

Punctuation

17th Lecture

Before Appositives

Use a colon after an independent clause to direct attention to an appositive (a word or word group that renames another word or word group).

He had one great love in his life: himself.

A doctor has two important abilities: the ability to listen and the ability to analyze.

Before Long Quotations

Use a colon to introduce a quotation longer than three lines. This type of quote is indented on both sides, and no quotation marks are used.

As Albert C. Baugh and Thomas Cable state in their book *The History of the English Language*:

There is no such thing as uniformity in language. Not only does the speech of one community differ from that of another, but the speech of different individuals of a single community, even different members of the same family, is marked by individual peculiarities.

Before Subtitles

Use a colon between the main title and the subtitle of a book, article, or play.

A popular book on nonverbal communication is Samovar and Porter's *Intercultural Communication: A Reader*.

The title of an article from the *New York Times* is "Man on Mars: Dream or Reality?"

In Expressions of Time or Day

Use a colon between the numbers for hours and minutes when indicating the time of day.

Helen left the class at 12:30.

Their plane arrived at 1:40 a.m., six hours late.

After Formal Salutations

Use a colon after the salutation of a formal letter.

Dear Professor Einstein:

Dear Customer Relations:

Dear Ms. Smith:

To Whom It May Concern:

In informal letters, use a comma.

Dear Mom,

Dear Mark,

Quotation marks (“ . . .”) have three basic uses: to enclose direct quotations, to enclose unusual words, and to enclose titles of short works.

The receptionist said, “The doctor is unavailable right now. Please wait.”

“We have already been waiting for an hour,” we answered.

The “banquet” consisted of hot dogs and soft drinks.

The *Times* of London recently published an article entitled “Who Needs the Monarchy?” in which the relevancy of the English monarchy was discussed.

Add punctuation to the following paragraphs.

Aging

1 ¹People are more likely to live long enough to get old in wealthy countries than in poor countries. ²In rich countries people have nutritious food modern medical care good sanitation and clean drinking water but poor countries lack these things. ³As a result the mortality rate especially infant mortality is very high. ⁴Citizens of Ethiopia and Yemen which are two of the world's poorest countries have an average life expectancy of 35–39 years. ⁵Citizens of Japan Hong Kong Singapore Australia Iceland and Sweden in contrast have an average life span of more than 80 years. ⁶Japan has the highest Yemen has the lowest. ⁷One exception is Saudi Arabia one of the world's wealthiest nations. ⁸Having an average life expectancy of 45–49 years Saudi Arabians live about as long as Bangladeshis and Cambodians. ⁹Surprisingly the United States is not among the highest rated nations having an average life expectancy of only 77 years.

2 ¹⁰Compared to other mammals humans have a relatively long life span. ¹¹The average life span of elephants is 70 years of dogs 18 years of cats 14 years and of horses 20 years. ¹²The life spans of other species are as follows eagles parrots and owls 60 years parakeets 12 years guppies 5 years and box tortoises 100 years. ¹³Some plants such as trees live much longer than animals. ¹⁴Redwood trees for example live more than 3,000 years and bristlecone pine trees can live over 4,000 years.

3 ¹⁵The life expectancy of people who live in industrialized societies is increasing rapidly in fact it has doubled in the past hundred years. ¹⁶When comparing males and females one finds that women generally live longer than men. ¹⁷The oldest person in the world until recently was a French woman Jeanne Calment. ¹⁸At her death Madame Calment was both blind and deaf but had not lost her sharp wit for which she had become quite famous. ¹⁹Asked what kind of future she expected she replied A very short one. ²⁰Bragging about her smooth skin she said I've only had one wrinkle in my life and I'm sitting on it.

The End