

Punctuation

17th Lecture

**The 2nd Semester Exam will be on
Tuesday, the 23rd of April, 2019.**

Eat children.

Eat, children.

The Types of Commas:

(1) Introducer Commas

Therefore, I plan to quit smoking.

Nervously, I threw away my cigarettes.

As a result, I feel terrible right now.

After 16 years of smoking, it is not easy to quit.

Having smoked for 16 years, I find it difficult to quit.

(2) Inserter Commas

My uncle, **however,** refuses to quit smoking.

My father, **on the other hand,** has never smoked.

There is no point in living, **according to my uncle,** if you do not do what you enjoy.

(3) Coordinator Commas

She has a good job, yet she is always broke.

They were tired, so they went home early.

He does not enjoy skiing, ice-skating, or sledding.

Cecille speaks English, Spanish, French, and Creole.

(4) Tag Commas

My uncle believes in drinking a daily glass of wine, too.³

He appears to be in good health, however.

He swims for an hour every day, for example.

He also plays tennis, beating me most of the time.

It is not logical, is it?

Semicolon is more like a full stop than a comma.

Semicolons are used in three places:

1. Between two sentences that are closely related in idea. For example, *Tom did not accept the job offer; he wants to go to complete higher studies.*
2. Before some transition signals. For example, *I have never been to Africa; in fact, I have never been outside the country.*
3. Between items in series when the items themselves contain commas. For example, *I cannot decide which car I like the best: the Ferrari, with its quick acceleration and sporty look; the Kia, with its comfortable seats and ease of handling; or the Elantra, with its economical fuel consumption.*

A Colon is used at the end of an independent clause to focus the attention on the words following the colon. After a colon, the writer often writes **lists, appositives, and direct quotation**. *I need the following groceries: eggs, milk, and coffee.*

Caution

1. Do not use a colon to introduce a list after the verb *to be* unless you add *the following* or *as follows*.

★ To me, the most important things in life are: good health, a happy home life, and a satisfying occupation.

To me, the most important things in life **are** good health, a happy home life, and a satisfying occupation.

To me, the most important things in life **are the following:** good health, a happy home life, and a satisfying occupation.

2. Do not use a colon after a preposition. Use a colon only at the end of an independent clause.

★ After a long day at work, I look forward to: enjoying a quiet dinner at home, playing with my children, and watching a little TV.

After a long day at work, I look forward to enjoying a quiet dinner at home, playing with my children, and watching a little TV.

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.