

**Class:** English/ 4

**Date:** Dec/25<sup>th</sup>/2021

**Instructor:** Dr. Rajaa N. Al- Yassein

( ) “ ” \_ : / . ! ;

# Punctuation Marks

“ ” ; \_ : / . { } ;  
? - // ; ! \* ( )  
\* // ... ; ) ?

# PUNCTUATION MARKS

COMMA

,

APOSTROPHE

'

HYPHEN

—

ELLIPSIS

...

FULL STOP/PERIOD

.

EXCLAMATION MARK

!

QUESTION MARK

?



PARENTHESES

()

BRACKETS

[]

COLON

:

SEMICOLON

;

SLASH

/

QUOTATION MARKS

""

DASH

— or —

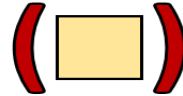


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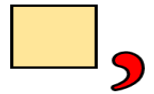
# PUNCTUATION MARKS



Full Stop or Period



Round Brackets



Comma



Square Brackets



Semi-colon



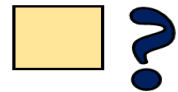
Quotation Marks



Colon



Ellipsis Marks



Question Mark



Slash



Exclamation Mark



Underscore



Apostrophe



Hyphen




Underline



Dash


# PUNCTUATION IN ENGLISH


  
**Full Stop**  
at the end of a sentence

  
**Comma**  
to separate items in a series


to introduce a list  
  
**Colon**


**Semicolon**  
to join to independent clauses  



**Question Mark**  
to show that it is a question  



**Hyphen**  
  
join words together to indicate that they have a combined meaning

after an exclamation  
  
**Exclamation Mark**

  
**Apostrophe**  
to show when a letter or a number has been left out

**Slash**  
to separate letters, numbers, or words.  


  
**Quotation Mark**  
to show that someone else has said it

**Round Brackets**  
  
to add extra information to a sentence

  
**Ellipsis Mark**  
to separate items in a series

# Punctuation Marks Rules and Examples

## Quotation Marks “

Quotation marks (or speech marks) show that words have been directly quoted.

### *Examples*

- “I’ve been working hard all day,” he said. “Let’s go out to dinner!”
- “He wouldn’t lie to me. I know it,” said Elaine.
- “Why do you treat me this way?” I asked the boss.

## Apostrophe ‘

An apostrophe has two main functions.

**1)** An apostrophe shows that a letter (or letters) has been omitted from a word in a contraction.

### *Examples*

- It’s (it is) not ready yet. Come back later.
- I’d (I would) be happier if you did it without being asked.

**2)** An apostrophe is used to make a noun possessive.

### *Examples*

- Chicago’s winters are very cold and severe.
- The dog’s feet are muddy.

## Hyphen –

- The hyphen has two main functions.
- **1)** The most common use of the hyphen is to form compound words, words that are made up of more than one word. Sometimes this occurs when two words are put together to serve as an adjective

### *Examples*

- I paid for two full-price tickets, but I still was not admitted to the arena. I want a refund.
- After losing three jobs this year, I have no self-confidence left.
- **2)** A hyphen is often used after the prefix of a word. If you're not sure whether a hyphen is needed, consult a dictionary.
- *Examples*
- Post-conference activities include a tour of the city.
- Don't over-promise, and you won't have a problem delivering on your promises.

## Brackets (US)/Square Brackets (UK) [...]

Brackets are used to explain or add information to something in a sentence or quotation.

### *Examples*

- The car retails for \$16,995 [396,523,941 Vietnamese dong].
- The play quotes frequently from the Mahabharata [an ancient Indian epic poem].
- The president said: “We’re going to need to hire OOP [object-oriented programming] experts in the next year.”

## Parentheses (...)

Parentheses show that the material inside the parentheses is less important than the main part of the sentence. Often you can replace them with commas, but parentheses make the material seem less important.

### *Examples*

- The world’s leading automakers (Toyota, Volkswagen, and General Motors) are all pursuing hybrid technology.
- Jennifer’s cat (an angora) is very friendly.
- Germany’s decision to invade the Soviet Union (in 1941) led to disaster.



## En Dash –

Generally, the [en dash](#) indicates a range of numbers of a period of time. In this sense, it is used with numerals.

### *Examples*

- During the World War II years (1939–1945), basic commodities were rationed in many countries.
- The school is open to children ages 6–14.
- During office hours, 8 a.m.–3 p.m., someone will be here to help you with your application.

## Em Dash —

The [em dash](#) (twice as long as the en dash) shows a big pause in a sentence or emphasizes the end of a sentence.

### *Examples*

- I'm ready to talk—if you're ready to listen.
- You said you'd—you said you'd be faithful to me!
- Honda makes the best care in the subcompact category—the Fit.

## Ellipsis/Ellipsis Points ...

- The [ellipsis](#), a series of three dots, shows that something has been removed from a sentence. It can also show a pause or an unfinished sentence.

### *Examples*

- The report indicates that we can expect sales of 45 million units next year if conditions ... remain favorable.
- I really don't know what I'm going to do ...
- The Albanian Declaration of Independence states: "The chairman, Ismail Kemal Bey .... stated that although they had always been faithful to the Ottoman Empire, the Albanians had never forgotten their own language and nationality ..."

## Comma ,

The [comma](#) joins two or more ideas in a sentence or separates items in a series.

### *Examples*

- We've hired all our interns, and we're ready to start working on the project.
- The largest economies in Southeast Asia are those of Indonesia, Thailand, and the Philippines.
- He likes lychee, but he does not like durian.

## Colon :

A [colon](#) introduces the information that comes after it. It tells the reader that something is coming.

### *Examples*

- I've narrowed my choices down to two schools: Indiana or Michigan State.
- As I see it, you've committed three criminal acts: fraud, perjury, and misrepresentation of financial assets.
- I'll say this for him: he's honest even if it's difficult.

## Semicolon ;

The [semicolon](#) connects two complete sentences that are related.

### *Examples*

- Franklin D. Roosevelt was the U.S. president for four terms; he led the country through World War II.
- Roses are red; violets are purple.
- I'm ready to go; I hope you'll be ready soon!

## Exclamation Mark (UK) /Exclamation Point (US) !

The [exclamation mark](#) or exclamation point shows strong emphasis or strong emotion. It is rarely used in formal writing.

### *Examples*

- Stop!
- Don't do that!
- I've finally finished my assignment!

## Question Mark ?

The question mark shows that a question is being asked, that the speaker or writer is seeking an answer to something.

### *Examples*

- Can we agree that peace is better than war?
- What time does the movie start?
- Would you accept a lower price for the watch?

## Full Stop (UK)/Period (US)

The full stop or period is the most common punctuation mark in the English language. It has two main functions.

1) It shows the end of a sentence.

### *Examples*

- Dinner's ready.
- Sales have increased every month since January.

2) It indicates an abbreviation. This is more commonly used in American English.

### *Examples*

- Ms. Jones arrives at 8 to open the office; you can start work any time after that.
- Let's buy a 64-oz. bottle. The kids will be thirsty after playing baseball all day.

# Punctuation Marks



## Comma

,

She is a clever,  
healthy woman.

## Full Stop

.

I'm waiting for the  
day you'll be back.

## Colon

:

Samuel plays four  
sports: volleyball,  
soccer, and tennis.

## Exclamation Mark

!

Yes, You will come  
with me!

## Question Mark

?

How much paper  
will they need?

## At sign

@

Here my email  
address:  
mary@gmail.com

## Apostrophe

'

There are two 8's  
in 808.

## Ellipsis Mark

...

Today ... we  
started new work..

## Quotation Marks

"

"I'm very tired."  
she said.

## Slash

/

Free ticket will be  
given to  
children/women only

## Underline

—

The meeting will be  
start at 08:00 pm.

## Square Brackets

[ ]

It [apple] is really  
useful fruit.

# Punctuation

## Period

●

My name's Beth and I was 18 in July.

## Question Mark

?

Where are you from?

## Quotation Marks

“ ”

“I work in Italy”, said Jimmy.

## Exclamation Mark

!

Sit down!

## Comma

,

She is your sister, isn't she?

## Hyphen

-

My eight-year-old boy loves reading.

## Apostrophe

'

They're going to the movies tonight.

## Colon

:

You have two choices: finish the work today or lose the contract.

## Parentheses

()

The two brothers (Richard and Sean) were learning how to play guitar.

## Semicolon

;

My daughter is a teacher; my son is a doctor.

I think we should take a break, for a second.



I think we should stop altogether.



I agree!



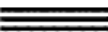














What are you guys talking about?





## EDITING MARKS

	<b>Insert a word, letter, or phrase</b>
	<b>Delete</b>
	<b>Capitalize</b>
	<b>Change to lower case</b>
	<b>Insert period</b>
	<b>Insert comma</b>
	<b>Insert an apostrophe</b>
	<b>Insert quotation marks</b>
	<b>Insert space</b>
	<b>Close up space</b>
	<b>Transpose letters or words</b>
	<b>Start a new paragraph</b>
	<b>Check spelling</b>
	<b>Move right</b>
	<b>Move left</b>

**Q. Punctuate the following sentences using comma, semi colon and the colon:**

The Gita says life is action.

Man is mortal God is eternal.

To err is human to forgive divine.

Bacon says reading maketh a full man.

Pope says little knowledge is a dangerous thing.

**Answer**

The Gita says: Life is action.

Man is mortal; God is eternal.

To err is human: To forgive is divine.

Bacon says: Reading maketh a full man.

Pope says: Little knowledge is a dangerous thing.

**Thank you**