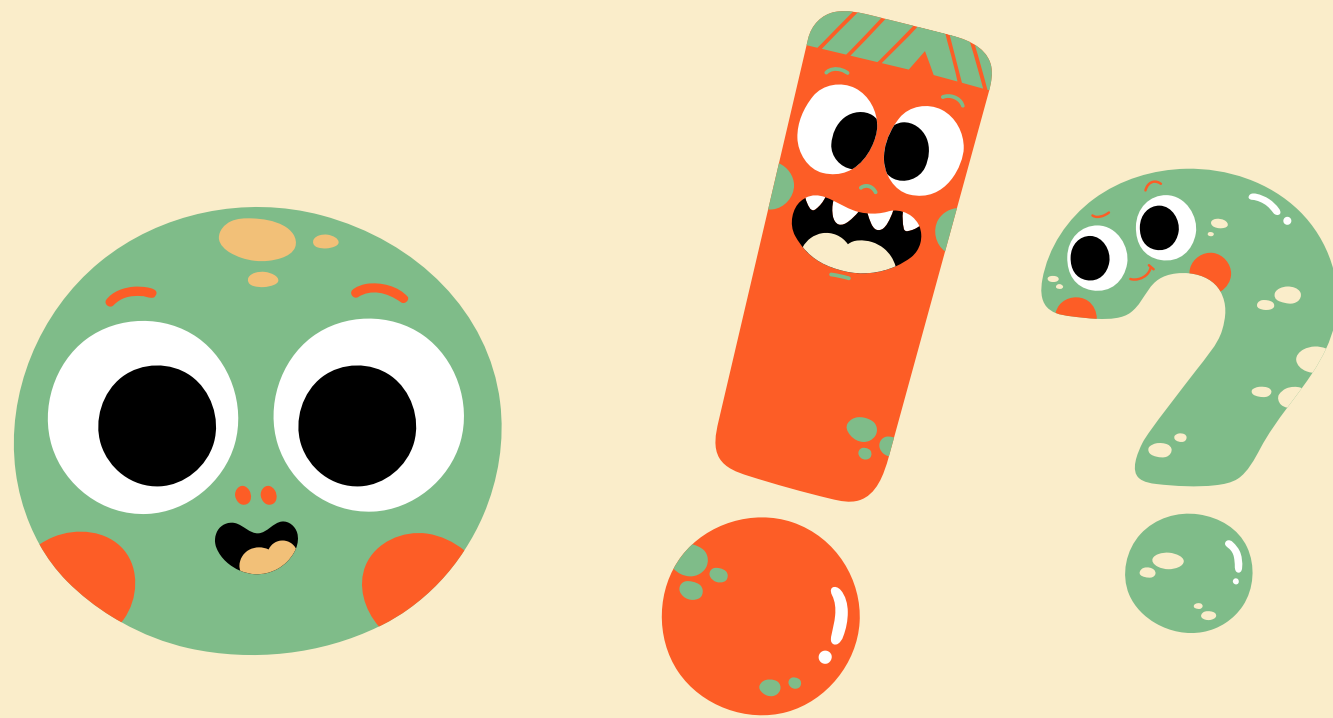
# PUNCTUATION

**PERIOD, QUESTION MARKS, EXCLAMATION  
MARK and QUOTATION MARK**



# WHAT IS PUNCTUATION

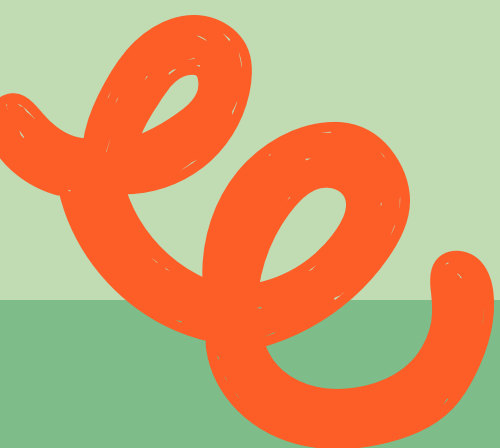
Punctuation refers to the symbols or marks used in writing to help make meaning clear.



## **Punctuation helps:**

- Show where sentences begin and end
- Express feelings (happy, excited, confused)
- Make writing easy to understand
- Organize thoughts and avoid confusion






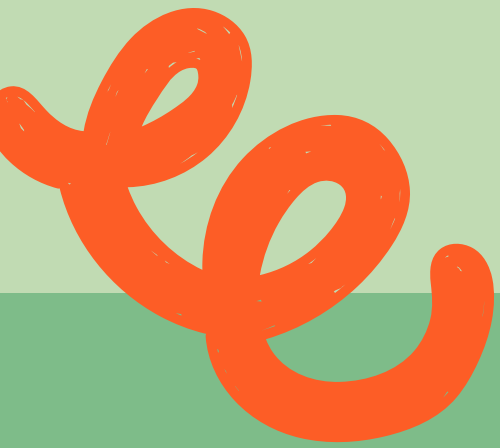
# THE POWER OF PERIOD



## PERIOD (.)

It is a small dot-shaped punctuation mark  that is used at the end of any sentence that is intended to make a statement, or a request or a command. Use period(.) also in abbreviations and sentences enclosed in a quotation mark.





# THE POWER OF PERIOD



## **Ex. Statements:**

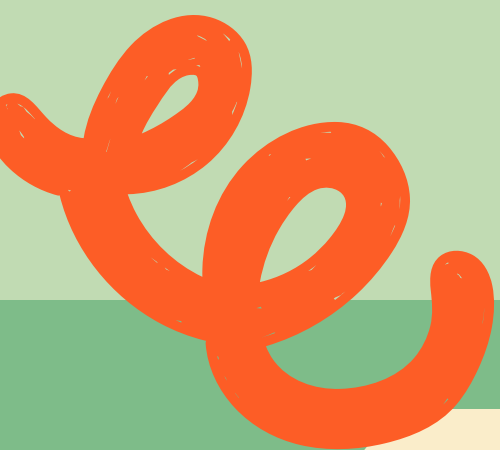
1. My cat wakes me up every morning.
2. There's a new color for taxis plying on our streets today.



## **Instruction/Command/Request:**

1. Lock all doors when you go leave the house.
2. Kindly, tell the neighbors to clean their area.





# THE POWER OF PERIOD



## ABBREVIATIONS

Most common abbreviations end with a period. But if abbreviations are in capital letters, let us say they are an Acronyms, no need to put period if they do not spell out another word. But, if they are pronounced individually, then you may/may not insert periods. If abbreviations are in small letters, you need to put periods in them, except these words (mph, rpm) and metric measurement abbreviations (ml, gm)



# THE POWER OF PERIOD



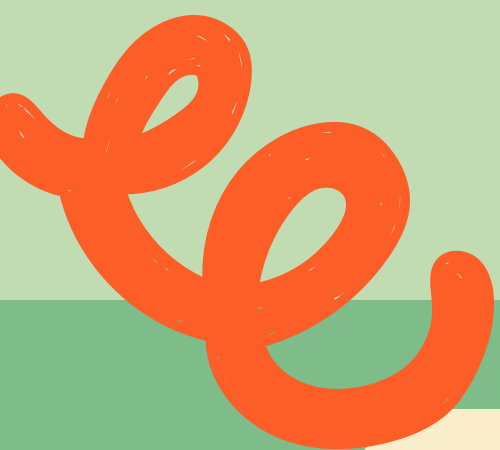
**Most common abbreviations end with a period.**



Ex. Common abbreviations: Mr. Reyes, Gov. Gwen Garcia

**Periods can also be used in sentences that contain an indirect question.**

Ex. Her aunt asked me if her niece could go with us.



# THE POWER OF PERIOD



**Latin abbreviations need periods. (e.g., i.e., etc., vs.)**

**Abbreviations for months need a period. (Jan., Feb.)**

**Abbreviation for countries and locations need a period.**

Ex. Philippines – Phil.

**Decimal points need also a period. (96.3)**

**File extensions and web domains need also a period.**

Ex. URL: `www.domain_name.com`



# THE POWER OF PERIOD



**Periods are also put inside quotation marks whether or not they are part of the quotations.**

Ex. Marie said, "I want to fight for children's rights." Marie said that "fighting" for children's rights is part of her advocacy."

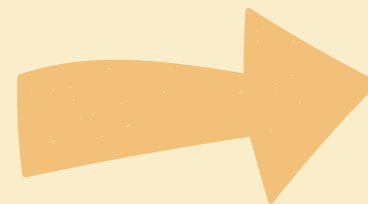


# THE CURIOUS QUESTION MARK



## Remember

A question mark is a punctuation mark used at the end of a sentence that asks a question.



## USAGE

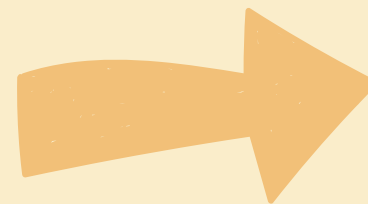
- Used after direct questions
- Not used for statements or commands

# THE CURIOUS QUESTION MARK



## Remember

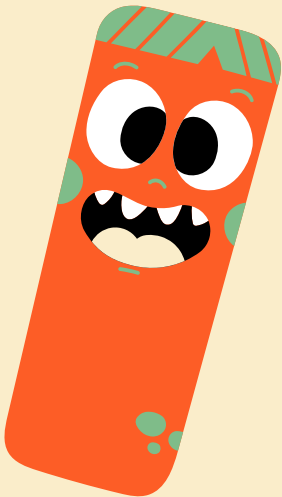
A question mark is a punctuation mark used at the end of a sentence that asks a question.



## EXAMPLES

- What is your name?
- Are you coming with us?
- Did you finish your homework?

# THE EXCITING EXCLAMATION MARK (!)



## Remember

An exclamation mark is a punctuation mark used to show strong feelings such as surprise, excitement, anger, or joy.

Wow!  
That was amazing!

## USAGE



Put at the end of an exclamatory sentence

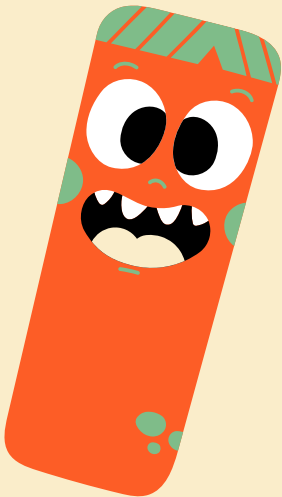


Used to show strong emotion or a command



Do not overuse it in formal writing

# THE EXCITING EXCLAMATION MARK (!)



## Remember

An exclamation mark is a punctuation mark used to show strong feelings such as surprise, excitement, anger, or joy.

Wow!  
That was amazing!

## EXAMPLE

Showing emotions

- Wow! That was amazing!
- I can't believe it!
- Watch out!

Commands:

- Stop!
- Hurry up!

# THE TALKING QUOTATION MARKS (" ")

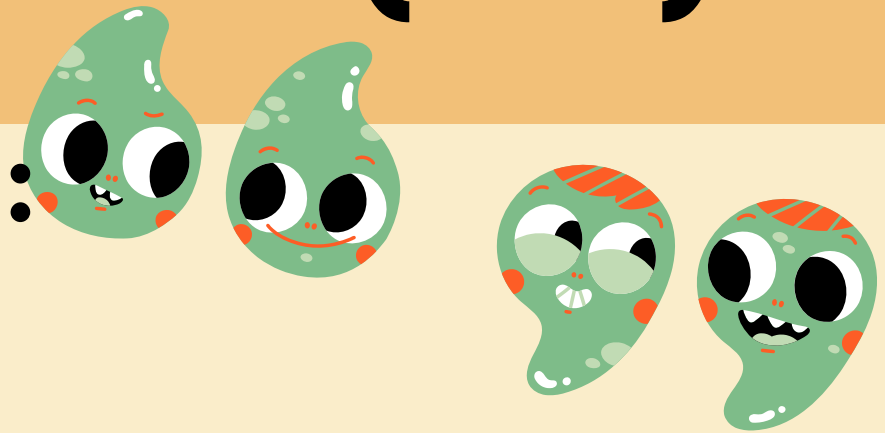
## Remember

Quotation marks (" ") are punctuation marks used to show someone's exact words or to highlight titles and special words in writing.



# THE TALKING QUOTATION MARKS (" ")

## USAGE OF QUOTATION MARKS:



### To show direct speech or a person's exact words

Place quotation marks around the words someone actually said.

**Example:** She said, "I love reading mystery novels."

### To quote a sentence or phrase from a text

Used when citing someone's exact words from a book, article, or source.

**Example:** The teacher said, "Honesty is the best policy."

# THE TALKING QUOTATION MARKS (" ")



## **For titles of short works**

Use quotation marks for titles of short stories, poems, articles, songs, or episodes:

### **Example:**

We read "The Road Not Taken" in class.

My favorite song is "Let It Go."

## **To highlight special or unusual words**

Use quotation marks to show that a word is being used in a special way or ironically.

### **Example:**

He said he was "too busy" to help, but he was just watching TV.

The word "brave" can have many meanings.

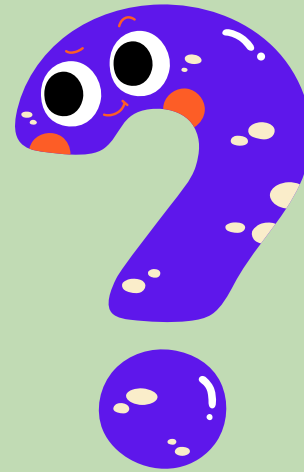


# MEET THE PUNCTUATION MARKS!



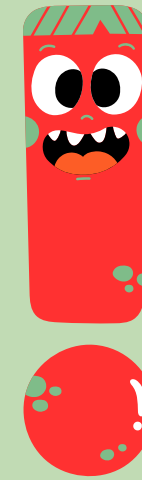
Period

Ends a sentence.



Question Mark

Shows a question.



Exclamation Mark

Shows excitement  
or surprise.





# PUNCTUATIONS

**Comma, Colon, and Semicolon**



A decorative sidebar on the left side of the slide, set against a dark blue background. It features various colorful punctuation marks: a large light blue question mark, an orange diagonal line, a light blue circle, a pink comma, a purple horizontal bar, a yellow opening parenthesis, a yellow closing parenthesis, and a green exclamation mark.

# Learning Outcomes

At the end of this lesson, you are expected to:

- explain how the comma, colon, and semicolon are used in sentences; and
- use these punctuation marks correctly in constructing sentences.

**Topic 1**

**Comma**

**Topic 2**

**Colon**

**Topic 3**

**Semi colon**

# COMMA



This is just a short pause, unlike a period. Comma has many uses.

Use comma to **separate compound** sentences joined by coordinating conjunctions (for, and, but, yet....)

Ex. Jeepneys are not yet allowed on our streets these times, **but** traffic is still heavy.

Ex. I wanted to go to the park, **but** it started to rain.

# COMMA



This is just a short pause, unlike a period. Comma has many uses.

Use comma to separate **dependent clause** at the beginning of a sentence indicated by subordinating conjunction from independent clause in a **complex sentence**.

Ex. **After** the rain subsided, people gathered outside to look at the rainbow.

Ex. **Even though** catching a ride is difficult, I still want to go out.

# COMMA



This is just a short pause, unlike a period. Comma has many uses.

Use comma to set off non-essential words, clauses and phrases in a sentence. Non-essential words are usually clauses that are placed in the sentence, which can not affect the meaning of the sentence if they are taken from it.

Ex. The company, **which developed the vaccine**, applies for BFA approval.

Ex. The student, **who helped an old woman**, is given a medal.

# COMMA



This is just a short pause, unlike a period. Comma has many uses.

Use comma after certain words that introduce a sentence, such as **well, yes, hello, hey, etc**

Ex. **Yes**, I did see him an hour ago walking down the streets.

Ex. **Yes**, I would love to join you for lunch.

Ex. **Well**, I'm not sure if that's the right answer.

# COMMA



This is just a short pause, unlike a period. Comma has many uses.

Use comma to set off the **name, nickname, term of endearment or title** of a person directly addressed.

Ex. Okay, **dear students**, let's do it.

Use comma to set off the **day of the month from the year**, and put one after the year also.

Ex. We are invited to attend the wedding this Saturday, **October 24, 2020**.

# COMMA



This is just a short pause, unlike a period. Comma has many uses.

Use comma to introduce or interrupt **direct quotation**.

Ex. The teacher said, "Don't be late in your classes."  
"Are you sure," I asked, "Don't you care?"

If the quotation comes before **he said, she wrote, they reported, she insisted**, end the quoted material with a comma even if it is only a word.

Ex. "I must go on," she said. "Continue," she insisted.



# COMMA



This is just a short pause, unlike a period. Comma has many uses.

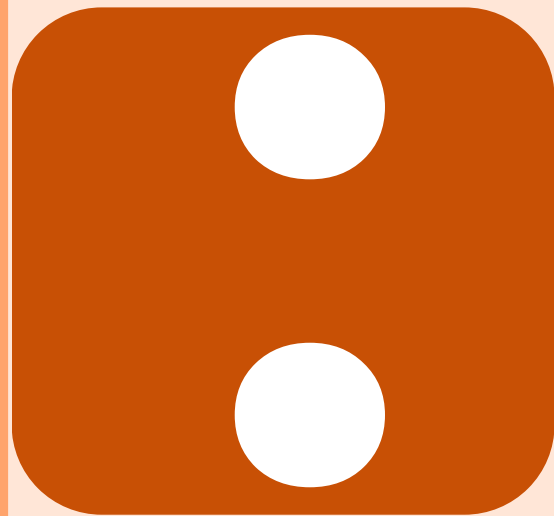
Use a comma to separate a **statement** from a question.

Ex. She does appear today, doesn't she?

Use comma to enclose **degrees or titles** used with names.

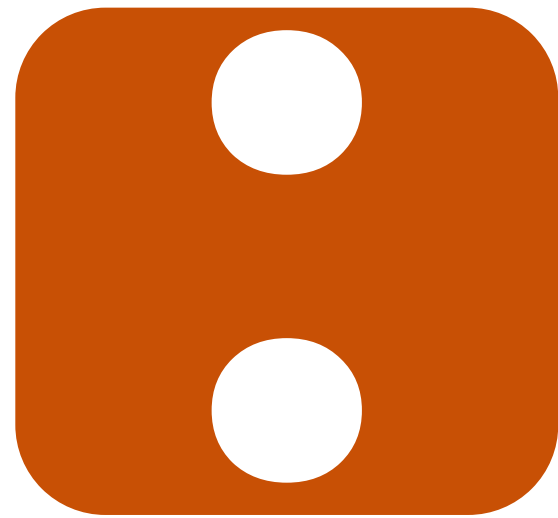
Ex. Leonor Briones, DepEd-Secretary, is here.

# COLON



It introduces an element or series of elements that illustrates or amplifies the information that preceded the colon. Think of the **colon** as a flashing arrow that points to the information following it. When a **colon** appears in a sentence, it actually gives the impression of “as follows,” “which is/are,” or “thus.” It shows **lists** or it signals further **clarification**.

# COLON



Ex. These are my Christmas lists: end of the pandemic, healing of the sick, and world peace.

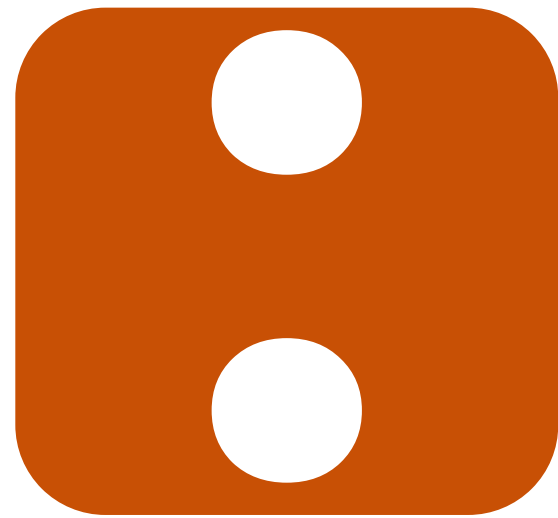
Ex. We have two options here: follow the health protocols or get infected with the virus.

Colon can also introduce **quotations**.

Ex. Bishop Villegas ended his homily: "A country without God cannot survive."



# COLON



Colon can also introduce **quotations**.

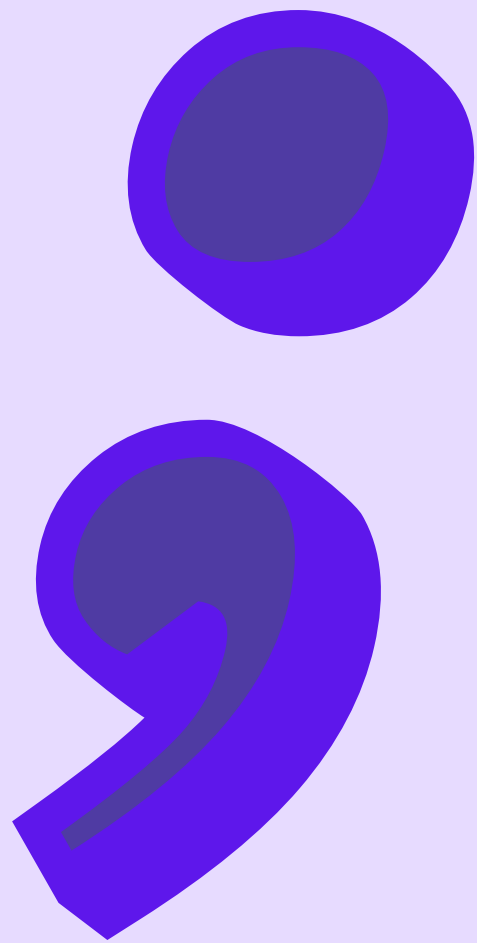
Ex. Bishop Villegas ended his homily: "A country without God cannot survive."

Colon can also introduce **two independent clauses**, in which the **second clause** is being emphasized.

Ex. Scientists discover subterranean lakes in Mars: these lakes are salty.  
Covid virus changes our educational system: the introduction of blended learning which comprises the Deped's learning continuity plan.

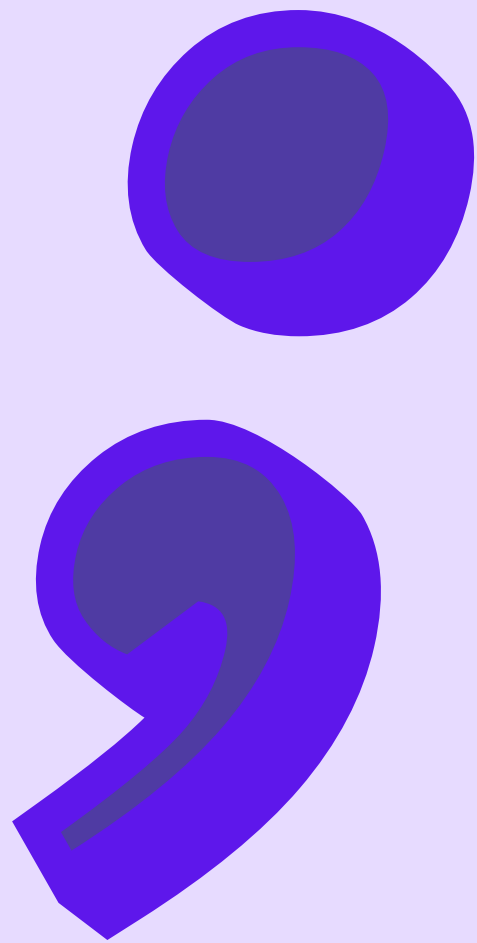


# SEMI COLON



Semi colon is used to link into a single sentence **two independent clauses** that are closely related in thought. These independent clauses are connected by **conjunctive adverbs** (moreover, nevertheless, etc.) and **transitional devices**.

# SEMI COLON



Ex. Public utility vehicles are not allowed to ply the city streets due to Covid-19 restrictions; hence, commuters experience difficulty in catching a ride.

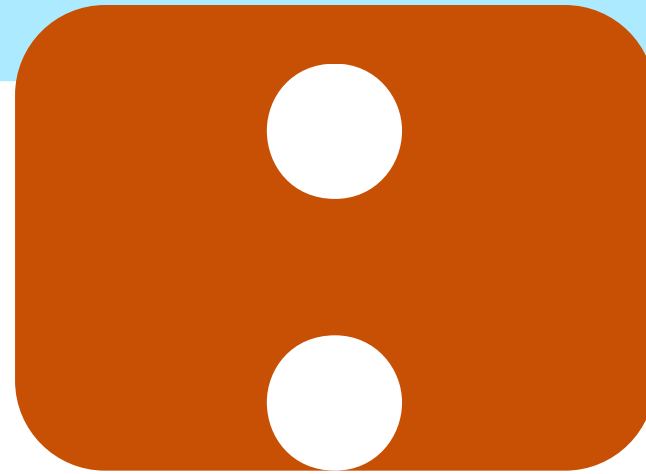
Ex. People with pre-existing illnesses are prohibited from going out; likewise, they are told to observe always minimum health standards.

# Review



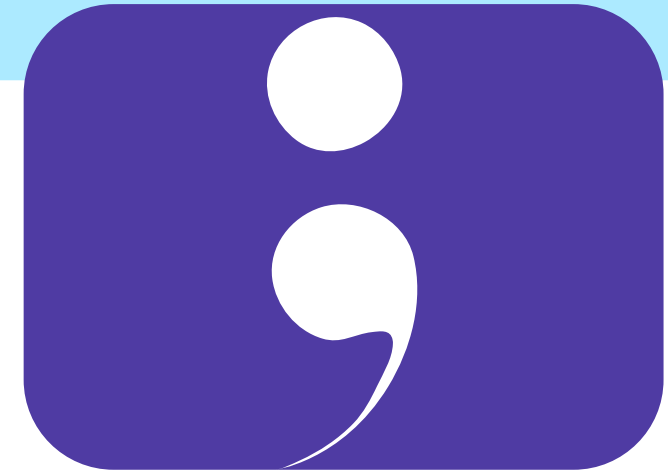
## COMMA

Indicates a pause in a sentence, either between phrases, clauses, or items in a list



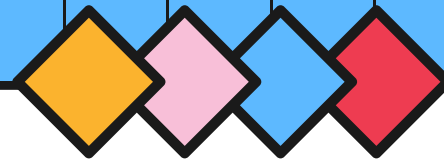
## COLON

Used to introduce a list, explanation, or example.



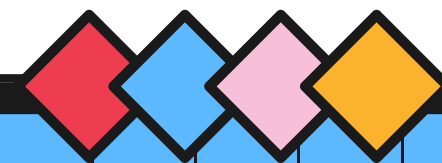
## SEMI COLON

Used to join two related sentences or to separate items in a list that already has commas.



# **ROLE OF SENTENCES IN IMPROVING PUNCTUATION SKILLS**

Language and Grammar Lesson





# TYPES OF SENTENCES

## COMPOUND SENTENCE

- ◆ **Definition:**  
A compound sentence is made of two or more independent clauses joined by a coordinating conjunction (FANBOYS: for, and, nor, but, or, yet, so) or a semicolon.
- ◆ **Punctuation Rule:**  
Place a comma before the coordinating conjunction when joining two independent clauses.

# EXAMPLES

- ✓ She loves books, and she reads every day.
- ✓ I was hungry, so I made a sandwich.
- ✓ He wanted to go, but he was too tired.

# EXAMPLES

- ✓ He was tired, yet he kept working.
- ✓ The sun was shining, so we went for a walk.
- ✓ You can choose vanilla, or you can get chocolate.

# EXAMPLES

- ✓ I don't like loud music, nor does my sister.
- ✓ They trained every day, and they finally won.
- ✓ I tried calling you, but there was no signal.

# TYPES OF SENTENCES

## COMPLEX SENTENCE

- ◆ **Definition:**

A complex sentence has one independent clause and at least one dependent clause joined by a subordinating conjunction (because, although, since, when, if, etc.).

- ◆ **Punctuation Rule:**

Use a comma after a dependent clause that comes before the main clause.

# EXAMPLES

- ✓ **Although** she didn't feel well, she went to school.
- ✓ You can't go out unless you finish your homework.
- ✓ I'll go to the party **if** I finish my project.

# EXAMPLES

- ✓ **Although** it was noisy, she continued studying.
- ✓ We stayed inside **because** it was raining.
- ✓ **When** the bell rang, the students left the room.

# EXAMPLES

- ✓ **Since** we left early, we avoided traffic.
- ✓ He reads a book **whenever** he has free time.
- ✓ **While** I was cooking, the phone rang.



# **FIXING RUN ON SENTENCES**

## **WHAT IS RUN-ON SENTENCE?**

A run-on sentence occurs when two or more independent clauses are joined incorrectly, without proper punctuation or conjunctions.

# **FIXING RUN ON SENTENCES**

## **HOW TO FIX RUN-ONS?**

- ◆ Use a coordinating conjunction with a comma.
- ◆ Use a subordinating conjunction to create a complex sentence.
- ◆ Use a semicolon if the clauses are closely related.

# EXAMPLES

Original run-on + corrected version using compound or complex structure

✓ **Run-on:** She was late she missed the bus.

**Fixed:** She was late, so she missed the bus.

✓ **Run-on:** I like apples I don't like bananas.

**Fixed:** I like apples, but I don't like bananas.

# EXAMPLES

Original run-on + corrected version using compound or complex structure

✓ **Run-on:** The dog barked the baby woke up.

**Fixed:** The dog barked, and the baby woke up.

✓ **Run-on:** We ran out of time we stopped working.

**Fixed:** Because we ran out of time, we stopped working.

# EXAMPLES

Original run-on + corrected version using compound or complex structure

- ✓ **Run-on:** He didn't bring an umbrella it started raining.  
**Fixed:** He didn't bring an umbrella, and it started raining.
- ✓ **Run-on:** They studied all night they passed the test.  
**Fixed:** They studied all night, so they passed the test.

# EXAMPLES

Original run-on + corrected version using compound or complex structure

- ✓ **Run-on:** I saw the lightning I heard the thunder.  
**Fixed:** I saw the lightning when I heard the thunder.
- ✓ **Run-on:** She forgot her ID she couldn't enter.  
**Fixed:** Since she forgot her ID, she couldn't enter.

**THANK  
YOU!**

