

Punctuation in English

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The Goal of the Research is

1. to understand the place of punctuation marks in English sentences, their function in the learning of English, understand their meanings.
2. The practical goal is to teach English learners to put down punctuation marks in sentences correctly.

The tasks are

1. to learn books and articles on punctuation,
2. to look for different examples of punctuation in the original literature and analyze the meanings of punctuation marks,
3. to classify them in accordance with their meanings.





The subject of the research is punctuation marks;
the object is Syntax and Punctuation.

To learn them we have used some **methods of research** such as comparative and contextual analyses.



What is Punctuation?

1. **Punctuation** is “the marks used to divide a piece of writing into sentences, phrases etc.”
2. Punctuation is an art, not a science, and a sentence can often be punctuated correctly in more than one way. It may also vary according to style.



Punctuation marks:

1. Apostrophe '
2. Round brackets ()
3. Square brackets []
4. Colon :
5. Semi-colon ;
6. Comma ,
7. Hyphen -
8. Dash —
9. Ellipsis ...
10. Question Mark ?
11. Exclamation Mark !
12. Full Stop .
13. Single Quotation Mark ‘ ’
14. Double Quotation Marks. “ ”

Apostrophe ' is used

- **to indicate possession**

the children's books,

the guards' duties

the witness's lie

Janet and Jane's house

- **to indicate contractions**

the house wasn't at its best





Round brackets ()

is used:

- **for additional information or explanation**

1) To clarify or inform.

Jamie's bike was red (bright red) with a yellow stripe.

2) For asides and comments

The bear was pink (I kid you not).

Square brackets [] are used:

- for editorial information, etc

1) To amend or supplement the given details

His first book [The Colour Of Magic] was written in 1989.

- 2) To replace phrases for clarity or brevity

[The treaty] decreed that no bear should be painted pink.





Colon (

:) is

- **before a list, summary or quote:**

I could only find three of the ingredients: sugar, flour and coconut.

To summarise: we found , set up our tent and then the bears attacked.

- **to complete a statement of fact**

There are only three kinds of people: the good, the bad and the ugly.



Semi-colon(;) is used :

to separate long dependent clauses
elements joined by series conjunction

The guests were the Superbowl, it was a good day for Howard, the duck.

to separate closely related elements
to separate independent clauses

Studying is difficult; talking, insufferable.

joined by conjunctive adverbs

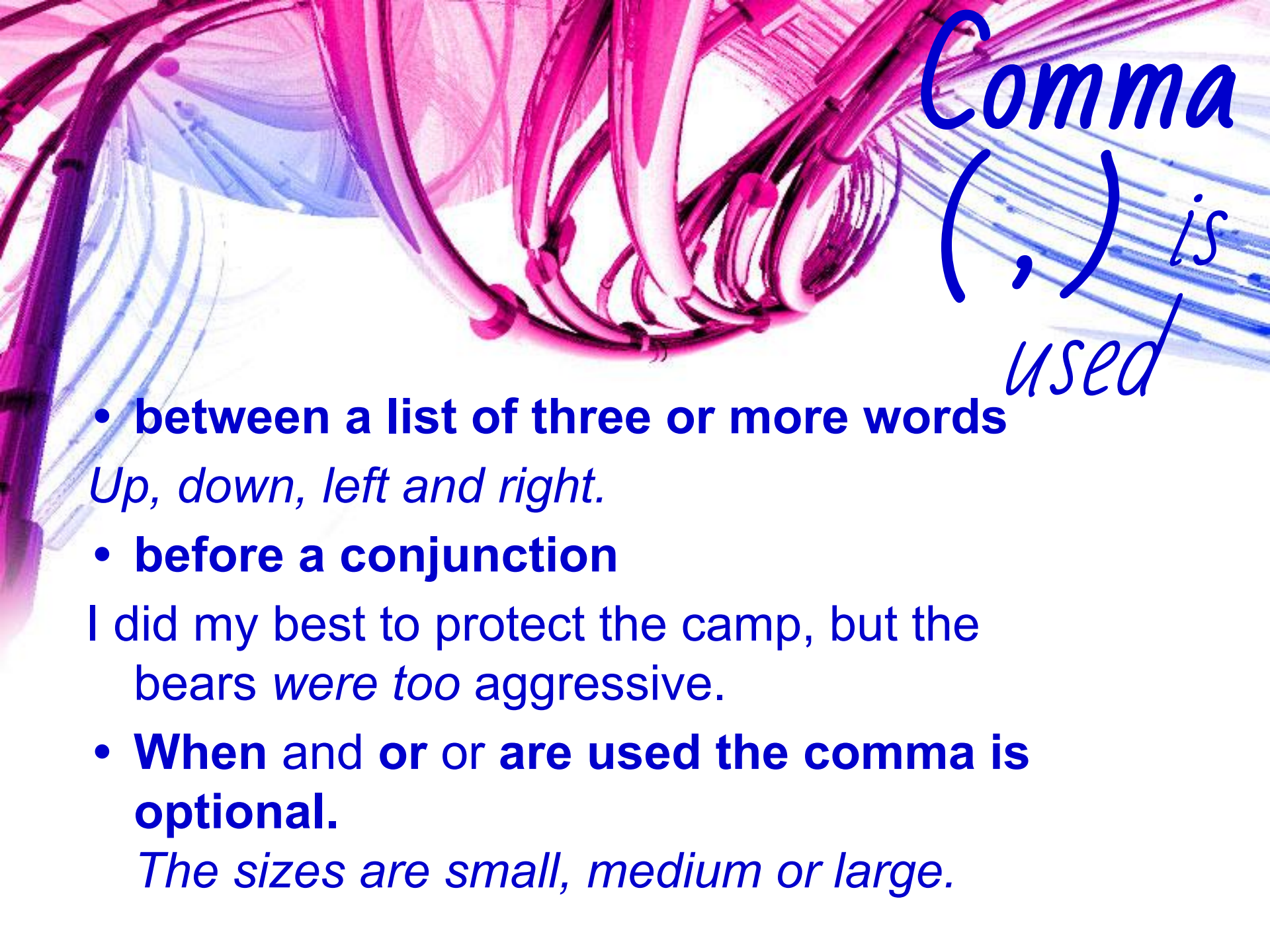
to precede however, phrase, therefore,

also eventually, interrupting, and

explanatory, summarizing

statement

airplanes were heavily favoured; consequently, the Venetians were small for moving people and things; for example, cars, trucks, and boats.



Comma (,) is used

- **between a list of three or more words**

Up, down, left and right.

- **before a conjunction**

I did my best to protect the camp, but the bears *were too* aggressive.

- **When and or are used the comma is optional.**

The sizes are small, medium or large.

Comma (,) is used :

to give additional information

To indicate contrast.

The snake was brown, not green, and it was quite small.

2) Where the phrase could be in brackets.

The recipe, which we hadn't tried before, is very easy to follow.

3) Where the phrase adds relevant information.

Mr. Hardy, 68, ran his first marathon five years ago.

4) Where the addition is not necessary to the meaning of the sentence.

Mr. Hardy, who enjoys bird watching, ran his first marathon five years ago.

5) Where the main clause of the sentence is dependent on the preceding clause.

If at first you don't succeed, give up.



Comma (,) is

used:

- **for opening phrases, conjunctive verbs, etc.**

1) **Introductory or opening phrases.**

In general, sixty-eight is quite old to run a marathon.

2) **Conjunctive verbs.**

Unfortunately, the bear was already in a bad mood and, furthermore, pink wasn't its colour.

3) **Following for example, that is, etc**

You should use commas, for example, around 'for example' where a pause is required

Whatever happens, don't panic.

Comma (,) is used :

- **in address or quotation**

And then the boss said, "I'm sending you to Outer Mongolia."

- **to indicate the omission of a word or phrase**

Use too much sugar and the mixture will be sweet, [use] too little and it will be sour


- **Conditionals**

If he leaves early, he will be on time for the meeting.

- **Clauses**

Whenever he is in town, he visits us.





Hyphen (-) is used

- **with some prefixes and suffixes**

pre-Christmas,
under-weight

- **to form compound words**

up-to-the-minute news

- **with fractions, numbers and initial letters**

one-half, sixty-four

X-ray, T-shirt, U-Turn



Dash (--) is used

- **for emphasis**

The book was great — a really good read.

- **for explanation or addition**

The Colour Of Magic — the first of the series — was written in 1989.



Ellipsis (...) are *used*

- **to indicate missing words in a quotation**

"the sight was awesome..."

Quotation marks (" ") *are used*

- **for direct speech**

Janet asked, "Why can't we go today?"

- **for quotes inside quotes, use single quotation marks.**

Billy said, "So then John told her 'I don't want to go today' and Janet cried."

- **for words that are defined, that follow certain phrases**





Question Mark (?) is used


- to end direct questions, requiring a response

May I borrow your copy of the book?



Exclamation Mark (!) is used


- **To add emphasis to the statement**
I loved the play!



Full Stop (.) is used

- **To end all other sentences**

Here ends the lesson for today.



Double Quotation Marks (“ ”) are used:

- **to set off quotations**

The President's only memorable quote was “don't quote me on that”.

- **to indicate dialogue**

“Help!” we cried.

Single Quotation Mark (') is used:

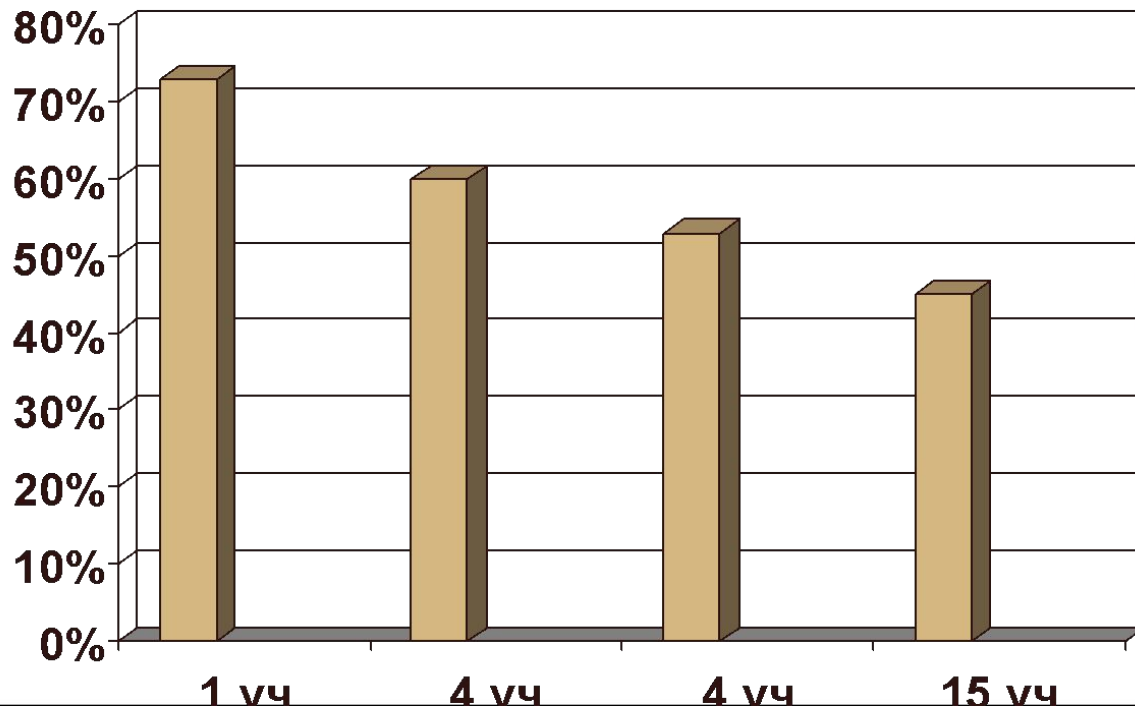
- **to set off quotations within quotations**

He said, "the word 'splivich' will not be found in a standard dictionary".



Practical Part

- The results show that the level of knowledge of punctuation is low, 1 pupil from 24 did **73 %** correctly.
- 4 pupils did **60 %**.
- 4 pupils - **53 %**.
- The other 15 did less than **50 %** correctly. Nobody has done the whole test correctly.





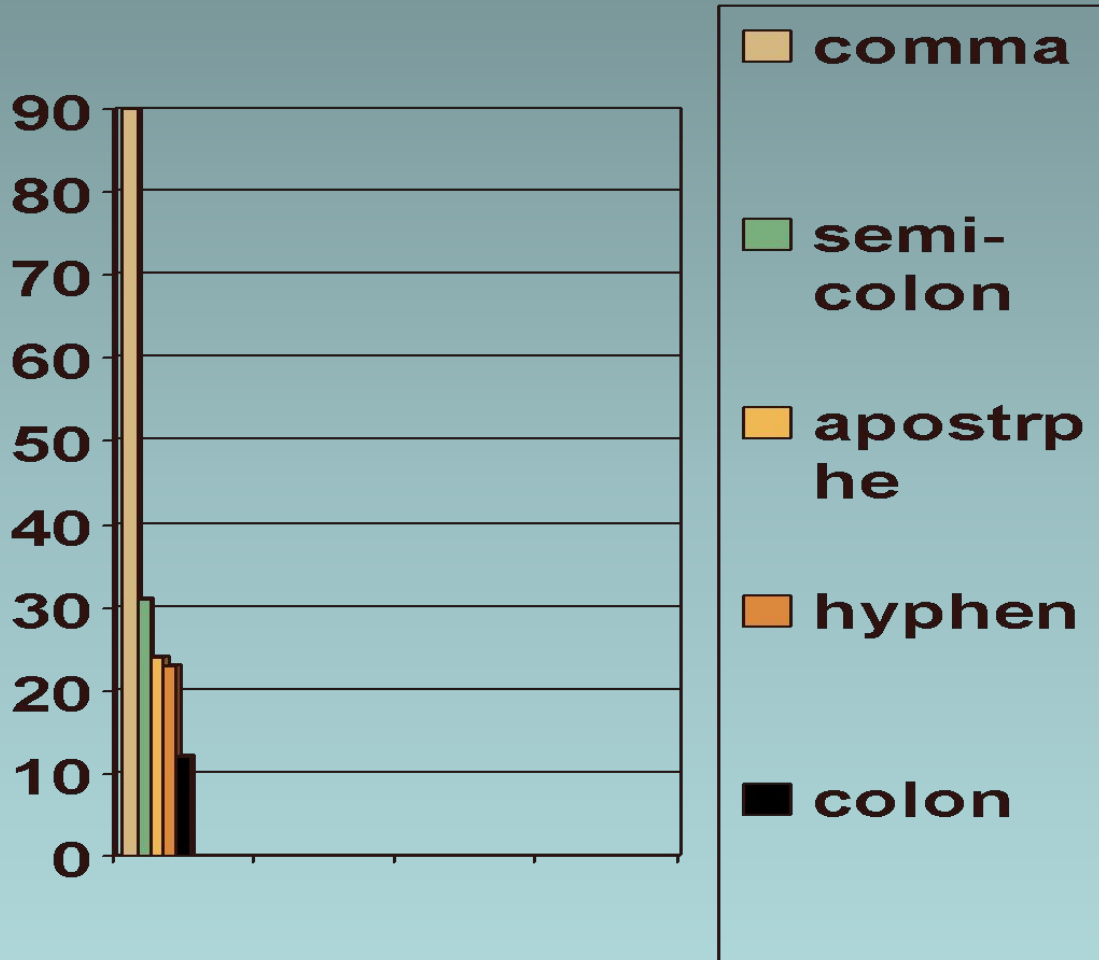
Conclusion of Practical Work

“Moon and Sixpence”

by W. Somerset Maugham.

- **The most** frequently used punctuation marks are **comma** and **full stop**.
- **Less** frequently used than comma are **semi-colon**, **apostrophe** and **hyphen**.
- In the **third place** there are **double quotation marks**, **question mark**, **quotation marks**, **dash**.
- **The least** frequently used punctuation marks are **round brackets**.

The frequency of using of punctuation marks in “Moon and Sixpence” by W. Somerset Maugham.



Conclusion

we found

- different examples of punctuation marks in the book **“Moon and Sixpence”** by **W. Somerset Maugham**
- their meanings
- classified them in accordance with their meanings