

Punctuation



Learning Objectives



By the end of this lesson you should have a basic understanding of:

- Punctuation.
- What it is.
- Why it is so important within academic writing.
- Common mistakes made within punctuation.

What is Punctuation?

- Punctuation is a process of signs and signals that help to devise a sentence.
- Every sentence written will contain punctuation.
- Punctuation marks help the reader to understand the sentence structure.
- There are 14 punctuation marks used frequently within English grammar.

An example of this is a **comma**, which is used during a sentence.



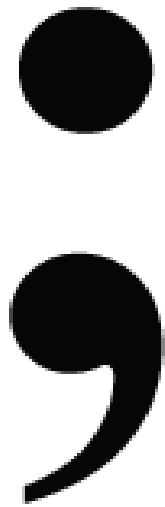
Comma's are frequently overused incorrectly. It is vitally important within academic writing to understand when and where to use commas within sentence structure.

The rule is do not separate grammatically complete sentences with a comma, only to divide clauses.

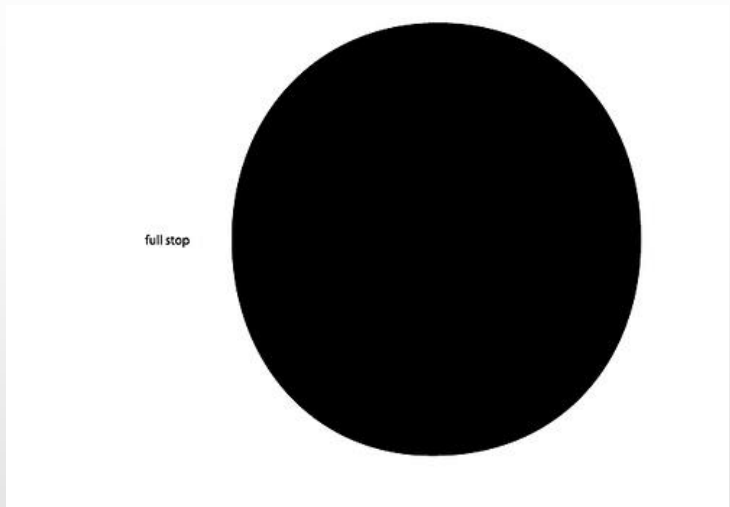
A clause is a group of words containing a verb within a sentence or on its own.



A **Semi-colon** is a longer stop than a comma.
It also shows thoughts on either side of it are balanced
and connected.
It separates complex words or items within a list.



A **full stop**, which is used at the end of a sentence. (Americans call this period).



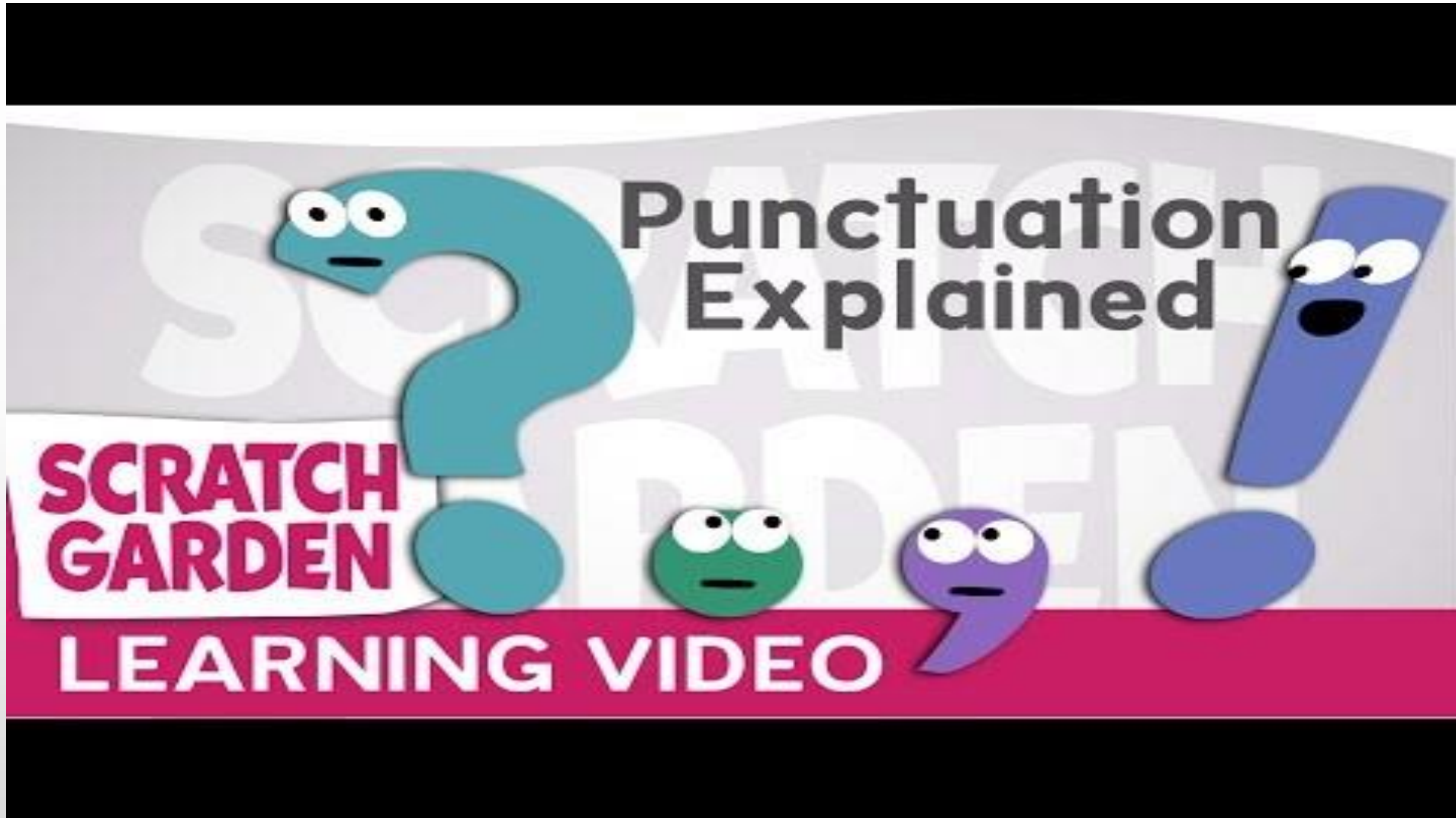
A **question mark**, which is used to ask a question. For example; How old are you?



An **exclamation mark!** Should not be used within academic writing. The rule of thumb is that exclamation marks can only be used if you are directly quoting text found within the source that contains an exclamation mark.



Re – cap Punctuation



Activity:

Add the correct punctuation to each sentence.

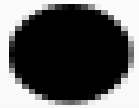
1. How old are you
2. Much of the world is in the grip of a heatwave
3. Don't do that
4. I have an early dental appointment tomorrow I can't go out tonight
5. Of all the punctuation marks in English grammar this one is perhaps the most abused and misused

Answers:

Add the correct punctuation to each sentence.

1. How old are you?
2. Much of the world is in the grip of a heatwave.
3. Don't do that!
4. I have an early dental appointment tomorrow; I can't go out tonight.
5. Of all the punctuation marks in English grammar, this one is perhaps the most abused and misused.

A Colon: is used to introduce a list of items, for example, leather can be used for many things: bags, shoes, belts and coats.

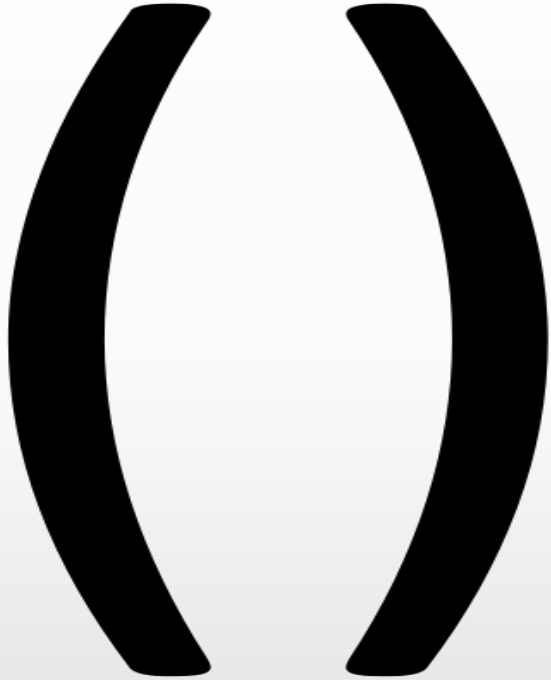


Introduce a direct quotation.

Example: The setting emphasises deception: “Nothing is as it appears” (Fender 2018:pg 9).



Used infrequently to join two parts of a sentence when the second part is providing more information than the first part.



Brackets are used to enclose separate information. They are the strongest and most formal way of clarifying information away from the main information.

Parentheses

- Square brackets/parentheses.
- Have a particular purpose as part of referencing, should not be used elsewhere.

[]



Speech Marks are used to acknowledge the citing of someone else's words (from written sources).

Show direct speech (spoken words).

Indicate slang or foreign phrases.

Show titles of books, films and articles.

The Apostrophe.



Used to show that letters have been left out.

To show possession, for example,

To show singular possessive nouns, the apostrophe needs to be placed between the noun and the 's'.

To show plural possessive nouns, the apostrophe needs to be placed after the 's'.

Hyphen / Dash

Hyphens and Dashes are often considered to have the same function, however they are not the same signal.

A hyphen is a punctuation mark that joins two or more words together.

A dash can be used to add incidental comments in much the same way as you would use a bracket, however, dashes are not considered to be as formal as brackets.

In formal writing brackets are held in higher regard.

Ellipsis

- Are three dots in a printed text that show where one or more words have been intentionally left out.



Activity:

Label these signs

1. : =

2. () =

3. “ ” =

4. , =

5. - =

6. ... =

7. [] =

8. ! =

9. ? =

10. . =

11. ; =

12. ’ =

13. _ =

Answers

Label these signs

- | | | |
|-------------------------|-----------------------|--------------------|
| 1. : = Colon | 6. ...= Ellipsis | 11. . = Full stop |
| 2. () = Brackets | 7. { = Braces | 12. ; = Semi-colon |
| 3. “ = Speech Marks | 8. [= Parentheses | 13. , = Comma |
| 4. , = Apostrophe | 9. ! = Exclamation | 14. _ = Hyphen |
| 5. - = Dash | 10. ? = Question mark | |

Kahoot - Activity

<https://create.kahoot.it/details/punctuation/b5b0ef82-4697-425f-bc79-94ca06ac344e>

Summarise

Students have an understanding of:

- Punctuation.
- Its function within English grammar.
- Why it is so important within academic writing.
- Common mistakes made within punctuation.

References

Hopkins, D. & Reid, T. (2018) *The Academic Skills Handbook*. London: Sage Publications Ltd.

Osmund, A. (2013) *Academic Writing and Grammar for Students*. London: Sage Publications Ltd.

Play Kahoot, (2018) *Game Pin*. Available at: <https://create.kahoot.it/details/punctuation/b5b0ef82-4697-425f-bc79-94ca06ac344e> (Accessed 20th November 2018)

YouTube, (2013) *Punctuation Explained (by Punctuation)*. Available at: <https://www.youtube.com/watch?v=LdCOswMeXFQ> (Accessed 20th November 2018)