Punctuation:

Apostrophes, colons, commas, full-stops, question marks, exclamation marks, semi-colons.
The importance of punctuation

- She liked cooking Delia Smith in particular
- Slow workmen in road
- Elephants please stay in your car
- Playground fine for littering
- Monster man eating shark
vocabulary

- Shoots
  - verb? – noun?

- Leaves
  - verb? – noun?
A panda walked into a cafe.

He ordered a sandwich, ate it, then pulled out a gun and shot the waiter.

'Why?' groaned the injured man.

The panda shrugged, tossed him a badly punctuated wildlife manual and walked out.

And sure enough, when the waiter consulted the book, he found an explanation.

'Panda,' read the entry for his assailant.

'Large black and white mammal native to China. Eats, shoots and leaves.'
Capital Letters

- Names of people and titles – Professor Smith
- Places – Bournemouth, England
- Days and months - Saturday 21\textsuperscript{st} February
- Organizations and brands – Bournemouth University, Sony, Next etc.
- Nationalities and languages – Spanish, Swedish etc.
- Jobs and course titles – Chief Accountant, BA Tourism Management etc.
- NOT used for seasons, or north, south, east west unless part of a name e.g. South Korea
Apostrophes (’)

- Show where letters have been left out of contracted forms.
  - Can’t (cannot), it’s (it has /it is), I’d ( I would/ had)
- Are used to illustrate possession.
  - Paul’s class, the student’s work, the students’ work, my friend’s car.
- Can also be used in plurals of letters, numbers etc.
  - He writes b’s instead of d’s
  - It was in the 1990’s
Colons (: )

- Can be used before explanations.
  - We decided not to go: we didn’t have enough money.

- Can introduce lists.
  - We need 3 kinds of support: economic, moral and political.

- Can introduce subdivisions of a subject in a title or heading
  - Punctuation: colon.
Semi-colon (;)

- Sometimes used instead of full stops.
- If sentences are grammatically independent but meaning is closely connected.
  - Some students work well with music in the background; others need complete quiet.
  - It’s a great idea; let’s hope it works.
Commas (,)

- Generally reflect pauses in speech.
- Separate items in lists.
  - I went to Spain, France, Italy and Holland
- Separate adjectives.
  - This is an expensive, poorly-planned, wasteful project.
- Separate words which interrupt the flow.
  - My father, however, did not agree.
  - Paul had, surprisingly, paid for everything.
The Oxford Comma

- Which is better?
  - I went to Spain, France, Italy and Holland
  - I went to Spain, France, Italy, and Holland

- Which is better now?
  - I love my parents, Lady Gaga and Humpty Dumpty.
  - I love my parents, Lady Gaga, and Humpty Dumpty.
Commas (continued)

- Separate subordinate clauses which begin sentences.
- Compare:
  - “If you are ever in Bournemouth, come and see me.”
  - “Come and see me if you are ever in Bournemouth.”
Commas (continued)

- Are not used in identifying expressions.
  - The driver in the Ferrari was in the lead.
- But are used when giving additional info.
  - Barnes, in the Ferrari, was in the lead.
- Are used to separate large numbers into groups of 3 (thousands and millions)
  - £1,000 - £1,000,000 - 3,678 - 3,675,498
Full stop (.) Question mark (?) and Exclamation mark (!)

- Are used to indicate the end of a sentence.
- The following sentence must begin with a capital letter.
  - I looked out of the window. It was snowing again.
  - Why do you need this? What do you want it for?
  - You shouldn’t have done that! Now we’ll be in trouble!
Quotation marks (" ")

- Are used to indicate direct speech.
- The direct speech is introduced with a comma.
- The direct speech is concluded with a full stop, question mark or exclamation mark within the quotation marks unless the quotation begins the sentence.
  - He said, “I’m going to be late tonight.”
  - “I’m going to be late tonight,” he said.
  - “Do you have any questions?” she asked.
Quiz

- Go to www.menti.com
- Use code 86 12 31
Punctuation pitfalls!

- Missing comma
  - “Most of the time travellers worry about their luggage.”
- Commas and punctuation in different places can change meaning.
  - “A woman, without her man, is nothing.”
  - “A woman: without her, man is nothing.”
- Missing apostrophes.
  - Prudential – were here to help you.
  - Don’t cook dinner for me, I’ll eat my sons.
- Misuse of apostrophes.
  - Good food at it’s best.
  - Giant kid’s playground.

A comma might help!!

Most of the time, travellers worry about their luggage.

Prudential – we’re here to help you.

I’ll eat my son’s.

No need for an apostrophe here.
Dear John,
I want a man who knows what love is all about. You are generous, kind, thoughtful. People who are not like you admit to being useless and inferior. John, you have ruined me for other men. I yearn for you. I have no feelings whatsoever when we're apart. I can be forever happy. Will you let me be yours?
Gloria

Dear John,
I want a man who knows what love is. All about you are generous, kind, thoughtful people who are not like you. Admit to being useless and inferior, John. You have ruined me. For other men, I yearn. For you, I have no feelings whatsoever. When we're apart, I can be forever happy. Will you let me be?
Yours
Gloria