

# Punctuation

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<b>Capital letters (A, B, C, etc.) are used:</b>	<ul style="list-style-type: none"><li>• at the beginning of sentences</li><li>• for names, titles, and organizations</li><li>• for countries and languages</li><li>• for days and months</li><li>• for most abbreviations</li><li>• for the pronoun 'I'</li></ul>	<i>The car came towards me.</i> <i>Jane, Mr Smith, Lord Jones, British Gas</i> <i>England, France, Chinese</i> <i>Monday, Saturday, July</i> <i>BBC, WHO</i> <i>I am tired</i>
<b>Full stops (.) are used:</b>	<ul style="list-style-type: none"><li>• at the end of sentences</li><li>• in e-mail and website addresses (<i>pronounced 'dot'</i>)</li><li>• in some abbreviations, especially ones made by making words shorter</li></ul>	<i>I read the letter.</i> <i>www.chambersharrap.co.uk</i> <i>Smith &amp; Co., Dr. Smith</i>
<b>Question marks (?) are used:</b>	<ul style="list-style-type: none"><li>• at the end of questions</li></ul>	<i>Do you know his name?</i>
<b>Exclamation marks (!) are used:</b>	<ul style="list-style-type: none"><li>• to express surprise, shock, anger, loud noises, etc.</li></ul>	<i>I've won!</i> <i>Get out of my house!</i>
<b>Commas (,) are used:</b>	<ul style="list-style-type: none"><li>• to show a pause in a long sentence</li><li>• to divide things in a list</li><li>• to add extra information in a sentence</li><li>• in large numbers, to separate groups of three numbers</li></ul>	<i>After a good night's sleep, I was ready for work.</i> <i>I bought eggs, milk, butter and cheese.</i> <i>My mother, who is nearly eighty, enjoyed the show very much.</i> <i>1,000, £234,500</i>

## Exercise 1

Read the following piece of writing and see if you can improve the punctuation:

One morning paul arrived at work to find that the doors were locked the lights were off and nobody was there. whatever was going on. Why was the office closed on a monday morning. He decided to phone his boss who usually came in early to see what was wrong when his boss answered the phone he seemed sleepy and cross. 'Why isn't anyone there? Because, it's sunday, you idiot' he exclaimed.

## Exercise 2

Put commas in these sentences to improve them:

They told us to bring a warm coat boots gloves and a hot drink.

If you watch carefully you might see a whale.

Their new house cost £450500.

The students who are mostly aged nine or ten enjoy doing experiments.

The group included doctors teachers farmers and shop workers.

<b>Apostrophes (') are used:</b>	<ul style="list-style-type: none"><li>• for showing where letters are missing</li><li>• for showing who or what something belongs to</li></ul>	<i>I'm, there'll</i> <i>Kate's dog, the car's engine</i>
<b>Quotation marks – also called inverted commas - (" or """) are used:</b>	<ul style="list-style-type: none"><li>• around speech</li><li>• around thoughts</li><li>• to show something that someone else said or wrote</li><li>• to show that a word is new, unusual or interesting</li></ul>	<i>'Go away,' she said.</i> <i>'I must phone John,' he thought.</i> <i>He said that the work was 'not satisfactory'.</i> <i>They play a style of music known as 'classical punk'.</i>

<b>Brackets (()) are used:</b>	<ul style="list-style-type: none"> <li>to add information and keep it separate from the rest of a sentence</li> </ul>	<i>I have many hobbies (e.g. sailing, jazz, cinema) and I go out a lot.</i>
<b>Colons (:) are used:</b>	<ul style="list-style-type: none"> <li>before lists</li> <li>to show that the reader must look at what follows</li> </ul>	<i>You will need: cardboard, paint, glue. Answer the following questions:</i>
<b>Semicolons (;) are used:</b>	<ul style="list-style-type: none"> <li>to divide two parts of a sentence</li> <li>to separate things in a list where the items are long or already include commas</li> </ul>	<i>My mother hated birthday parties; we children loved them of course. Choose from the following: egg and chips; ham, egg and chips; sausage and chips.</i>
<b>Hyphens (-) are used:</b>	<ul style="list-style-type: none"> <li>in some words that are made from two words put together</li> <li>when you need to divide a word at the end of a line</li> </ul>	<i>half-sister, one-sided I will give you my telephone number.</i>
<b>Dashes (-) are used:</b>	<ul style="list-style-type: none"> <li>to put an extra part into a sentence</li> <li>to add an extra part to the end of a sentence</li> <li>to show that a sentence has been interrupted</li> </ul>	<i>I helped Ella – not that she really needs help – to wrap the presents. She told me that Sara had been injured – it was a terrible shock. We're expecting Louis to arrive at – oh, here he is!</i>

### Exercise 3

Add some suitable punctuation to the following sentences:

- You will need the following ingredients flour, sugar, eggs and milk.
- He enjoys dangerous sports such as hang gliding.
- Could you help me please? she said.
- He will be 17 no, sorry 16 next week.
- Its almost certain that youll win the competition.