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Punctuation rules with examples pdf

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How is …? or What is … like? If or when? If or whether? Ill or sick? Imply or infer? In the way or on the way? It’s or its? Late or lately? Lay or lie? Lend or borrow? Less or fewer? Look at, see or watch? Low or short? Man, mankind or people? Maybe or may be? Maybe or perhaps? Nearest or next? Never or not … ever? Nice or sympathetic? No doubt or without doubt? No or not? Nowadays, these days or today? Open or opened? Opportunity or possibility? Opposite or in front of? Other, others, the other or another? Out or out of? Permit or permission? Person, persons or people? Pick or pick up? Play or game? Politics, political, politician or policy? Price or prize? Principal or principle? Quiet or quite? Raise or rise? Remember or remind? Right or rightly? Rob or steal? Say or tell? So that or in order that? Sometimes or sometime? Sound or noise? Speak or talk? Such or so? There, their or they’re? Towards or toward? Wait or wait for? Wake, wake up or awaken? Worth or worthwhile? Nouns, pronouns and determiners Determiners Nouns Noun phrases Pronouns Pronouns Each other, one another Everyone, everybody, everything, everywhere It Gender No one, nobody, nothing, nowhere One One and one’s Pronouns: personal (I, me, you, him, it, they, etc.) Pronouns: possessive (my, mine, your, yours, etc.) Pronouns: reflexive (myself, themselves, etc.) Pronouns: indefinite (-body, -one, -thing, -where) Pronouns: one, you, we, they Relative pronouns Questions: interrogative pronouns (what, who) Someone, somebody, something, somewhere That Quantifiers A bit All Any Both Either Enough Least, the least, at least Less Little, a little, few, a few Lots, a lot, plenty Many More Most, the most, mostly Much, many, a lot of, lots of: quantifiers No, none and none of Plenty Some Some and any Question words How What When Where Which Who, whom Whose Why Using nouns Prepositions and particles Using English Collocation Functions Numbers Dates Measurements Number Time People and places Place and movement Abroad Away and away from Back Inside Nearby Outside Up Politeness Reported speech Sexist language Spoken English Types of English Useful phrases Writing Verbs Tenses and time Verb forms Verb patterns Phrasal verbs and multi-word verbs Passive voice Modal verbs and modality Conditionals and wishes Using verbs Table of irregular verbs Words, sentences and clauses Word classes and phrase classes Word formation Word order and focus Conjunctions and linking words Clauses and sentences Relative clauses Negation Negation Neither, neither … nor and not … either Not Neither, neither … nor and not … either Not Forming negative statements, questions and imperatives Negation: two negatives Negative clauses with any, anybody, anyone, anything, anywhere Negation in non-finite clauses Negative prefixes and suffixes Negative adverbs: hardly, seldom, etc. Negation: emphasising Negation of think, believe, suppose, hope Questions change the message of the whole sentence. Broadly speaking, there are 14 Punctuation Marks listed in English Grammar. They are the period (full stop), question mark, exclamation point/mark, comma, semicolon, colon, dash, hyphen, parentheses, brackets, braces, apostrophe, quotation marks, and ellipses. We shall have a discussion on the selected ones that we use in our regular writing and need to master. Before we step ahead to understand their usage, we must acknowledge the fact that it is Punctuation actually which transforms our words into standard and correct structure-syntax or sentences. Without Punctuation Marks, any piece of writing shall fail to convey the intended meaning. It is like integrating the Writer into the writing. We know that we cannot get into the pages and convey the words in the same tone and mood that we have while communicating things orally. This is a valid limitation. But the alternative is to insert appropriate Punctuations and convey to the reader what actually is being said. The Punctuation Marks functions like ‘Gears’ and regulate the speech in the written form. The end of a thought is conveyed by a ‘period or full stop’ and the interrogative tone of a statement gets a ‘question mark’ in the written version. Similarly, the excitement/unusualness is evident through an ‘exclamation mark’ whereas a quoted version is presented in “Quotation Marks”. Punctuation Marks are like the Notations of Music. Once you understand that there has been an intention in using these marks, you can present the text into an impressive speech. I am reminded of a poem by Ernest Hemingway that is written in blank verse and see what it has as its text: " " ! : , ., , , ., ; ! , 1916 Let’s Master the Use of Punctuation Marks! The Full Stop . The Comma , The Dash __ The Hyphen - The Question Mark ? The Exclamatory Mark ! The Inverted Commas “ ” The Semi-Colon ; The Colon : The Brackets ( ) { } [ ] The Apostrophe ’ The Slash Or Oblique / Note: Oxford Dictionary describes Punctuation - /pʌŋ(k)tʃʊˈeɪʃ(ə)n/ - as the marks, such as full stop, comma, and brackets, used in writing to separate sentences and their elements and to clarify meaning. The Full Stop/Period A Sentence is the Expression of a Complete Thought! When we complete a thought while speaking, we pause and when we write the same thought, we end it with a full stop/period. A Sentence can be as long as the thought is. But, the placement of the full stop means completion of the sentence, per se, the thought. There are three major principal uses of the full stop: To indicate the end of a sentence To indicate that a word has been printed in its abbreviated form To show (when used in a series like this … that a word or section of words has been omitted from a piece of writing The Comma The comma is mainly used To separate items in a series or list Example: I have purchased two kilos of mangoes, five kilos of tomatoes and milk. To separate phrases and clauses Example: If it doesn’t rain tomorrow, we will go for a picnic. He searched for the book, but couldn’t find it anywhere. To separate question tags from the rest of the sentence Example: You get my point, don’t you? To separate certain words like however, moreover, in addition to, in short, in fact, of course, firstly, secondly, etc. Example: It was raining heavily. However, he was determined to cross the river. to separate spoken part of the text from the unspoken part Example: “This is really interesting,” she exclaimed. when words or phrases are used in direct address Example: “Sir, I’m terribly sorry to be late.” After the words like Yes, No, Oh, Ah, etc Example: Yes, I agree with you. The Dash Dash can be used instead of a comma, a colon or a semicolon. It is mainly used to tell the reader that a group of words has been added to a previous group as a kind of an afterthought or to show that a group of words has been inserted again as a sort of last minute change of structure in a sentence. Example: The solution− if it is a deemed solution− is to get your tenant out of the house, as soon as possible. The Hyphen The hyphen and the dash look alike. But in the printed matter the hyphen is made shorter than the dash. The hyphen is used to join two or more words and make a compound word Example: green-room hand-towel tooth-paste mother-in-law * There is no clear rule or guideline to help us to decide which words are hyphenated and which can be used as a single word. For example, antifreeze biannual dining room blackbird The Question Mark The question mark is used as a punctuation mark to show that a direct question has been asked whether in direct speech enclosed within inverted commas or as a part of a passage of writing. Example: “What do you think I should wear for the party tonight?” asked Seema. Question Mark, Full Stop/Period and Exclamation Mark are considered the 'End Punctuations' as they end the sentences. The Exclamatory Mark The exclamatory mark is used to exclaim over something- a dramatic confession, a warning, an expression of anger, joy etc. It is used by writers to convey an emotion to the reader. An exclamatory mark is used after a strong imperative sentence Example: Keep quiet! after the words expressing anger, joy, surprise, sorrow, etc Example: What a victory! Oh, that was a terrible accident! What a wastage of money on these elections! The Inverted Commas or the Quotation Marks Inverted commas tell the reader what lies between them is direct speech. When we reproduce the words of a speaker as said originally, the speech is in the Inverted Commas. They are also used to enclose words of special significance for the writer. Example: “Let me discuss this with your father first.” or Rajesh said, "It is easy to understand the Punctuation Marks." The Semi-Colon The semicolon is stronger than a comma but weaker than a full stop. It is used between two independent clauses that are linked. The main function of the semicolon is to create a sequence of ideas made up of several clauses – usually connecting main clauses- as a single sentence. Example: He checked through the heap of bank statements; he then re-checked the list of suppliers to whom he owed money; beyond all doubt, he was bankrupt! The Colon The colon is used to indicate that there is a list Example: The diet includes four main types of food: cereals, leafy vegetables, fruits, and fish. It is also used to introduce a piece of information Example: He put his hand in his jacket pocket for his wallet: it wasn’t there. Brackets These are used to set off material that is not very closely related to the rest of the sentence. They usually give extra information. Example: The findings of the research (refer to Appendix 2) are quite surprising. Katrina (a hurricane) had a devastating effect on thousands of people. Parentheses (()) are curved notations used to contain further thoughts or qualifying remarks, according to your Dictionary. However, parentheses can be replaced by commas without changing the meaning in most cases. For example, John and Jane (who were the speakers on an annual day) both have red hair. Brackets are the squared off notations ([]) used for technical explanations. For example, yourDictionary.com uses them when you look up word definitions. At the bottom of each definition page, brackets surround a technical description of where the word originated. According to yourDictionary.com, braces ({}) are used to contain “two or more lines of text or listed items to show that they are considered as a unit.” They are not commonplace in most writing but can be seen in computer programming to show what should be contained within the same lines. Note: Generally, 'parentheses' refers to round brackets ( ) and 'brackets' to square brackets [ ]. However, we are more and more used to hearing these referred to simply as 'round brackets' or 'square brackets'. We shall also learn about the difference between parentheses, brackets, and braces. [{(Source: Education First)}] The Apostrophe The apostrophe is used to indicate possession. Example: Rahul’s book, Ritu’s mobile (s apostrophe= apostrophe mark + s with singular nouns) Boys’ school, students’ union (s apostrophe= apostrophe mark after the s with plurals) It is also used to indicate the omission of a letter in a word. Do not - don’t That is - that’s It is - it’s The Slash Or Oblique / The slanting line/stroke known as slash or oblique is most often used to represent exclusive or inclusive or, division and fractions, and as a date separator in writing. We also see the use of slash as a period sometimes in written poetry. The shift of lines is conveyed by the use of slash, i.e. the sun came/spoke of light to me/ the sun gave us fame/… It can also be used in a fraction, particularly involving large numbers, e.g. 67/89. A Backslash \ is used for programming/coding in computer languages. Capital Letters are also considered a part of Correct Punctuation. Capitals are used:(1) To begin a sentence.(2) To begin each fresh line of poetry.(3) To begin all Proper Nouns and Adjectives derived from them: as,Delhi, Rama, Africa, African, Shakespeare, Shakespearian.(4) For all nouns and pronouns which indicate the Deity; as, The Lord, He is the God.(5) To write the pronoun / and the interjection O. We learn English online to help us with our written and spoken communication. One of the most important parts of written English is punctuation. However, people can become very hung up on punctuation rules. The most important rule to remember is that punctuation is there to help the writer make their meaning clearer.When we speak, we use intonation, pauses, body language and volume to help make our listeners understand what we want to say. When we write, we use punctuation for the same purpose.When to use punctuation, and which type to use, can be confusing; here we look briefly at each example, then expand with more details and examples of the punctuation type’s use.Types of PunctuationThe table below lists the types of punctuation used in English. It shows what each punctuation mark looks like and explains its purpose in a sentence.Mark SymbolPurposeFull Stop.Called a period in the US, the full stop marks the end of a sentence. It suggests a long pause in the writing.Comma,A comma has two purposes; it can break up a sentence with a short pause between phrases and clauses, or be used to separate items in a list.Question Mark?This ends a sentence that is a question.Exclamation Mark!This is a way of showing that the sentence has drama, for example, surprise, anger, annoyance.Colon:Two uses for a colon. It is used to introduce a list, quotation or, sometimes, speech. Here, it suggests the speech is more important than usual. Or it can be used to show that the second clause in a sentence follows, or explains, the first.Semi Colon;Again, a semi colon can be used in two ways. It separates items in a list, where each item is made up from several words. More complicatedly, it works to show a pause in a sentence which is greater than a comma, but less than a full stop. This will be where there are two clauses of equal importance next to each other.Apostrophe’There are two, unrelated, apostrophes. The Possessive Apostrophe demonstrates when one noun belongs to another. The Contraction Apostrophe is used to show when letters are missed out.Speech Marks“These are used to show when words are either directly said, or directly quoted. Speech marks can be single or double, but frame the spoken or quoted words.Parenthesis( ), ,—There are three kinds of parentheses – brackets, commas and dashes. These surround extra information in a sentence.Ellipses…The ellipses have two purposes. Mostly, it is used to indicate a cliff hanger at the end of a sentence. It is also used to show that words have been missed out of a quote or direct speech.Hyphen–These are used to create a noun made up of two parts. They are gradually diminishing in use.More Detail and Examples with Punctuation MarksWe cheered on our team at the football stadium.Who won the game?They won at last!These three punctuation marks are, along with the ellipses, sentence enders. A sentence is a unit of meaning. It can be as small as one word (a sentence with special emphasis, for example: The family enjoyed my apple pie. Phew. Here, relief is indicated by the one word ‘Phew.’; with an exclamation mark, surprise would be indicated. A question mark would indicate that the audience has doubt about the outcome. It can be seen that punctuation marks which end sentences are there to help us understand the meaning intended by the writer.We need to buy apples, flour, sugar and butter to make our apple pie.In a list, a comma is used to separate each item except for the final two, which are usually separated with the connective ‘and’. However, there is one exception. If the final item in the list is meant to be emphasised, because it carries importance in the sentence, then the Oxford comma is used (before the ‘and’): He visited his parents, his sister, his brother, and his mother in law.After the match, we went for a drink in the pub.In normal use, the comma indicates a pause in the sentence. Usually, it separates clauses.I heard the commentator say: ‘Goaaaaallll!’Introducing a quote or speech is a technical use of the colon.I took my umbrella to the game: I did not want to get wet.Separating two clauses is for effect, to emphasise meaning. The colon introduces a pause into the sentence, which in turn, adds emphasis to the second half of the sentence.When we make our ice cream we need: some vanilla pods or essence; a tub of fresh, double cream; some caster sugar; four medium eggs and a pint of milk.The semi colon is rarely used for emphasis, but adds clarity to a list.I took my umbrella; the forecast was for rain.When separating two clauses, because the pause is shorter than for a colon, the second half does not carry additional emphasis.My team’s centre forward scored.How long with the apostrophe last? Its only function is to tell the reader whether the subject of a clause is singular or plural.I didn’t expect that!Again, the apostrophe is for clarity. The use of text speak is beginning to render it redundant. But not yet!“Yes, yes, yes,” I screamed “It’s there!”All words AND punctuation that is directly quoted, or said, sits within the speech marks. The only reason for single and double speech marks is to identify speech within speech. For example. “My favourite quote,” said John “is ‘To be or not to be,” from Hamlet.” However, although both forms are correct, they should be used consistently within a particular piece of writing.Johnson (aged 43) is the oldest scorer in the league’s history.The three forms of parentheses are largely interchangeable. Technically, the brackets simply add information, the dashes add information in a more emotive way and the commas surround a subordinate clause. No native English speaker would object to whichever form the writer chooses.He dribbles, he crosses, the centre forward rises and…Note…three dots! Not four or two!The interview was quite long: ‘The boss spoke for ages…we won!’This use of the ellipses should be for convenience of the reader, and writer, but should not change the meaning of a quote or piece of speech.Thanks to their win, the team’s self-confidence grew.The hyphen is another mark beginning to become redundant. It is used when two separate words are combined to create a noun. However, a quick look in Word spellchecker shows that increasingly words can be written with or without the hyphen.Punctuation is a terrific tool. It brings the written word to life and helps to communicate writers’ meanings and intentions. Some pieces have retained their technical use (for example, the semi colon and the apostrophe). Mostly, though, punctuation should be used (sparingly) to help communicate what we want to say.Similar article: Writing great business letters in English

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