

4 English punctuation



1 full stop



2 comma



3 colon



4 semicolon



5 apostrophe



6 question mark



7 slash



8 brackets



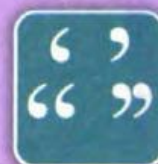
9 dash



10 exclamation mark



11 hyphen



12 quotation marks

Some important punctuation rules

A **full stop** is used at the end of a sentence that is not a question or an exclamation, and is sometimes used in **abbreviations**. Each new sentence must begin with a **capital letter**.

A **comma** in writing is like a **pause** in speech. It is used:

- to **separate** parts of a sentence, e.g. *After we left, someone tried to phone us.*
- often between adjectives, e.g. *He bought a powerful, expensive car.*
- to separate words in a **list**, though it is usually **omitted** before *and*, e.g. *I went to France, Germany, Italy and Spain.*
- when words or phrases **interrupt** the normal order of a sentence, e.g. *I decided, however, that I needed something to eat first.*

A **colon** is often used to introduce **further details** such as an explanation or a list, e.g. *The shop is full of antiques: tables, chairs, wardrobes, mirrors and so on.*

A **semicolon** is sometimes used in formal writing **instead of** a full stop when two sentences are very closely **connected**. It is also used to separate two main clauses, e.g. *I went round this morning; nobody was there.* These are often clauses not **joined** by a link word **such as** *and* or *but*.

Apostrophes show where we have **left letters out** of a word, e.g. *I'm* = I am; *don't* = do not; *I'd* = I would OR I had. They are also used to show that something belongs to somebody or something, e.g. *Mark's car* = the car belonging to Mark; *the children's room*.

GLOSSARY

abbreviation	a short form of a word: <i>TV is an abbreviation for television.</i>
capital letter	A B C are capital letters ; a b c are small letters.
pause	a short period of time when sb stops talking
separate	keep people or things away from each other
list	a series of names, items, or numbers: <i>a shopping list, a list of countries</i>
omit formal	If you omit sth, you don't include it. SYN leave sth out

interrupt	stop sth or sb so that it or they cannot continue
further	more, extra: <i>Do you have any further questions?</i>
details	small pieces of information about sth
instead of sb/sth	in the place of sb/sth
connect	put two or more things together SYN join
such as	You use such as to introduce an example. SYN like

1 Complete the words.

- com m a
- 1 full s _____
- 2 col _____
- 3 hyp _____
- 4 bra _____
- 5 semi- _____
- 6 excla _____ m _____
- 7 apo _____

2 What punctuation is used in 1–8 below? You don't need to repeat *full stop* each time.

- We went home early. full stop
- 1 She had beautiful, long hair. _____
- 2 What are you doing? _____
- 3 Congratulations! _____
- 4 It's too late. _____
- 5 Breakfast was incredible: fruit, eggs, toast and cheese! _____
- 6 Someone (not me) left the door open. _____
- 7 It was only a five-minute walk – he still took a taxi. _____
- 8 'It's only me,' he said. _____

3 Underline the main stress in these words. Use the **APP** to help you. Practise saying the words.

- connect
- 1 details
- 2 instead
- 3 apostrophe
- 4 omit
- 5 interrupt
- 6 separate
- 7 connect
- 8 shopping list
- 9 question mark
- 10 abbreviation
- 11 exclamation

4 Complete the sentences.

- An **abbreviation** is a short form of a word.
- 1 A **pause** is a short period of time when somebody stops _____.
- 2 If you give **details** of something, you give more _____.
- 3 **Omit** and **leave out** have a similar meaning, but **omit** is more _____.
- 4 **Like** and **such as** can both be used to introduce an _____.
- 5 If you **interrupt** a conversation, you _____ it.
- 6 If you **connect** something, you put two or more things _____.

5 Complete the sentences.

- Sentences have to begin with a capital letter.
- 1 I wrote a _____ of irregular verbs in my notebook.
- 2 I would use this dictionary _____ of the other one; it's much better.
- 3 We often use *and* or *but* to _____ two parts of a sentence.
- 4 In this application form, you have to give _____ of your work experience.
- 5 *Prep.* is an _____ for *preposition*.
- 6 You need to use more adjectives _____ as *beautiful* and *attractive*.
- 7 The teacher said we can _____ out Exercise 5 and go on to Exercise 6.
- 8 You can use brackets to _____ information from the rest of the sentence.
- 9 The director had to _____ the lesson to tell us to leave the building quickly.
- 10 I always write a _____ list when I buy food.

6 What punctuation is missing, and where?

- We live there. A full stop is missing at the end of the sentence.
- 1 she works in Bristol. _____
- 2 He's a tall thin boy. _____
- 3 The book is *in on* the table. Which is correct? _____
- 4 We have two choices stay here and wait, or go and look for them. _____
- 5 This is my boyfriends watch. _____
- 6 After that fortunately we had no more problems. _____



TEST YOURSELF