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SUBJ :

functional English

Assignment - No. 2

Punctuation In
English writing

PUNCTUATION IN ENGLISH WRITING

1) punctuation is the system of symbols that we use to separate written sentences and parts of sentences, and to make their meaning clear. Each symbol is called a "punctuation mark".

Punctuation Marks:

	Example
• full stop or period	I like English.
,	I speak English, Uncle and push the.
;	I don't often go swimming; I prefer to play tennis
:	you have two choices: finish the work today

or lose the contact. 2

- hyphen This is a rather out-of-date book!

- dash In each town - London, Paris and Rome - we stayed in youth hostels

? question mark Where is Shergarh?

! exclamation mark "Help!" she cried. "I can't swim!"

' " " ' single quotation marks "Have you?" she said.

— underline have you read Harry Potter?

(5)

PUNCTUATION STYLES.

Although there are general rules for English punctuation, there can be differences of style. For example

Some people don't put a full stop after abbreviations (Dr, Ltd); others do (Dr., Ltd.). Some people don't use an apostrophe in the plural form of dates (1990s); others do (1990's). Some prefer single quotation marks ('example') rather than double quotation marks ("example").