

Assignment # 01

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Subject = Functional
English

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Global.

* What is punctuation in writing?

Punctuation is the system of signs or symbols given to a reader to show how a sentence is constructed and how it should be read.

Sentences are the building blocks used to construct written accounts. They are complete statements.

Punctuation shows how the sentence should be read and makes the meaning clear.

Why do we need punctuation?

- Punctuation allows the author's writing to be easy read and understandable for the reader.

Type of Punctuation.

Period

Comma

Colon

Question
Mark

Quotation
Mark

Exclamation
Point

Parenthesis

Apostrophe.

Period.

- Rule: use at the end of a complete sentence.
- Example: I went to the store for groceries.

- Rule: Use at the end of an indirect question.
- Example: He asked where the milk was.

Comma.

- Rule: Use a Comma to separate words or items in a list.

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Topic 2

Example:

She has two dogs,
three cats, one bird,
and five fish in her house.

Rule: Use a comma to
separate a city from
its state.

Example:

I am from East
Lansing, Michigan.

Rule: Use a comma to
separate the day of
month from the year.

Example:

He was born on
Aug. 4th, 1990.

Rule:

Use a comma to
separate two adjectives (describing words) when
the word ~~where~~ the
words and can be

inserted between them.

• Example.

beautiful ^{She was going} dog.

Question MARK.

• Rule: Use a question mark only after a direct question.

• Example:

Will you come over after school? ?

Exclamation Point

• Rule: Use the exclamation point to show emphasis or excitement.

• Summer is in three months!

Quotation Marks

• Rule:

Use quotation marks to set off a direct quotation.

• Example:

"What is your favorite color?" she asked.

• Rule:

Periods and commas always go inside quotation marks.

• Example:

"I don't want to go to school today," Alan said.

Colon.

Rule.

Use the colon after a complete sentence to introduce a list of items.

Example:

On my trip I will bring clothes, a pillow, a sleeping bag, a toothbrush, and my teddy bear.

Rules

Use the colon after the greeting of the person's name in a business letter.

Examples

Dear Mr. Smith:

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Parenthesis.

Rule: Use parenthesis to enclose words or figures that clarify or are used as an aside.

Example: He received one hundred and fifty points (150) on ~~the~~ his math project.



Apostrophe.

Rule: Use the apostrophe when combining two words. It is always placed in the spot where the letter(s) have been removed.

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Examples:

She's (she is) only
allowed candy on Friday.

~~Example~~

Rules:

Use the apostrophe
to show possession. Place
the apostrophe before
the s.

Example:

They found M.G.
Conrot's gloves.

Why To Punctuate

- o Punctuate marks are symbols that indicate the structure and organization of written language, as well as intonation and pauses to be observed when reading aloud.
- o In written English, punctuation is vital to disambiguate the meaning of sentences.