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Punctuation

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Punctuation Marks



Punctuation marks are symbols used to organize and structure the writing. They also indicate the pauses that need to be observed and the intonation. Punctuation helps with understanding. There are many kinds of punctuation.

1. . Period or full stop

2. , Comma

3. ? Question mark or why?

4. ! Exclamation mark

5. ‘ Apostrophe

6. “Quotation marks

7. : Colon

8. ; Semi Colon

9. … Ellipsis

10. – Hyphen

11. () Parentheses

12. / Slash

13. (Bracket

. Period

This is used to mark the end of a sentence which is not a question or an exclamation. It also indicates anabbreviation.

Example:

• Mahatma Gandhi is the Father of the Nation.
• New Delhi is the capital of India.

, Comma

This is a mark of punctuation that is used to indicate a separation of ideas within the structure of the sentence or a division in a sentence and a pause. It is also used to separate items in a list and to mark off thousands in numerals.

Example:

- After lunch, she went out for a picnic.
- He bought pencils, erasers, sharpeners and a ruler for School.



? Question Mark

This is used to turn a sentence into a question. It denotes that The person is seeking information and hoping for a reply.

Example:

- Are you ready to speak?
- When did you write this article?



! Exclamation Mark

This is used at the end of sentences that express a strong Emotion. Exclamatory sentences are often short.

Example:

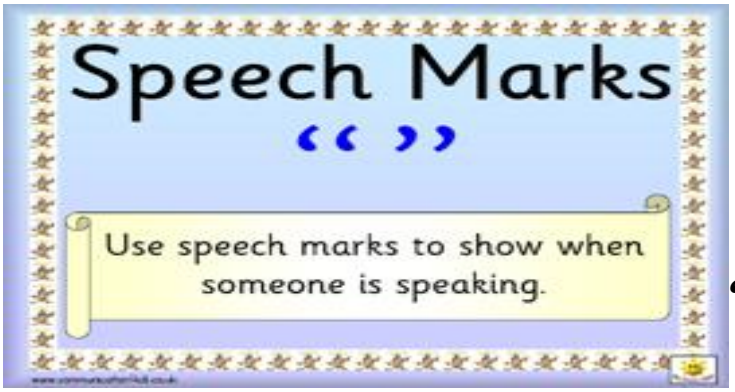
• Help! I am drowning!
• What a miracle!

‘ Apostrophes

This looks like a comma put above a word. It is used in the place of a missing letter or word and to show possession.

Example:

• She doesn’t know where to find her bag.
• Susan’s dog is a German Shepherd.



“ Speech Marks

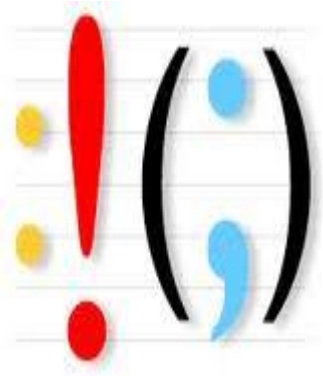
Quotation marks or speech marks are used to show the exact words spoken or written by a person. A direct quote repeats the actual words a person says or writes.

Example:

• Rita said,” Take Rakesh to the store with you, Meena.”
• ‘I can’t find it anywhere,” replied Sonia.

; Semi Colon

This is used in the place of a comma and conjunction when connecting two separate sentences. It just connects two independent sentences without the need for conjunction. There is usually a stronger condition between theclauses.



Example:

- You really don't know how hard I have worked; You really have no idea.
- I shall return today; I don't intend to stay here.

: Colon

A colon is used to introduce a list. It can be a formal introduction using as follows or less formal.

Example:

- The answers are as follows: weapons, ammunition, artillery Cavalry.
- My list of guests include: the Mayor, Deputy Mayor, Counciller and the local politicians.

... Ellipsis

This is indicated by three dots in succession or one after the other. When you leave part of a quotation which does not add much to the meaning of the quote, the omitted part is marked by using an ellipsis

Example:

- When the lady looked above she couldn't believe what she saw…
- Neeta went to the market…Seema will meet her there.

() Parentheses

This is an explanation or a comment within a sentence that is already complete. This interrupts the normal flow of the sentence and is a message that digresses from the main subject. These are upright curved lines. They are also called roundbrackets and always occur in pairs.

Example:

- On that occasion (rare) she decided to invite everyone.
- The Battle of Plassey (as you have read) was in 1757.

(Brackets

These are marks of punctuation used within the text to set apart other text.They enclose words that have been inserted.

Example:

- I got my first job (in Melbourne) in 2008.
- He is still getting used to the language (the accent is very strong) and the food.

- Hyphen

It is a horizontal sign indicating two words or compound read as one.

Example:

- This house has a nice walk-in closet.
- I traveled twenty-four hours at a stretch last week.

/ Slash

This means ‘or’

Example:

• Do you want a pastry/ice cream?
• I enjoy reading fiction/non - fiction.

Want to know more about Parentheses? Click here to schedule a live help with an eTutor!

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Reference Link:

- http://en.wikipedia.org/wiki/parentheses
- http://en.wikipedia.org/wiki/ellip
- http://www.youtube.com/watch?v=-T4xw5C74Ps
- http://en.wikipedia.org/wiki/Comma
- http://en.wikipedia.org/wiki/Colon_(punctuation)

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