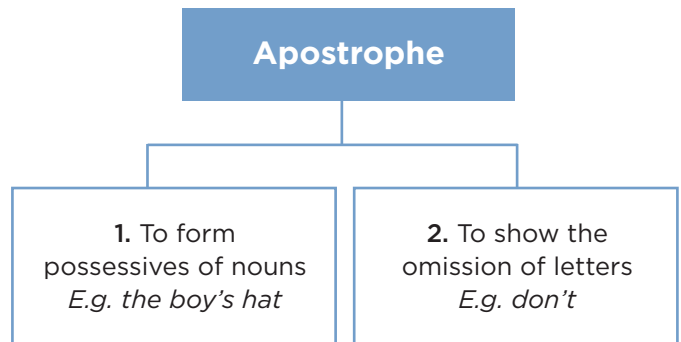




What are punctuation marks?



The apostrophe has 2 uses:



Forming possessives of nouns

A 'possessive Noun' is adding an (') or ('s) to the noun to show its ownership. It is a kind of shorthand.

For Example

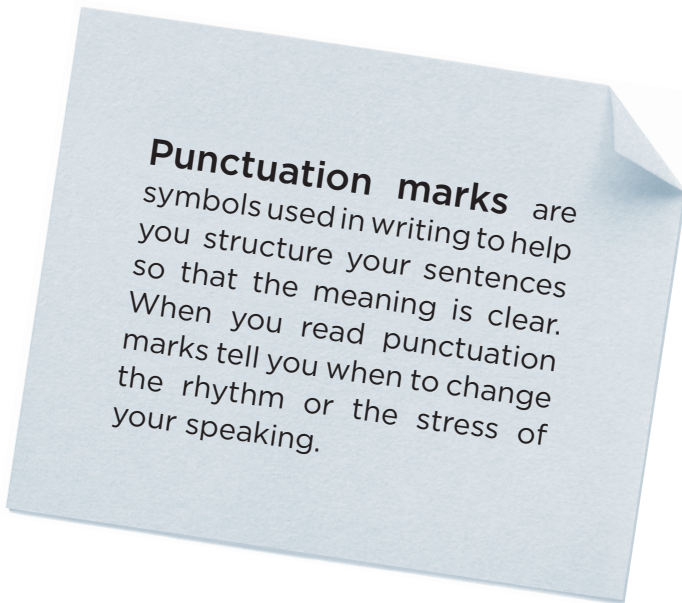
Instead of saying the tail of the dog we say dog's tail.

To see if you need to make a possessive, turn the phrase around and make it an "of the" phrase.

Phrase	Converted into 'of the' phrase
The boy's hat	the hat of the boy
Three days' journey	journey of three days

If the noun after "of" is a building, an object, or a piece of furniture, then no apostrophe is needed!

Room of the hotel = hotel room
Leg of the table = table leg



Common units of punctuation in English and many other languages include the comma, period or full stop, apostrophe, quotation mark, question mark, exclamation mark, bracket, dash, hyphen, ellipsis, colon, and semicolon. Each of these units indicates a different thing, and some may have multiple meanings depending on context.

In English, punctuation is vital to clarify the meaning of sentences.

For Example

"Woman, without her man, is nothing." and "Woman: without her, man is nothing." have greatly different meanings, as do "Eats shoots and leaves" and "Eats, shoots and leaves" (Truss, 2003).

Uses of an Apostrophe in forming possessives	Converted into 'of the' phrase
Add ('s) to the plural forms that do not end with the letter (s)	<i>The children's game</i> <i>The geese's honking</i>
Add (') to the end of plural nouns that end with the letter (s)	<i>Houses' roofs</i> <i>Three friends' letters</i>
Add ('s) to the end of compound words	<i>My brother-in-law's money</i>
Add ('s) to the last noun to show joint possession of an object	<i>Mere and Tito's apartment</i>
Add (') after the (s) in places where the noun ends with the letter (s)	<i>The scissors' handle was broken.</i>

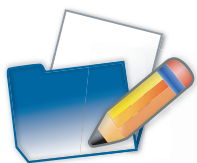
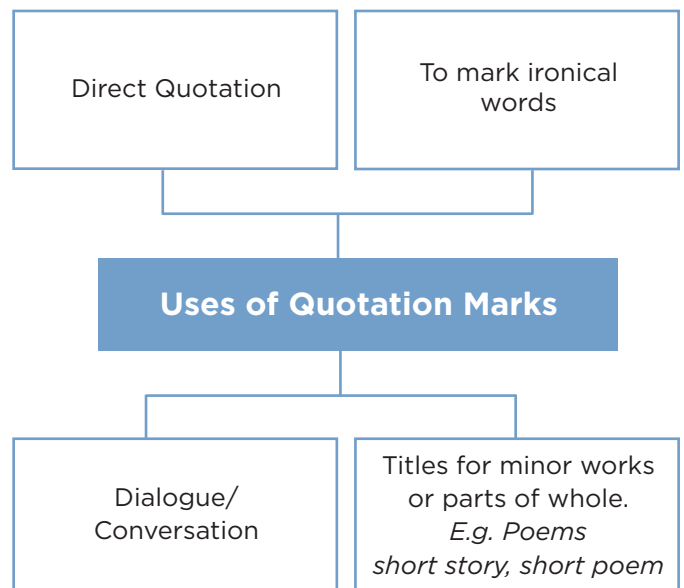
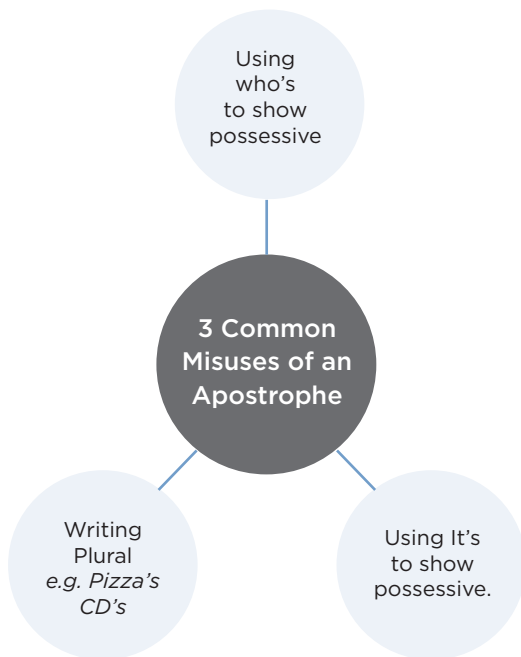
3. Our neighbors car is an old Chrysler, and its just about to fall apart.
4. In three weeks time well have to begin school again.
5. Didnt you hear that theyre leaving tomorrow?



Answers to Activity 1

1. Who's the party's candidate for vice president this year?
2. The fox had its right foreleg caught securely in the Trap's jaws.
3. Our neighbor's car is an old Chrysler, and it's just about to fall.
4. In three weeks time we'll have to begin school again.
5. Didn't you hear that they're leaving tomorrow?

Misuses



Activity 1: Using the Apostrophe (‘s)

Punctuate the following sentences correctly.

1. Whos the partys candidate for vice president this year?
2. The fox had its right foreleg caught securely in the traps jaws.

Uses of Quotation Marks	For Example
Direct Quotation	<i>Mr. and Mrs. Peter, owners of a 300-acre farm, said, "We refuse to sell this land to the Film Industry." (Note Indirect quotes do not use quotation marks)</i>
Ironical words (Ironical words are words that actually mean the opposite of the literal meaning.)	<i>The great march of "progress" has left millions impoverished and hungry.</i>
Dialogues	<i>"Can I come in?" she asked.</i>
Quotation Marks for Titles of Minor Works and Parts of Wholes	<i>"Still to Neat" a poem by Ben Jonson</i>

Uses of Commas	Examples
Complex sentence When a sentence begins with a dependent clause, place a comma after the dependent clause to differentiate between the dependent and independent clause. But when a sentence begins with an independent clause, then there is no need to place a comma.	<i>When the door bell rang, Sera rushed to open the door. Sera rushed to the door when the door bell rang.</i>

Comma with essential clause or phrase An essential clause modifies the noun (provides important information without which the sentence would not be complete). There is no need for a comma in an essential clause.	<i>The person checking tickets at the counter asked for a form of identification.</i> Essential phrase
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Non Essential Clause or phrase Non essential clause is embedded in the sentence that interrupts it without changing the essential meaning.	<i>My uncle, who is eighty years old, walks three miles every day.</i> Non Essential clause
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Comma with Introductory Words Introductory words like <i>however, still, furthermore,</i> and <i>meanwhile</i> create continuity from one sentence to the next.	<i>The coaches reviewed the game strategy. Meanwhile, the athletes trained on the Nautilus equipment.</i>
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Comma with introduction to the main idea.	<i>After studying, I decided to go for a walk.</i>
--	--





A comma is a punctuation mark that indicates a pause, and is needed in a sentence to separate items in a list.


Uses of Commas	Examples
Compound sentence When joining two independent clauses, use the comma after the first independent clause with anyone of the following conjunctions for, and, nor, but, or, yet, so (FANBOYS).	<i>It rained heavily during the afternoon, but we managed to have our rugby match anyway.</i>


Uses of Commas	Examples
Comma with an afterthought	<i>I felt a sense of relief, knowing that the cyclone was over.</i>
Comma with phrase 'such as'	<i>Be sure to include fruits such as banana and pawpaw in your diet.</i>
If the 'such as' appears directly between a term and the example, then there is no need to use a comma. However, if it is otherwise, then there is a need to use a comma.	<i>Be sure to include vegetables in your diet, such as banana and pawpaw</i>

Uses of other Punctuation Marks	Examples
4 Semicolon 	
Use a semicolon when you use a conjunctive adverb like 'however', 'moreover', 'therefore', 'consequently', 'otherwise', 'nevertheless', 'thus', etc.	<i>It rained heavily during the afternoon; however, we managed to have our rugby match anyway.</i>
A semicolon is used for connecting two independent clauses without the use of a conjunction.	It rained heavily during the afternoon; we managed to have our rugby match anyway.

5 Colon 	
A colon is used when a complete sentence precedes the list.	<i>Healthy living usually includes the following: a well balanced diet, regular exercise and rest.</i>

Uses of other Punctuation Marks	Examples
6 Parentheses 	
Parentheses are occasionally and sparingly used for extra, nonessential material included in a sentence.	<i>Before arriving at the station, the old train (someone said it was a relic of frontier days) caught fire.</i>
<i>Note: Usually not used academic writing</i>	

7 Dash 	
A dash is used to indicate an abrupt break in thought.	<i>The truth is - and you probably know it -we can't do without you.</i>

8 Virgule 	
The virgule is also called the 'slant bar'. It is used in dates.	<i>The 1998/99 soccer season</i>
It is also used to represent the word per in measurements.	<i>60km/hour =60 kilometers per hour</i>
It also stands for the word 'and/or'.	<i>"You can wear either the red/blue dress".</i>

9 Ellipsis



An 'Ellipsis' is three periods or full stops in a row to indicate that several words have been left out, or four periods or full stops in a row to show that a sentence or more has been left out. It is used either at the beginning of a quotation, in the middle or at the end.

One of Churchill's most famous speeches declaimed: "We shall fight them on the beaches ... We shall never surrender".

10 Exclamation Mark



Exclamation marks express a sense of urgency or shock.

Look out!
No!

However, they are rare in formal writing

11 Question Mark



Question marks are used at the end of direct questions.

Who are you?

However question marks are not used in reported speech.

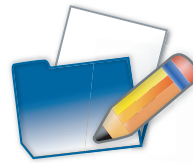
The teacher asked why the students were late.

12 Full stop/ Period



The period marks the end of a sentence.

I live in Suva.



Activity 2: Punctuation Exercise

Put in semicolons, colons, dashes, quotation marks, Italics (use an underline), and parentheses wherever they are needed in the following sentences.

1. The men in question Long John, Semisi, and Hari deserve awards.
2. Several countries participated in the airlift Italy, Belgium, France, and Luxembourg.
3. Only one course was open to us surrender, said the ex-major, and we did.
4. Judge Rosa later to be nominated for the Supreme Court had ruled against civil rights.
5. In last week's Marama, one of my favorite magazines, I enjoyed reading Pauline's article How Not to Go Camping.
6. Yes, Jim said, I'll be home by ten.
7. There was only one thing to do study till dawn.
8. Montaigne wrote the following A wise man never loses anything, if he has himself.
9. The following are the primary colors red, blue, and yellow.
10. Arriving on the 8 10 plane were Liz Brooks, my old roommate her husband and Tim, their son.
11. When the teacher commented that her spelling was poor, Lynn replied All the members of my family are poor spellers. Why not me?
12. He used the phrase you know so often that I finally said No, I don't know.
13. The automobile dealer handled three makes of cars Volkswagens, Porsches, and Mercedes Benz.

14. Though Phil said he would arrive on the 9 19 flight, he came instead on the 10 36 flight.
15. Whoever thought said Helen that Jack would be elected class president?
16. In baseball a show boat is a man who shows off.
17. The minister quoted Isaiah 5 21 in last Sunday's sermon.
18. There was a very interesting article entitled The New Rage for Folk Singing in last Sunday's New York Times newspaper.
19. Whoever is elected secretary of the club Ashley, or Chandra, or Aisha must be prepared to do a great deal of work, said Jumita, the previous secretary.
20. Darwin's On the Origin of Species 1859 caused a great controversy when it appeared.



Answers to Activity 2

Semicolons, colons, dashes, quotation marks, italics (use an underline), and parentheses are added in the following sentences.

1. The men in question (Long John, Semisi, and Hari) deserve awards.
2. Several countries participated in the airlift: Italy, Belgium, France, and Luxembourg.
3. "Only one course was open to us: surrender," said the ex-major, "and we did."
4. Judge Rosa--later to be nominated for the Supreme Court--had ruled against civil rights.
5. In last week's *Marama*, one of my favorite magazines, I enjoyed reading Pauline's article "How Not to Go Camping."
6. "Yes", Jim said, "I'll be home by ten."
7. There was only one thing to do--study till dawn.
8. Montaigne wrote the following: "A wise man never loses anything, if he has himself."
9. The following are the primary colors: red, blue, and yellow.
10. Arriving on the 8:10 plane were Liz Brooks, my old roommate; her husband; and Tim, their son.
11. When the teacher commented that her spelling was poor, Lynn replied, "All the members of my family are poor spellers. Why not me?"

Adapted from http://owl.english.purdue.edu/handouts/grammar/g_grammarA1.html

12. He used the phrase "you know" so often that I finally said, "No, I don't know."
13. The automobile dealer handled three makes of cars: Volkswagens, Porsches, and Mercedes Benz.
14. Though Phil said he would arrive on the 9:19 flight, he came instead on the 10:36 flight.
15. "Whoever thought," said Helen, "that Jack would be elected class president?"
16. In baseball a "show boat" is a man who shows off.
17. The minister quoted Isaiah 5:21 in last Sunday's sermon.
18. There was a very interesting article entitled "The New Rage for Folk Singing" in last Sunday's *New York Times*.
19. "Whoever is elected secretary of the club--Ashley, or Chandra, or Aisha--must be prepared to do a great deal of work," said Jumita, the previous secretary.
20. Darwin's *On the Origin of Species* (1859) caused a great controversy when it appeared.



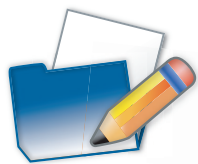
Use capital letters in the following ways:

Uses of Capitalization	Examples
The first words of a sentence	When he tells a joke, he sometimes forgets the punch line.

Uses of Capitalization	Examples	Uses of Capitalization	Examples
The pronoun “I”	The last time I visited Taveuni was several years ago.	Titles preceding names, but not titles that follow names	She worked as the assistant to Mayor Simpson I was able to interview Mary Moss, mayor of Suva.
Proper nouns (the names of specific people, places, organizations, and sometimes things)	Ranjit Garments Rewa Bridge Supreme Court Vatuwaqa, Suva Pacific Ocean Mothers Against Drunk Driving	Directions that are names (North, South, East, and West when used as sections of the country, but not as compass directions)	The Johnsons have moved to the Southwest. Jim’s house is two miles north of Vanua Levu
Family relationships (when used as proper names)	I sent a thank-you note to Aunt Crystal, but not to my other aunts. Here is a present I bought for Father. Did you buy a present for your father?	The days of the week, the months of the year, and holidays (but not the seasons used generally)	Halloween October Friday winter spring fall
The names of God, specific deities, religious figures, and holy books	God the Father the Virgin Mary the Bible the Greek gods Allah Shiva Buddha Dakuwaqa Jesus	Exception: Seasons are capitalized when used in a title.	The Fall 1999 semester
Exception: Do not capitalize the non-specific use of the word “god.”	The word “polytheistic” means the worship of more than one god.	The names of countries, nationalities, and specific languages	Vanuatu Spanish French English
		The first word in a sentence that is a direct quote	Emerson once said, “A foolish consistency is the hobgoblin of little minds.”

Uses of Capitalization	Examples
The major words in the titles of books, articles, and songs (but not short prepositions or the articles “the,” “a,” or “an,” if they are not the first word of the title)	One of Jerry’s favorite books is <i>The Catcher in the Rye</i> .
Members of national, political, racial, social, civic, and athletic groups	African-Americans Anti-Semitic Democrats Friends of the Wilderness Chinese
Trademarks	Coco Cola Honda IBM Microsoft Word
Periods and events (but not century numbers)	Victorian Era Great Depression Constitutional Convention sixteenth century

Adapted from <http://owl.english.purdue.edu/owl/resource/592/01/>



Activity 3: Capitalization exercise

Some of the following sentences contain capitalization errors. Identify and correct the errors. Note: not all sentences contain errors.

1. I read To Kill A Mockingbird when I was in High School.

2. We went to Maui for vacation last year.
3. I don't drink Coke, but I'd love a Diet Soda.
4. I hear you're learning to speak french. I would love to go to France.
5. Jamie and Jonathon went to their high school dance together last May.
6. My Father-in-Law took me to a Chicago Cubs game; He doesn't know I'm a White Sox fan.
7. Jessica's dad, Dr. Johnson, wants her to be a Doctor as well.
8. Jeremy went to Alexander community college for two years.
9. My sister's new boyfriend is italian.
10. We traveled South on vacation because my dad wanted to study Civil War history.



Answers to Activity 3

The corrected sentences are below. The corrected words are underlined.

1. I read To Kill a Mockingbird when I was in high school.
2. We went to Maui for vacation last year.
3. I don't drink Coke, but I'd love a diet soda.
4. I hear you're learning to speak French. I would love to go to France.
5. Jamie and Jonathon went to their high school dance together last May.
6. My father-in-law took me to a Chicago Cubs game; he doesn't know I'm a White Sox fan.
7. Jessica's dad, Dr. Johnson, wants her to be a doctor as well.
8. Jeremy went to Alexander Community College for two years.
9. My sister's new boyfriend is Italian.
10. We traveled south on vacation because my dad wanted to study Civil War history.

Adapted from http://owl.english.purdue.edu/engagement/index.php?category_id=2&sub_category_id=1&article_id=42

<http://www.wisegeek.com/what-is-punctuation.htm>