**PUNCTUATION**

Definition:

These are the marks that are used in writing to separate sentences and its elements to clarify its meaning.

1. **TERMINAL PUNCTTUTION**

 Terminal punctuation marks are used to end sentences. These are:

1. Period /full stop (.)

2. Exclamation mark (!)

3. Question marks (?)

**1. THE PERIOD**: is used to mark the end of two type of sentence

* Declarative sentences

 For instance:

 I teach English.

 We had pizza for dinner last night.

 NOTE: The above to sentence are declarative because it declares something it give us some information

* IMPERATIVE SENTENCES: Are commands or requests.

 For instances:

 Please don’t feed the animals.

 Let me know what time your flight arrives.

**2. EXCLAMATION MARK:**  EXELAMATION MARK IS USED TO CONVEY STRONG EMOTIONS.

For instance:

 I am really excited about my new job. (No emotional).

I am really excited about my new job! (Excitement).

JOHNEY, don’t play with your food! (for strict command)

We are also use exclamation mark after interjection for example.

Ouch! you just stepped on my foot.

Wow! What beautiful house. (amazement).

**3. Question mark (?)**

It is used to mark the end of a question if a sentence is a question then at the end we put a question mark.

For instance:

 what do you do?

 Who lives in that house?

**4. PAUSES:**

PAUSES tell the reader to stop briefly and continue reading.

These are

* Comma (,)
* Semicolon (;)
* Colon (:)

**COMMA (,):**

It has 4 main uses:

1. separate items in a list

FOR EXAMPLE:

We need to buy milk, egg, and sugar for the cake.

1. Separate words that are not part of the sentence.

Unfortunately, he missed his flight.

1. Separate linking words: however, therefore, for example, etc

These words connect one sentence to anther sentence

For example: Her parents wanted her to be a doctor however they had other plans

D.CLAUSES

EXAMPLE: They offered him a promotion, and he accepted it immediately

**SEMICOLON (;) :**

This mark is used to combine closely related sentence

For example:

I went to see a movie with my wife, I thought it was amazing; she thought it was terrible.

This is a great book; in fact it is one of the best have ever read.

**COLON (:) :**

The colon introduces information after an independent clause.

Example:

* Whenever you drive, you must do the following:

 Wear your seat belt, Obey traffic laws, And keep your eyes on the road.

* let me make this very clear: if you fail another test I am taking away all your video games.

 **APOSTROPHE ('):**

It is used for two purposes:

* The first to mark contraction: when we combine two words in to single word.

Eg. I’m a teacher.

 She’s waiting at the bus stop.

Apostrophe mark is use in place of omitted letters.

 I’m a teacher.

They’re not coming to the party.

* The second use f an apostrophe is possession. Possession refers to ownership or relationship.

For example:

 Have you seen Anita’s new car?

 It is my brother 's birthday today

**ELLIPSIS:**

 AN ELLIPS IS A SERIES OF THREE DOTS (...) WHICH SHOWS that some text has been left out the ellipsis is used to shorten a passage.

Example:

1. The guests ...were impressed by the library.

2. I’m confused ...said ayesiha.

-----------------------------------------------------------------------------------------------------------------------------------

 **SPELLING**

The word spell comes from the proto-Germanic ‘spellan’ meaning ‘to tell’.

Spell being used to indicate writing or reciting the individual letters of a word was in the early 15th century.

**SPELLING RULES:**

 There are some spelling rules for example

**DOUBLE CONSONANT:**

1. When words end with single vowel +single consonant, double the consonant.

Beg+ed=begged.

run+ing=running.

**2. SPELLING –ENDING WITH ‘Y’:**

Verbs ending with ‘y’ with a consonant before it change from ‘y’ to ‘i’. Before a suffixed ‘er. except ing. Marry-married –marrying try –tried-trying

Words ending with ‘y’ with a vowel before it do not change. Obey –obeyed –obeying.

**Spelling ending with ‘e’:**

Words ending in a silent ‘e’ drop the e before a suffix beginning with a rowel.

Live +ing =living

move +ed=moved

Silent e is dropped when ‘y’ is added after a noun.

Taste –tasty noise- noisy

**We from plurals in English by adding –s or –es**

 Shoes, boxes, bushes

For words ending in a consonant plus -y change the –y to -i and -es for proper nouns. keep the-y eg: toys , companies.

**Words ending in-f or -fe from their plural by changing v and adding –es :**

Thief-thieves

wife –wives

Exception: cliff-cliffs-handkerchief-handkerchiefs

* Some noun from their plural by adding –en to the singular

 ox-oxen –

 child-children

Few nouns from their plural by changing the inside rowel of the singular

Man –men

foot –feet

* When the final syllable does not have the end-

Accent, it is preferred and in some case required that you not double

Example: Focus-focused

 Worships- worshiped