

**Assignment no: 1**

**Course: Functional English**

**Title: Punctuations and Spellings**

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## • PUNCTUATION :

In ancient times there was no concept of using punctuations in written languages, but with the modification of time, people started to emphasize on the usage of it. Punctuations are referred as symbols or signs that are used in order to give sense, meaning and pattern to a sentence in writing manner. In writing, punctuation is used as a technique which gives beauty and gives a sense of organized pattern. As in speaking manner we use intonations e.g pauses or stress upon certain words in order to get meaning. There are few devices that are used to make a difference in a sentence e.g ;

1. Capital Letters
2. Question Mark
3. Exclamation Mark
4. Comma
5. Semi Colon
6. Brackets
7. Hyphen
8. Full Stop ( period )
9. Apostrophe etc.

All these devices are used according to the requirement of the sentence. They tend to give a clear image of the writing.

## **Capital Letters :**

They are used in order to begin a sentence or right after a full stop, also when we are referring to a proper noun in between the sentence we use capital letter for it.

### **Example :**

Sarah was born in England. She lives with her parents.

## **Full Stop ( Period ) ( . ) :**

On the other hand full stop or period is used at the end of the sentence in order to end a sentence, whereas it is also used for the abbreviation purpose.

### **Example :**

John is the football player of his school league. His father is known as the Dr. David in his school's charity club.

## **Question Mark ( ? ) :**

Question mark is also used in a way to clear the requirement of statement i-e what is asked.

### **Example :**

What are the effects of current pandemic on mental illness?

## **Exclamation Mark ( ! ) :**

Exclamation mark is used to show sudden outcry of emotions or emphasize on the expressing emotions.

**Example :**

Wow! The weather is good.

**Comma ( , ) :**

Comma is used in terms of separating a sentence such as elements, ideas or numbers in a sentence structure.

**Example :**

Sarah's friends went on summer camp, and they planned activities like hiking, racing, swimming and so on.

**Semi Colon ( ; ) :**

Semi colon are also used in terms of pauses and to connect independent clauses.

**Example :**

Sarah was injured; as she thought it was a bad a idea to visit her grandparents.

**Hyphen ( - ) :**

The main function of hyphen is to stick or glue the words together. They are basically a linking bridge between the two words.

**Example :**

1. 300-400 words
2. Cut-off

### **Brackets ( ) :**

Brackets are usually used to insert information that is apart from the direct clause. It gives over meaning to the clause.

### **Example :**

She wrote a letter to her friend (who lives with her grandparents) because she misses her.

### **Apostrophe ( ' ) :**

It is used in terms of showing a sense belonging or possession to a noun or words respectively. With singular words with also add “ s ” to it.

### **Example :**

1. Ali's car.
2. Sarah's laptop.

### **• SPELLING :**

### **Origin :**

The word spell originally came from Proto-Germanic “**spellan**” which means, **to tell** that later became **spellian** and afterwards **spell** in Old English.

Spelling is basically the action of writing letters through the verbal sounds and converting it into a word. Spellings helps us to pronounce a word with the help of syllables. But there are some words with may have same spellings and pronunciation but have different meaning.

### **Examples :**

#### **1. Bear**

The meaning of the above spelling is different from one context to another although it might have same spelling, such as;

I can't bear all this exam stress any long.

And,

I saw a bear in the zoo.

Here, the spellings are same but the meaning varies.

#### **2. Fan**

The meaning of fan also changes from context to context, such as;

Switch on the fan.

And,

Virat Kohli has crazy fans.