

English as Second language

Prepared by: Ayesha
Mahmood

END OF SENTENCE PUNCTUATION



Definition of Punctuation

Punctuation is a set of marks that regulates and clarifies the meanings of different texts. The term “punctuation” has originated from the Medieval Latin word “*pūnctuātiōn*,” which means markings or signs.

Why do we need punctuation?

Punctuation allows the authors writing to be easy to read and understandable for the reader.

Types of Punctuation

Period

Comma

Colon

Question
Mark

Quotation
Marks

Exclamation
Point

Parenthesis

Apostrophe

Types of Punctuation

Period/ Full stop

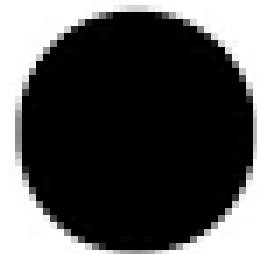
Rule: Use at the end of a complete sentence.

Example: I went to the store for groceries.

Rule: Use at the end of an indirect question.

Example: He asked where the milk was.

Period Full stop



Comma

Rule:

Use a comma to separate words or items in a list.

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 Bahawalpur, Pakistan.

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

Example: He was born on August 4th, 1990.

Rule: Use a comma to separate two adjectives (describing words) when the word and can be inserted between them.

Example: She was a young, beautiful dog.

Comma



Question Mark??

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

Example: Will you come over after school?

Example: Have you written your exercise?



Exclamation Point

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

Example: 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.

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

Example: Dear Mr. Smith:



The Dash

Rule

To indicate an abrupt stop or change of thought.

Example: If my husband is alive- but why lament the past?



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 his math project.

Parentheses



Apostrophe

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

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

Rule: Use the apostrophe to show possession. Place the apostrophe before the
Example: They found Ms. Connor's gloves.

