Instructor : Mr BOUNADJA Semestre:2 Wed, Apr14th, 2021

Level : First year

Module : Written Expression

Course : Punctuation 1

Introduction

In speech, people make meaning clear by more than just words. They make pauses, raise voices for emphasis, and make body movements in certain times. However, they make meaning intelligible to readers by using punctuation marks in written for the same purpose. Every mark carries a special meaning and how to read and interpret sentences. Similarly, capitalization is another factor that serves as a guide for meaning.

End Marks : End marks are generally periods, question marks, and exclamation points used to indicate the purpose of a sentence.

The Period

1. Use the period to end a sentence that states a fact (called a declarative sentence), an indirect question, or a command (called an imperative sentence) that is mild.

■ Declarative sentence: Abdelhamid Ibn Badiss, the Algerian scientist worked together with his fellows in ‘The Algerian Association of Muslim Thinkers’ to develop consciousness in citizens about their rights in liberty.

.

■ Indirect question: Dr. Ben ADDA asked me whether I wanted to give an oral report for the test.

■ Mild command: Please help me make a poster for my presentation.

2. Use a period after most abbreviations.

■ Dr. ■ A.D.

■ Jr. ■ OZ.

■ etc. ■ A.M.

Periods do not usually follow acronyms, abbreviations of well-known organizations and governmental agencies, and certain other abbreviations, including two-letter state abbreviations when ZIP Codes are included.

■ UFO ■ NATO

■ TV ■ UN

■ IL ■ UCLA

If an abbreviation comes at the end of a statement, do not use an additional period as an end mark.

■ The White House is in Washington, D.C.

Instructor : Mr BOUNADJA Semestre:2 Wed, Apr 20th, 2021

Level : First year

Module : Written Expression

Course : Punctuation 2

Internal Marks

The Comma

The comma is the punctuation mark most frequently used inside a sentence. It also offers

the widest range of individual choice. However, many writers are uncertain concerning its

proper use, and they sprinkle commas indiscriminately through their sentences. So use

a comma when you have a definite reason for doing so and that can make your meanings clear.

1. To avoid confusion, use commas to separate words and word groups with a series of three or more.

*Example: My $10 million estate is to be split among my husband, daughter, son, and nephew*.

Omitting the comma after son would indicate that the son and nephew would have to split one-third of the estate.

2. Use a comma to separate two adjectives when the word *and* can be inserted between them.

*Examples: He is a strong, healthy man*.

*We stayed at an expensive summer resort*. You would not say *expensive and summer resort*, so no comma.

3. Use a comma when an *-ly* adjective is used with other adjectives.

Note : To test whether an -*ly* word is an adjective, see if it can be used alone with the noun.

If it can, use the comma.

*Examples: Felix was a lonely, young boy*.

*I get headaches in brightly lit rooms. Brightly* is not an adjective because it cannot be used alone with

*rooms*; therefore, no comma is used between *brightly* and *lit*.

4. Use commas before or surrounding the name or title of a person directly addressed.

*Examples: Will you, Aisha, do that assignment for me?*

*Yes, Doctor, I will*.

Note :Capitalize a title when directly addressing someone.

5a. Use a comma to separate the day of the month from the year and after the year.

*Example: Kathleen met her husband on December 5, 2003, in Mill Valley, California*.

5b. If any part of the date is omitted, leave out the comma.

*Example: They met in December 2003 in Mill Valley*.

6. Use a comma to separate the city from the state and after the state. Some businesses no longer use the comma after the state.

*Example: I lived in San Francisco, California, for twenty years*.

OR

*I lived in San Francisco, California for twenty years*.

7. Use commas to surround degrees or titles used with names.Commas are no longer required around *Jr*. and *Sr*. Commas never set off *II, III*, and so forth.

*Example: Al Mooney, M.D., knew Sam Sunny Jr*. *and Charles Starr III*.

8. Use commas to set off expressions that interrupt the flow of the sentence.

*Example: I am, as you have probably noticed, very nervous about this*.

9. When starting a sentence with a weak clause, use a comma after it. Conversely, do not use a comma when the sentence starts with a strong clause followed by a weak clause.

*Examples: If you are not sure about this, let me know now*.

*Let me know now if you are not sure about this*.

10. Use a comma after phrases of more than three words that begin a sentence. If the phrase has fewer than three words, the comma is optional.

*Examples: To apply for this job, you must have previous experience*.

*On February 14 many couples give each other candy or flowers*.

OR

*On February 14, many couples give each other candy or flowers*.

11. If something or someone is sufficiently identified, the description following it is considered nonessential and should be surrounded by commas.

*Examples: Freddy, who has a limp, was in an auto accident*. *Freddy* is named, so the description is not essential.

*The boy who has a limp was in an auto accident*. We do not know which boy is being referred to without further description; therefore, no commas are used.

12. Use a comma to separate two strong clauses joined by a coordinating conjunction—*and, or, but, for, nor*. You can omit the comma if the clauses are both short.

*Examples: I have painted the entire house, but he is still working on sanding the doors*.

*I paint and he writes*.

13. Use the comma to separate two sentences if it will help avoid confusion.

*Example: I chose the colors red and green, and blue was his first choice*.

14. A comma splice is an error caused by joining two strong clauses with only a comma instead of separating the clauses with a conjunction, a semicolon, or a period. A run-on sentence, which is incorrect, is created by joining two strong clauses without any punctuation.

*Incorrect: Time flies when we are having fun, we are always having fun*.

(Comma splice)

*Incorrect: Time flies when we are having fun we are always having fun*.

(Run-on sentence)

*Correct: Time flies when we are having fun; we are always having fun*.

OR

*Time flies when we are having fun, and we are always having fun*.

(Comma is optional because both strong clauses are short.)

OR

*Time flies when we are having fun. We are always having fun*.

15. If the subject does not appear in front of the second verb, do not use a comma.

*Example: He thought quickly but still did not answer correctly*.

16. Use commas to introduce or interrupt direct quotations shorter than three lines.

*Examples: He actually said, ‘‘I do not care.’’*

*‘‘Why,’’ I asked, ‘‘do you always forget to do it?’’*

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

*Example: I can go, can’t I?*

18. Use a comma to separate contrasting parts of a sentence.

*Example: That is my money, not yours*.

19. Use a comma when beginning sentences with introductory words

such as *well, now*, or *yes*.

*Examples: Yes, I do need that report*.

*Well, I never thought I’d live to see the day . .* .

20. Use commas surrounding words such as *therefore* and *however* when they are used as interrupters.

*Examples: I would, therefore, like a response*.

*I would be happy, however, to volunteer for the Red Cross*.

21. Use either a comma or a semicolon before introductory words such as *namely, that is, i.e., for example, e.g*., or *for instance* when they are followed by a series of items. Use a comma after the introductory word.

*Examples: You may be required to bring many items, e.g., sleeping bags,*

*pans, and warm clothing*.

OR

*You may be required to bring many items; e.g., sleeping bags, pans, and warm clothing*.

*You may be required to bring many items, e.g. sleeping bags, pans, and warm clothing*.

Note : *i.e*. means *that is; e.g*. means *for example*.

Task one : Copy the sentences, and make all the corrections that are necessary. Use capital letters when they are needed.

1. what do you see hear feel and smell

2. i see cars people houses stores and factories

3. the largest cities in the world are new york city mexico city tokyo los angeles shanghai buenos aires paris and peking

4. people are using more food fuel water and air

5. they are planning cities building roads finding water putting up houses and limiting growth

6. the growth of cities is a problem in europe africa asia north america and south america

7. what are we doing about the traffic the noise the pollution and the crowding

8. do these problems have an answer

Instructor : Mr BOUNADJA Semestre:2 Wed, Apr 28th, 2021

Level : First year

Module : Written Expression

Course : Punctuation

1. Capitals

It is difficult to give precise rules about the use of capital letters in modern English. However, they should be used in the following cases:

a) The first word in a sentence *In the beginning. . .*

b) Names of organisations *Sheffield Hallam University*

c) Days and months *Friday 21st July*

d) Nationality words *France and the French*

e) Names of people/places *Dr Martin Turner from Edinburgh*

f) Titles (capitalise main words only) *The Uses of Literacy / The Duke of Kent*

2. Apostrophes (‘)

These are one of the most misused features of English punctuation. They are mainly used in two situations:

a) to show contractions *It’s generally believed . . .*

NB Contractions are not common in academic English.

b) with possessives *The professor’s secretary(singular)*

*Students’ marks (plural)*

3. Semi-colons (;)

They are used to show the link between two connected phrases, when a comma would be too weak and a full stop too strong.

Twenty people were interviewed for the first study; thirty-three for the second.

Semi-colons are also used to divide up items in a list when they have a complex structure:

Among the presents received by the president were three oil paintings of himself, all flattering; a pair of green

parrots, which were very noisy; a solid gold medal; and three or four suits of clothes.

NB Semi-colons are quite rare in most types of writing.

4. Colons (:)

a) to introduce explanations *The meeting was postponed: the Dean was ill.*

3.14 Punctuation 159

b) to start a list *Two factors were discussed: cultural and social.*

c) to introduce a quotation *As Orwell said: ‘all art is propaganda’.*

5. Quotation marks/inverted commas (“ “/’ ‘)

a) Single quotation marks are used to emphasise a word, to give quotations from other writers and to show direct speech:

The word ‘quiz’ was first used in the nineteenth century.

Goodwin’s (1977) analysis of habit . . . indicates that, in general, ‘it will be more difficult to reverse a trend

than to accentuate it’. ‘Can anyone find the answer?’ asked the lecturer.

NB Longer quotations are usually indented (i.e. have a wider margin) or are set in smaller type.

b) Double quotation marks are used to show quotations inside quotations (nested quotations):

As James remarked: ‘Martin’s concept of “internal space” requires close analysis.’

c) Quotation marks are used for the names of articles and chapters, but book or journal titles use italics:

Russell, T. (1995) ‘A future for coffee?’ *Journal of Applied Marketing* 6 pp.14–17.

6. Others

Hyphens (-) are used with certain words and structures:

well-engineered/co-operative/3-year-old

Exclamation marks (!) and question marks (?):

‘Well!’ he shouted, ‘Who would believe it?’

Brackets ( ) are used to contain information of lesser importance:

There were only thirty-one marriages (out of 13,829) in which ‘baker’ was listed.

7. Punctuate the following sentences.

a) on tuesday june 6 1759 in the church at derby nicolas james married mary dewey

b) professor rowans new book the triumph of capitalism is published in new york

c) how many people would agree with john lennon when he said all you need is love

d) the probability was calculated for each of the three faculties physics biology and law

e) as cammack 1994 points out latin america is creating a new phenomenon democracy without citizens

f) thousands of new words such as website enter the english language each year

g) dr tanners latest study focuses on childrens reactions to stress in the playground

h) she scored 56% on the main course the previous semester she had achieved 67%

8. Punctuate the following text.

the london school of business is offering three new courses this year economics with psychology introduction

to management and ecommerce the first is taught by dr jennifer hillary and runs from october to january the

second introduction to management for msc finance students is offered in the second semester and is

assessed by coursework only professor wangs course in ecommerce runs in both the autumn and the spring and is for more experienced students