



**CHANDIGARH
UNIVERSITY**

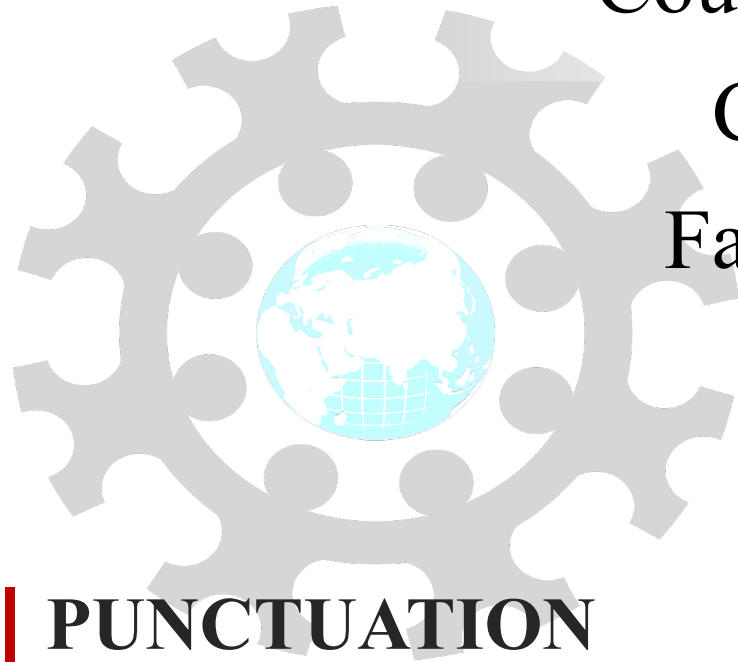
Discover. Learn. Empower.

University Institute of Liberal Arts and Humanities

Course Name – Communication Skills

Course Code – 20UCT-141/191

Faculty Name: Ms Shefali Sharma



PUNCTUATION

DISCOVER . **LEARN** . EMPOWER

COURSE OBJECTIVES

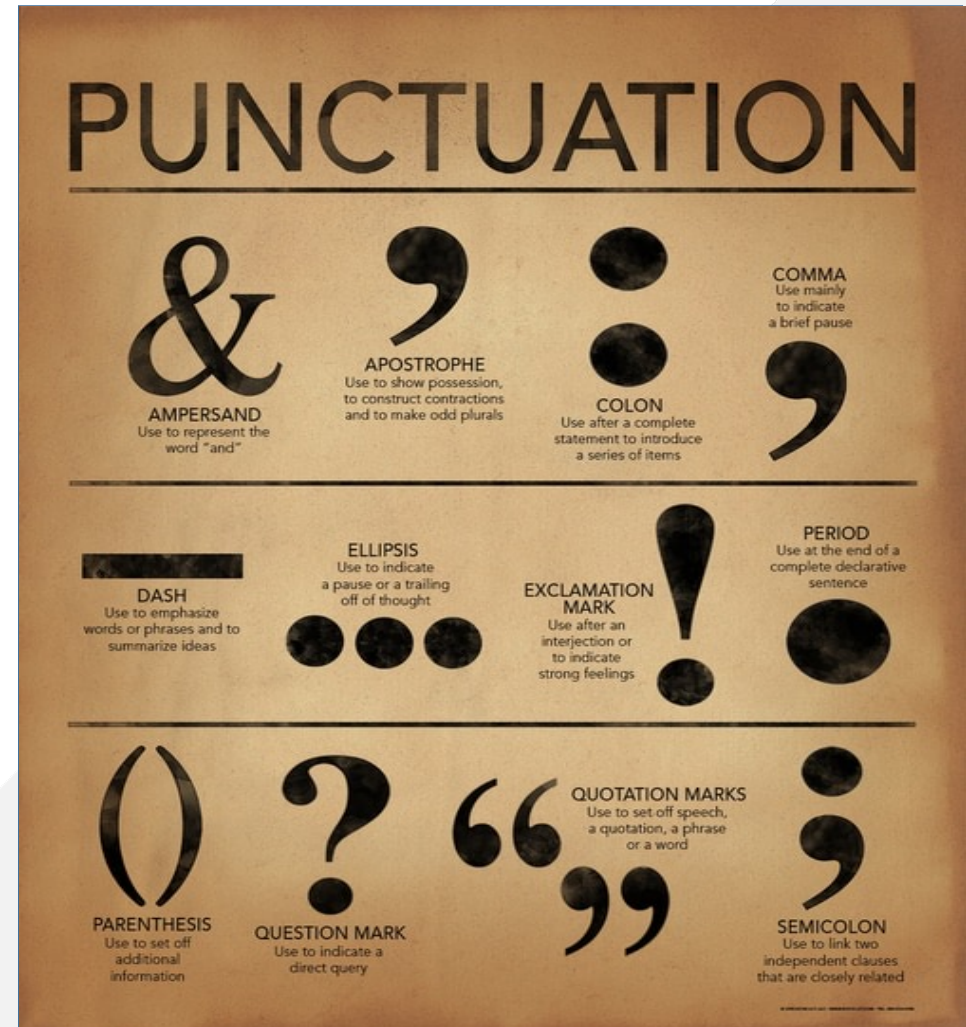
The Course aims to:

1	Augment student's overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.
2	Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations
3	Build exceptional speaking and writing skills by correcting grammatical errors and pronunciation through practice.

COURSE OUTCOMES

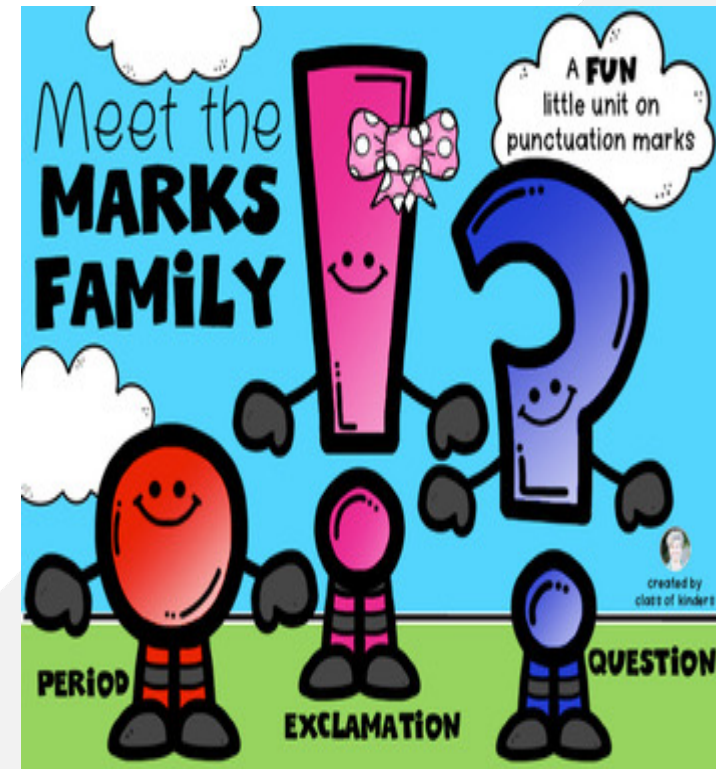
On completion, the students are expected to

CO Number	Title	Level
CO1	Produce correct contextual written text and speech in a wide range of communication situations.	Apply
CO2	.Write original short compositions, in the form of paragraph writing, business correspondence, blogs etc. through logical support and argument	Analyze
CO3	Demonstrate linguistic competence through accuracy in grammar, pronunciation and vocabulary.	Apply



Punctuation

- Punctuation marks are symbols that indicate the structure and organization of written language, as well as intonation and pauses to be observed while reading and writing.



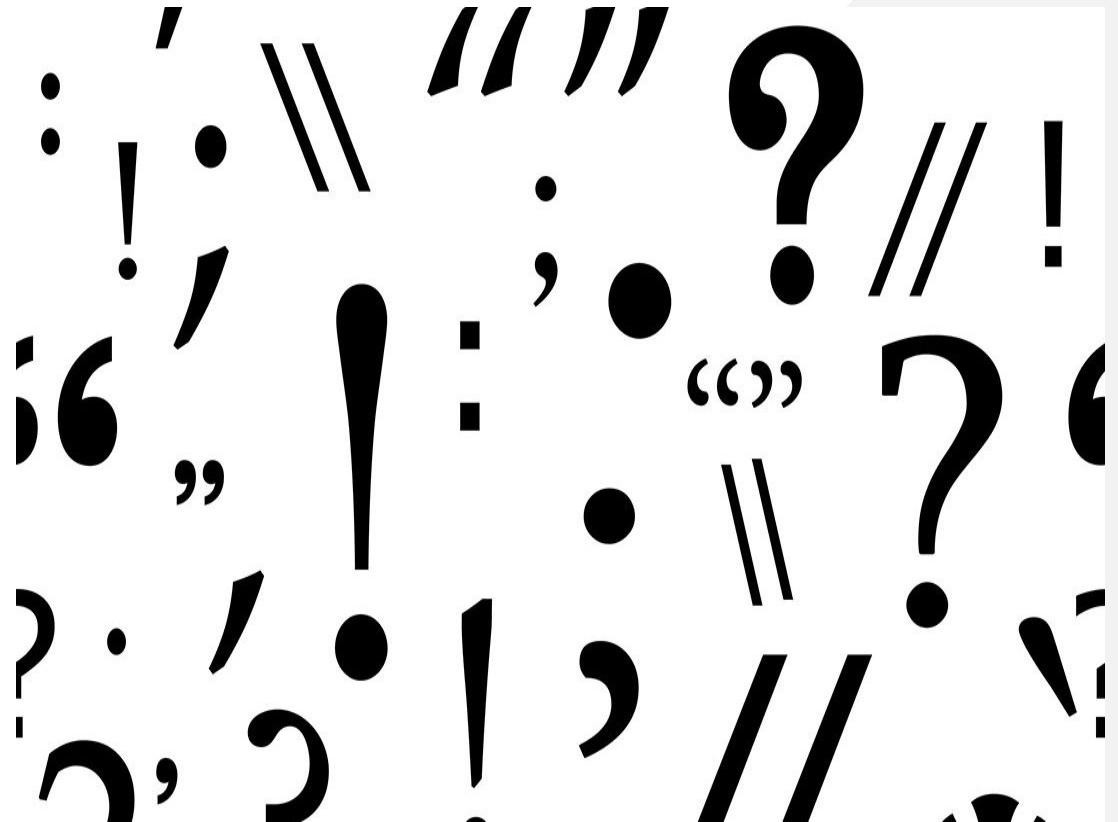
Power of Punctuation

A comma here or there can make the whole difference. Punctuation is vital to disambiguate the meaning of the sentences.

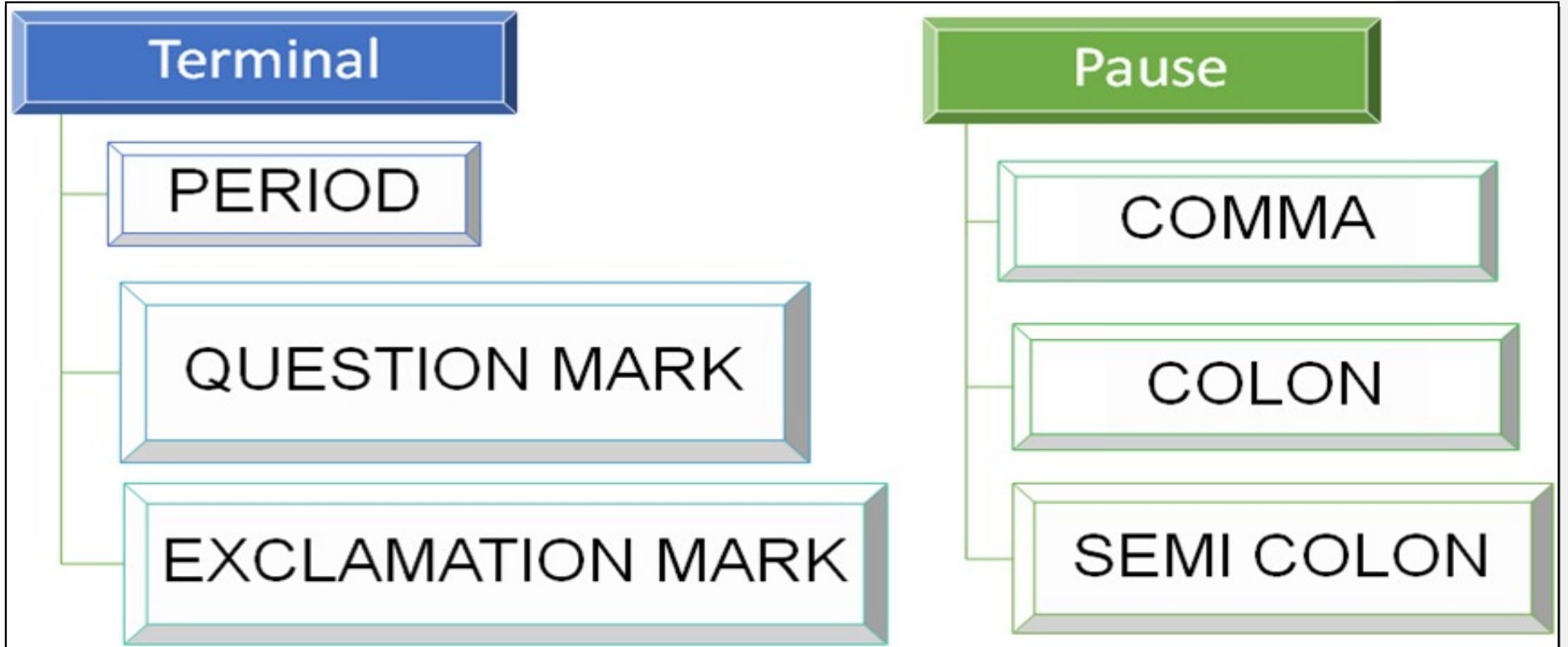
- “A woman without her man is nothing.”
- “A woman without her man, is nothing”
- “A woman: without her, man is nothing.”

Types of Punctuation

- Period/Full Stop
- Question Mark
- Quotation Marks
- Comma
- Semi Colon
- Colon
- Exclamation Mark
- Parenthesis



Terminal and Pause Kind of Punctuation Mark



Poll Question

Q. Punctuation is used in writing to establish clarity, tone, meaning and structure.

- YES
- NO

Period (.)

- Full stop or period is used to mark the end of sentence.
- To show the shortened form of a word for example: exam.
- Used at the end of an abbreviation for example: Dr.
- Commands or requests are usually followed by a period. For example. Please give me a glass of water.

Question Mark(?)

- Question mark is used only after a direct question. Example: When will the train arrive?
- Use a question mark when the sentence is half statement and half question. Example: You do care, don't you?

Exclamation Mark (!)

- Exclamation point demands attention. Use it for emphasis, usually to show surprise or some strong emotion. **Example: Hurray!**
- You have performed excellently!
- I'm truly shocked by you behaviour!
- What a beautiful day!

Comma (,)

- Comma is used to separate words and items in the list.
Example: She has two dogs, two cats and three birds in her house.
- To show pause in sentence or reading. Example: Yesterday, as I was jogging, I saw a big snake.
- Before inverted commas of actual words spoken. Example: He told us, “the world is round.”
- To join the dependent clause with the independent clause.
Example: Because of rains, our flight was delayed.

Semi Colon(;

- Semi colon used to combine closely related sentences. For example: I have a big test tomorrow; I cant go out tonight.
- Used between independent clauses.
For example: I have finished the main course; now I have to make desert.

Colon (:)

- Colon is used before a list that is introduced by a complete sentence.
- To introduce the effect and logical consequence of an action.
Example: There could only one way he could win: he had to cheat.
- To separate chapter and verse in scripture
Example: The Sunday school class studied James 4:10
- To separate hours from minutes
Example: Our soccer game starts at 7:30

Quotation Mark(“ ”)

- Quotations are used to show the beginning and end of the reported speech.

Example: “Turn on the light”, she said to me.

- To show a quoted word, phrase or title.

Example: “Sons and Lovers” is a novel by D.H. Lawrence.

Parentheses ()

- Use parentheses to enclose words or figures that clarify or are used as an aside.

Example: I expect five hundred dollars(\$500).

- Used to provide set off dates, provide reference information, and to enumerate a list.

Example:(1470-1570)

Apostrophe (')

- Used to show that numbers or letters have been left out.
Example: '86 (1986), Don't (do not)
- To show that something belongs to someone or something.
Example: John's mother, Charle's book.
- To show ownership when the word is a plural and ends in s, es or ies.
Example: The girls' dresses are orange.

Test Your Knowledge

- Your's faithfully.
- I don't feel well today, Adam said.
- I pulled my own tooth out
- She had long beautiful hair.
- For my birthday, I had cake, ice cream, candy, pop and snow cones.
- Have you finished writing
- In the words of Murphy's Law Anything that can go wrong will go wrong.

Answers

- Yours faithfully
- “I don’t feel well today”, Adam said.
- I pulled my own tooth out!
- She had long, beautiful hair.
- For my birthday I had: cake, ice cream, candy, pop and snow cones.
- Have you finished writing?
- In the words of Murphy’s Law: Anything that can go wrong will go wrong.

Read This Aloud

Punctuation Rap

Punctuation rap is a game we play.
It's fun to do, and we can learn that way.

Take the period, the period; he's not hard to understand.
You'll find him at the end of a sentence or command.
He marks abbreviations, shortens words that are long.
Don't forget the period, he's small but strong.

Question mark, question mark, what did you say?
He follows a question, that's the only way.

Wow! Awesome! Rad! Hurray!
The exclamation point is next; he's got something to say.
He follows something loud, he's excited to play.
Don't use him too much, he won't be special that way.

The comma is next, he is used a lot
He can separate a list of some groceries you bought
You'll find him in the middle of the year and the date,
Between two adjectives, or a city and state.

You can join two sentences with a "but" or an "and"
Just remember the comma, he will give you a hand.
There is one more place that our comma has been,
He comes after a clause that tells you when.

The dash-the dash-he's here, then he's gone.
If you need to make a pause, then you bring him along.

Quotation marks are noseey. They have no reservations
About hanging around in any conversation,
You must put quotes around a thing that is said,
And also a poem or a story you've read.

The colon likes to show a list that will come,
His brother, the "semi" will not be outdone.
The semicolon joins two sentences with no, and
If you have too many commas, he can take a stand.



Just a Reminder

Let's eat grandpa.
Let's eat, grandpa.

**Correct punctuation can
save a person's life.**

SexCigarsBooze.com

memecenter.com

Applications

- Students will learn what are various punctuation marks.
- Students will learn how to use punctuation marks in reading and writing skills.
- It will enhance their expressing skills in a more rhetoric manner.

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Tests - 2
- Assignments
- Surprise Test
- Quiz
- Student Engagement
- End Semester Exam

References

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THANK YOU

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