

IQRA NATIONAL UNIVERSITY PESHAWAR

(Fundamental English)

Assignment Title: Spellings and Punctuation

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Introduction of Spelling

The procedure or activity of writing or naming the letters of a word.

Many people think spelling comprises of learning all the words in a dictionary and that spelling comes logically to some and not to others. This is a misunderstanding. Good spellers aren't born, they are taught! Approximately 90 percent of English words can be spelled if a student knows basic patterns, principles and rules of spelling.

If a child can spell a word, he or she can usually read the word. In fact, there is a strong relationship between spelling and word reading, because many of the same abilities — phonemic mindfulness, knowledge of letter patterns, an understanding of morphology and word meanings — underlie both reading and spelling. Good spellers make for better readers and writers.

Four kinds of spelling knowledge

- Phonological Knowledge. A Sound Waves speller develops a deep awareness of the sounds in our language and their relationship with the letter combinations that represent the sounds in written form.
- Visual Knowledge.
- Morphemic Knowledge.
- Etymological Knowledge.

For students to become capable spellers, there are 4 different kinds of spelling knowledge they require. Using Sound Waves ensures children have the opportunity to develop all four areas of spelling knowledge.

Phonological Knowledge

A Sound Waves speller develops a deep awareness of the sounds in our language and their relationship with the letter combinations that represent the sounds in written form. They can classify words into individual sounds and syllables, merge sounds to form words, manipulate sounds, and recognize onset and rime. The activities and games in Sound Waves allow students to develop both their phonemic and graphemic awareness.

Visual Knowledge

Sound Waves encourages students to look at words as a whole, as well as syllables and as individual graphemes. They learn to recognize spelling patterns and also to identify deviations from regular patterns. The Sound Waves activities and games encourage students to play with words and discover patterns and visual cues that assist a proficient speller.

Morphemic Knowledge

As students continue to explore the words of our language, they start to discover more patterns and generalizations. As they look at the meaning of words and how words are formed, they discover that words conform to certain patterns and can also diverge from these patterns. Sound Waves helps students to explore the formation of compound words and the use of prefixes and suffixes to change word meanings. Word building is explored and students look at how changes to a word create changes to the word's meaning and grammatical use of the word.

Etymological Knowledge

In Sound Waves students are also provided with the opportunity to explore word origins and history. Students explore the roots of words and word meanings and learn to recognize the relationships between words. They develop an understanding of how some words are derived and how the meaning of unfamiliar words may be determined by examining parts of a word and similar related words.

Introduction of Punctuation

Punctuation is the system of symbols (. , ! – : “) that we use to separate sentences and parts of sentences, and to make their meaning clear. Each symbol is called a “punctuation mark”.

Punctuation marks are important for both written and spoken English. In written English, the correct usage of these marks expresses the intended meaning of the sentence. In spoken English, punctuation marks denote the pauses and intonations to be used.

Incorrect punctuation can change the meaning of a sentence. Some of the commonly used punctuation marks are:

- . is a full stop or period – used at the end of a sentence
- , is a comma – used to denote pause in the sentence.
- ? is a question mark or query – used at the end of an interrogative sentence to form a question.
- ! is an exclamation mark – used to denote shock, surprise, anger or a raised voice.
- ‘ is an apostrophe – used to show possession or for contraction of word.
- ” is a quotation mark.
- : is a colon – used at the beginning of a list and to replace a semicolon in between two parts of a sentence.
- ; is a semicolon – like colon semicolon is used to connect two parts of a sentence.
- ... is an ellipsis – used to show there is more to be said
- – is a hyphen – has many uses, mostly used to break single words into parts.

14 marks of punctuation signs

There are 14 punctuation marks that are commonly used in English grammar. They are the period, question mark, exclamation point, comma, semicolon, colon, dash, hyphen, parentheses, brackets, braces, apostrophe, quotation marks, and ellipsis. Following their correct usage will make your writing easier to read and more appealing.

Sentence Endings

Three of the fourteen punctuation marks are appropriate for use as sentence endings. They are the period, question mark, and exclamation point.

The **period** (.) is placed at the end of [declarative sentences](#), statements thought to be complete and after many abbreviations.

- As a sentence ender: *Jane and Jack went to the market.*
- After an abbreviation: *Her son, John Jones Jr., was born on Dec. 6, 2008.*

Use a **question mark** (?) to indicate a direct question when placed at the end of a sentence.

- *When did Jane leave for the market?*

The **exclamation point** (!) is used when a person wants to express a sudden outcry or add emphasis.

- Within dialogue: *"Holy cow!" screamed Jane.*
- To emphasize a point: *My mother-in-law's rants make me furious!*

Comma, Semicolon, and Colon

The comma, [semicolon, and colon](#) are often misused because they all can indicate a pause in a series.

The **comma** is used to show a separation of ideas or elements within the structure of a sentence. Additionally, it is used in numbers, dates, and letter writing after the salutation and closing.

- Direct address: *Thanks for all your help, John.*
- Separation of two complete sentences: *We went to the movies, and then we went out to lunch.*
- Separating lists or elements within sentences: *Suzi wanted the black, green, and blue dress.*

Whether to add a final comma before the conjunction in a list is a matter of debate. This final comma, known as an Oxford or serial comma, is useful in a complex series of elements or phrases but is often considered unnecessary in a simple series such as in the example above. It usually comes down to a style choice by the writer.

The **semicolon** (;) is used to connect independent clauses. It shows a closer relationship between the clauses than a period would show.

- *John was hurt; he knew she only said it to upset him.*

A **colon** (:) has three main uses. The first is after a word introducing a quotation, an explanation, an example, or a series.

- *He was planning to study four subjects: politics, philosophy, sociology, and economics.*

The second is between independent clauses when the second explains the first, similar to a semicolon:

- *I didn't have time to get changed: I was already late.*

The third use of a colon is for emphasis:

- *There was one thing she loved more than any other: her dog.*

A colon also has non-grammatical uses in time, ratio, business correspondence and references.

Dash and the Hyphen

Two other common punctuation marks are the dash and hyphen. These marks are often confused with each other due to their appearance but they are very different.

A **dash** is used to separate words into statements. There are two common types of dashes: end dash and end dash.

- End dash: Twice as long as a hyphen, the end dash is a symbol (--) that is used in writing or printing to indicate a range, connections or differentiations, such as 1880-1945 or Princeton-New York trains.
- End dash: Longer than the end dash, the end dash can be used in place of a comma, parenthesis, or colon to enhance readability or emphasize the conclusion of a sentence. For example, *She gave him her answer --- No!*
Whether you put spaces around the end dash or not is a style choice. Just be consistent.

A **hyphen** is used to join two or more words together into a compound term and is not separated by spaces. For example, part-time, back-to-back, well-known.

Brackets, Braces, and Parentheses

[Brackets](#), braces, and parentheses are symbols used to contain words that are a further explanation or are considered a group.

Brackets are the squared off notations ([]) used for technical explanations or to clarify meaning. If you remove the information in the brackets, the sentence will still make sense.

- *He [Mr. Jones] was the last person seen at the house.*

Braces ({}) are used to contain two or more lines of text or listed items to show that they are considered as a unit. They are not commonplace in most writing but can be seen in computer programming to show what should be contained within the same lines. They can also be used in mathematical expressions. For example, $2\{1+[23-3]\}=x$.

Parentheses () are curved notations used to contain further thoughts or qualifying remarks. However, parentheses can be replaced by commas without changing the meaning in most cases.

- *John and Jane (who were actually half brother and sister) both have red hair.*

Apostrophe, Quotation Marks and Ellipsis

The final three punctuation forms in English grammar are the [apostrophe](#), quotation marks, and ellipsis. Unlike previously mentioned grammatical marks, they are not related to one another in any form.

An **apostrophe** (') is used to indicate the omission of a letter or letters from a word, the possessive case, or the plurals of lowercase letters. Examples of the apostrophe in use include:

- Omission of letters from a word: *I've seen that movie several times. She wasn't the only one who knew the answer.*
- Possessive case: *Sara's dog bit the neighbor.*
- Plural for lowercase letters: *Six people were told to mind their p's and q's.*

It should be noted that, according to Purdue University, some teachers and editors enlarge the scope of the use of apostrophes, and prefer their use on symbols (&'s), numbers (7's) and capitalized letters (Q&A's), even though they are not necessary.

[Quotations marks](#) (" ") are a pair of punctuation marks used primarily to mark the beginning and end of a passage attributed to another and repeated word for word. They are also used to indicate meanings and to indicate the unusual or dubious status of a word.

- *"Don't go outside," she said.*

Single quotation marks (' ') are used most frequently for quotes within quotes.

- *Marie told the teacher, "I saw Marc at the playground, and he said to me 'Bill started the fight,' and I believed him."*

The [ellipsis](#) is most commonly represented by three periods (. . .) although it is occasionally demonstrated with three asterisks (***). The ellipsis is used in writing or printing to indicate an

omission, especially of letters or words. Ellipses are frequently used within quotations to jump from one phrase to another, omitting unnecessary words that do not interfere with the meaning. Students writing research papers or newspapers quoting parts of speeches will often employ ellipsis to avoid copying lengthy text that is not needed.

- Omission of words: *She began to count, "One, two, three, four..." until she got to 10, then went to find him.*
- Within a quotation: *When Newton stated, "An object at rest stays at rest and an object in motion stays in motion..." he developed the law of motion.*

References

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