

PUNCTUATION MARKS



- Title : Importance of punctuation
- Date:23/03/2020
- Name of Faculty: Ms.Vinitha Vakkayil
- Lecture No : sem2EST lecture-6
- Source of information : Web
- .



LIST OF 14 PUNCTUATION MARK

- 1. Full stop(.)
- 2. Comma(,)
- 3. colon(:)
- 4. Semicolon(;
- 5. Hyphen(-)
- 6. slash(/)
- 7. apostrophe(')
- 8. Quotation("...")
- 9. Ellipsis(...)
- 10. Brackets()
- 11. Parenthesis
- 12. Braces
- 13. questions(?)
- 14. Exclamation(!)



PERIOD OR FULL STOP (.)

- The period mark is also known as the full stop.
- This mark takes the position in the ending of a sentence . so you will always have to use a period mark once you end a sentence.
- **Example:**
 - He came to my home yesterday.
 - I was there 10 year back.



COMMA(,)

- When you need to pause before starting again, then you should use the comma.
- Common use of comma when you need to segregate items in a list.
- In some sentences where multiple adjectives are used side by side, then comma comes to separate them.
- **Example:**
- I will buy noodles, bread, jam, and some other necessary grocery items from the nearby store today.
- If you go to the store today, please buy me a pack of coffee.



COLON(:)

- Colon is very useful mark that we mostly use for making headings.
- Sometimes ,this mark is also use for showing pause.
- **Example:**
- Here's the list of things that you should follow before you start blogging:
 - 1. Start a blog the right way
 - 2. Learn white hat SEO
 - 3. Make a nice schedule for blogging



SEMICOLON(;)

- Connecting joining sentences requires semicolon and you will need to use this mark at the time of making segregated lists.
- **Example:**
- John likes Mercedes Benz; Rohan likes BMW.
- I had taken a lot of food in my breakfast; however, I'm hungry now.



HYPHEN (-)

- Hyphen comes when there's a need for making a word with two split words.
- **Example:**
- I rented two-bedroom apartment in France last year.
- When I knocked the door, his 70-year old grandfather opened the door.



SLASH(/)

- Slash comes to replace or.
- so I can use come today/tomorrow.

- **Example:**
- You can add sugar/any sweetener to the milk as per your wish.
- Will you call me today/tomorrow?



APOSTROPHE(‘)

- There is another name of apostrophe which is an inverted comma.
- You will have to use inverted comma or apostrophe when you need to show possession.
- An apostrophe is also used when you need to use the contracted form of a word . Like it's mean it is.
- **Example:**
- This is John's book.
- We're going to the part tonight.



QUOTATION(“.....”)

- Quotation mark comes with a pair and inside it, there remains a sentence or word . It is used when there’s a need of writing somebody’s speech.
- **Examples:**
- He said , “you shouldn’t call me anymore because we have no business from now.”



ELLIPSIS(.....)

- Ellipsis takes place when you need to show that something will be following.
- Suppose that if I wanna express something like this :you should be reading from today.....,it indicates that you should continue reading .
- It's also used for showing unlimited occurrence.
0.999418252487.....
- Example:
- I'm going to discuss the matter in details in this post.so read on...
- here ellipsis has been used to continual reading.



BRACKETS()

- Brackets are also used in pairs.
- You can use them to write some complementary sentences or phrase to your main sentence.
- **Example:**
- I'll be helping you (even if you don't help me)



PARENTHESIS

Parenthesis can be of different types like $()$, $\langle \rangle$, $\{ \}$, $[]$ etc.

Parenthesis can be used in mathematics.

Example:

Do the math: $4*(5+9)=?$



QUESTION (?)

- The question mark is used for marking a question.
- It's also used in a math equation too if the result is unknown.
- **Example:**
- How are you?
- W hen does the train arrive at this station?
- $500+500=?$



EXCLAMATION(!)

- The Exclamation mark is used for indicating strong feelings.
- **Example:**
- What a shot!
- Hurrah! India have won the cricket world cup





Thank
You