



English

Lecture (5)

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Lecture Topics

➤ Punctuation

<https://grammar.yourdictionary.com/punctuation/what/fourteen-punctuation-marks.html>

➤ The Basic Signs of Punctuation

➤ When to Use Capital Letters

<https://www.skillsyouneed.com/write/capital-letters.html>

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Punctuation

Punctuation is the system of signs or symbols given to a reader to show how a sentence is constructed and how it should be read.

Why it is important?

Look at this sentence, with and without its comma:

Let's eat Mum.

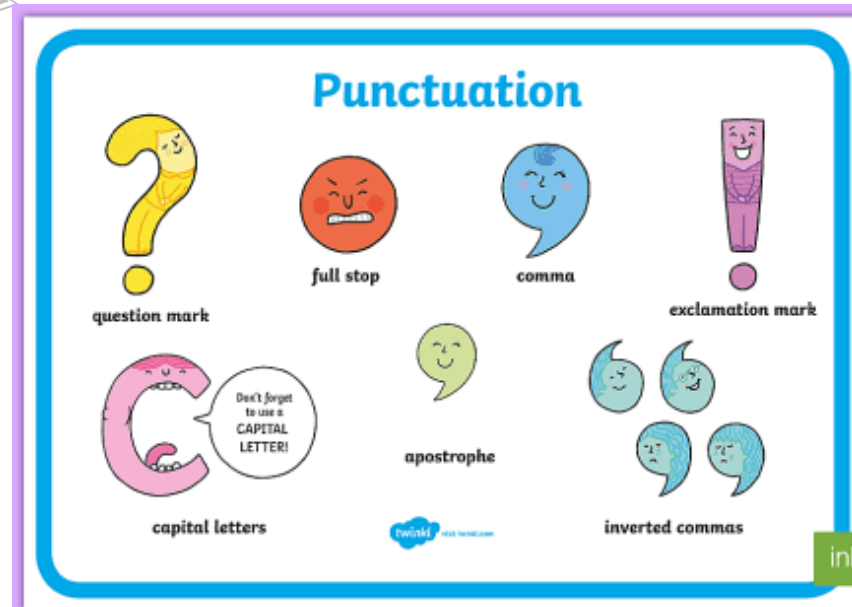
Let's eat, Mum.



Punctuation

The Basic Signs of Punctuation

- The full stop .
- The exclamation mark !
- The question mark ?
- The comma ,
- The semi-colon ;
- The colon :
- Brackets ()
- Quotation marks “ ”



Punctuation

Sentence Endings

Three marks are appropriate for use as sentence endings.

- **The period** (.) is placed at the end of statements thought to be complete and after many abbreviations.

As a sentence ender: *Jane and Jack went to the market.*

After an abbreviation: *Her son, John Jones Jr., was born on Dec. 6, 2008.*

- **The question mark** (?) to indicate a direct question when placed at the end of a sentence.

When did Jane leave for the market?

- **The exclamation point** (!) is used when a person wants to express a sudden outcry or add emphasis.

Within dialogue: *“Ah! There you are!”*

To emphasize a point: *“How interesting this film is!”*

Punctuation

Comma, Semicolon, and Colon

The comma, semicolon, and colon are often misused because they all can indicate a pause in a series.

- **The comma** is used to show a separation of ideas or elements within the structure of a sentence. Additionally, it is used in numbers, dates, and letter writing after the salutation and closing.

Direct address: Thanks for all your help, John.

Separation of two complete sentences: We went to the movies, and then we went out to lunch.

Separating lists or elements within sentences: Suzi wanted the black, green, and blue dress.

The semicolon (;) is used to connect independent clauses. It shows a closer relationship between the clauses than a period would show.

John was hurt; he knew she only said it to upset him.

Punctuation

- A **colon** (:) has three main uses.

The first is after a word introducing a quotation, an explanation, an example, or a series.

He was planning to study four subjects: politics, philosophy, sociology, and economics.

The second is between independent clauses when the second explains the first, similar to a semicolon:

I didn't have time to get changed: I was already late.

The third use of a colon is for emphasis:

There was one thing she loved more than any other: her dog.

A colon also has non-grammatical uses in time, ratio.

See you at 9:00

1:3

Punctuation

A **hyphen** is used to join two or more words together into a compound term and is not separated by spaces. For example, part-time, back-to-back, well-known.

Parentheses () are curved notations used to contain further thoughts or qualifying remarks. However, parentheses can be replaced by commas without changing the meaning in most cases.

John and Jane (who were actually half brother and sister) both have red hair.

Quotations marks (" ") are a pair of punctuation marks used primarily to mark the beginning and end of a passage attributed to another and repeated word for word. They are also used to indicate meanings and to indicate the unusual or dubious status of a word.

"Don't go outside," she said.

Capital Letters

When to Use Capital Letters

Rule 1: To Start a Sentence

There are no exceptions to this rule.

This means that, after a full stop, you always use a capital letter.

If the previous sentence ends with a question mark or exclamation mark, you should also use a capital letter, ? and !, like full stops, indicate the end of a sentence.

You should use a capital letter after a colon (:) with US spelling but not with UK spelling.

Rule 2: Titles

In titles, capitalise only the important words, not minor words such as ‘and’ and ‘but’.

Using the title of this article as an example:

Sentence case: “When to use capital letters”

Title case: “When to Use Capital Letters”.

Capital Letters

Rule 3: For Proper Nouns

Proper nouns name something specific, for example, Jane, John, Oxford University, Denver, Microsoft, Everest, Sahara.

Proper nouns (nearly) always start with a capital letter. There are exceptions to this rule and in marketing sometimes lower-case characters are purposefully used for some proper nouns.

Examples include iPhone, eBay.

Further examples:

“I went to the University of Oxford today.”

“I went to Oxford today and had a look at the university.”

Capitalising is correct in both sentences. In the first the proper noun 'University of Oxford' is used.

In the second sentence, the more general noun ‘university’ is used and so it is not capitalised.

Capital Letters

Rule 4: Acronyms

Acronyms generally work like title case: you capitalise the important words, and not ‘and’, ‘of’, ‘for’ and so on.

The easiest way to work this out is to write out the full title, and then you can see which words don’t need to be capitalised.

To make this clear, here are some examples:

British Broadcasting Corporation BBC

Department for Education DfE

United Arab Emirates UAE

Head of Department HoD

World of Warcraft WoW

Capital Letters

Rule 5: Overusing Capitals is Rude

WRITING ENTIRELY IN BLOCK CAPITALS IS SHOUTING, and it's rude.

Writing in capitals is the online equivalent of shouting. It's rude, so best not to do it unless you really do want to shout at someone.

Although it's usually best to avoid writing in capitals, it can be useful to write odd words in capitals to give them emphasis. HELP! You're going to LOVE the surprise.



People say:

"Find Good people &
leave the bad ones"

But I say, Find the Good
in people & ignore
the bad in them.

Because...

"No One is Perfect"

- Unknown

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