

PUNCTUATION

The word punctuation has been taken from the Latin word "punctum" that stands for speaking with stoppages or with pauses. While speaking a speaker takes pause or sometimes applies different tone or stress to show anger, joy or some other expressions of such type. In order to show the same in writing some signs are developed that are very much necessary to be used so that the communication might be quite clear and exact. Verbal communication without these signs would become disturbing. Following example makes clear how meanings change without proper use of punctuation.

1: I detest liars like you, I believe that honesty is the best policy.

2: I detest liars; like you, I believe that honesty is the best policy.

The Following table shows punctuation signs used in English Language.

Capital letter	A,B	Period	.	Dash	-
Colon	:	Parenthesis	()	Exclamation Mark	!
Question Mark	?	Apostrophe	'	Comma	,
Quotation mark	" "	Semi Colon	;	Hyphen	—
Brackets	[]	Use of Paragraphs			

APITAL LETTERS:

English language is written with a mixture of two different symbols; namely small letters and capital letters. Capitals are used with:

1. At the beginning of new sentence.

For example:

Do not believe in thinking, believe in doing.

2. Each fresh line of poetry.

For example:

On Linden, when the sun was low,
All bloodless lay the un- trodden snow
And dark as winter was the flow
Of Iser, rolling rapidly.

3. All proper nouns and the adjectives that are derived from them.

For example:

Bahawalpur, Iqbal, Pakistan, Punjab, Ramadan, Pakistani, Punjabi.

4. All the nouns and pronouns that denote God.

For example:

It is the God, Lord of all the elements, Who holds all things in His right hand.

5. The pronoun "I" when it is used single and with the interjection "O".

For example:

It is fate that I may endure the agony, O cursed spite bring peace.

PERIOD:

When a speaker finishes what he has to say and he has nothing more to say then he takes complete pause. This pause in writing is said to be period or full stop, and it is symbolized as (.).

It is used to with. **A declarative or an imperative sentence**

Example Declarative Sentence: **His name is Tahir.**

Example Imperative Sentence: **The officer orders the soldiers to attack.**

- Abbreviations but in modern style they are omitted mostly.

For example: **M.A or MA, U.N.O or M.P, Mr or Mr.**

THE COMMA:

The comma represents the shortest pause and use commas to ensure that meaning is clear and, despite grammatical rules, will drop the comma if their meaning is retained in the sentence. It is used with:

- Separate words belonging to same category that is noun, pronoun, adjectives, verbs, adverbs, clauses and.

Example for Nouns: **Pakistan, Sri lanka and China have good working relations.**

Example for pronouns: **You, he and I are the best friends.**

Example for adjectives: **Her beauty, soberness, aquiline features and charm makes her innocent.**

Example for adverbs:

Example for verbs: They decorated, furnished and built their house very well.

Example for Clauses:

The Indus runs smoothly, glides frequently, moves vehemently and falls roaring.

- It separates pair of words that are connected with and.

For Example:

You must be precise and short, complete and elaborative in your communication.

- When you pronounce or call somebody; comma is used.

For Example: **Shakespeare, the greatest play Wright that England has ever given birth to.**

- While addressing people.

For Example: **Lord of the Universe is the protector of all of us, boys.**

- Before and after Participial phrase.

For Example: **Alexander, having conquered the world, returned to Greece.**

- When a word is omitted then comma is used.

For Example: **He worked a lot all the night; he, a hard worker did not get reward.**

- For tag questions comma is used between them

For Example: **Mr. Shahzad, bring me a glass of water, Will You.**

- Interjections like 'please', 'thank you', 'yes', and 'no' require Comma.

For Example: **Yes, I called him for removal of some misunderstanding.**

- Co-coordinative conjunctions require comma before them.

For Example: **I think we must resolve the matter, but amicably.**

- Comma is used with the direct speech.

For Example: **He said to the teacher, "I will learn the lesson tomorrow."**

AVOID COMMA:

- ❖ Do not use comma:
- ❖ Separate the subject from its predicate

For Example: **Getting registration in our institute shall pay you, regard and reward. (Wrong)**

Getting registration in our institute shall pay you regard and reward. (Correct)

- ❖ preposition from its object

For Example:

She traveled around the world with, a small backpack, a pup tent and a camera. (Wrong)

She travelled around the world with a small backpack, a pup tent and a camera. (Right)

- ❖ Comma must be used before a co-coordinating conjunction not after.

For Example:

Think about the matters but, not in a way to misinterpret them. (Wrong)

Think about the matters but not in a way to misinterpret them. (Right)

- ❖ When adverbial clause follows the principal clause then comma is not used.

For Example:

Seek to please,if thou would'st be happy. (Wrong)

Seek to please,if thou would'st be happy. (Right)

THE SEMICOLON:

A semicolon represents a pause of greater importance than that of Comma. It is bit difficult to find this pause. But generally it is used:

- ❖ For the separation of the clauses of compound sentences.

For Example: **Quaid was a brave, large hearted leader; and we all honor him.**

- ❖ To separate the phrases that do not have relationship and that are
- ❖ Opposite to each other

For Example: **Man proposes; God disposes.**

COLON:

It is a complete pause with dash after it. (:-)

- ❖ To introduce a quotation.

For Example: **Bacon says: __ "Reading maketh a full man"**

- ❖ Before list of things.

For Example: **The nominees of this award are: Umar, Saood and Faisal.**

- ❖ Between those sentences that are grammatically different but closely connected.

For Example:

Habit making in study achieves thinking level: it is not important in study.

PARENTHESIS:

It is also called double bracket or mostly small bracket used in mathematics but in English written expressions it is used for particular purposes such as:

- ❖ It takes the sentence that does not belong to the main clause.

For Example: **I got (from heavens) what all I wished for this life.**

- ❖ The abbreviations are enclosed if they are about some name

For Example: **Hazrat Muhammad (P.B.U.H) is the last prophet of God.**

- ❖ In literature it is mostly used to describe the activity of the drama or novel.

For Example: **I think there is some craft in his madness. (Aside)**

HYPHEN: It is a short line than the dash that is used to:

- ❖ Connect the part of a compound word

For Example: **Co-operation, Jac-of-all-trades.**

- ❖ It is used to connect the spellings of the word left on the previous line.

For Example: **It is the fate that all the Muslim shall live in the blessings of God, and leave all the friv-volities of this world with a view to find redemption at the day of Judgment .**

THE QUOTES:

Quotes are two inverted commas that indicate that words are exactly quoted by the speaker and there is no change in these words by the describer.

For Example: **Aslam said to Akram, "our president is a man of Principle."**

THE QUESTION MARK (?) It tells that the sentence is interrogative. It is used with:

- ❖ Direct question and it replaces full stop.

or Example: **Did you see my pen?**

- ❖ It is not used with the indirect question

For Example:

How it is that you made such a great success and that too in a very short time.

APOSTROPHE (')

- ❖ It is used when: Letter is omitted

For Example: **We write don't instead of do not and doesn't instead of does not.**

- ❖ Belonging of someone is shown.

For Example: **It is Aslam's book.**

- ❖ Plural of letters and figures are formed.

For Example: **Add two 5's and four 2's.**

THE DASH: Dash is a bigger line than the hyphen and differs in its use also as it is used to:

- ❖ To indicate an abrupt change in the sentence.

For Example: **Would that I had died instead of my father__ lamentation is useless now.**

- ❖ To collect the scattered statement

For Example: **All is lost __my kingdom, my queen and my children.**

THE EXCLAMATION MARK !

It is used with the words that show some sudden emotion or wish as:

For Example: **Alas! Oh dear! What a terrible scene it is! O! Bravo! Long live King!**

- ❖ Keep one major thing in mind, use this sign either right after the expression or at the end of the sentence.

MOODS

The word Mood is taken from Latin language that means "stating". In this way it can be defined as, "The mood of the verb used in ordinary statements: stating a fact, expressing an opinion, asking a question. The mood (sometimes called the mode) of the verb expresses either the speaker's attitude toward the verb or describes how it is used in the sentence. There are three types of Moods that are used in English language. They may be stated as:

Indicative: It is used to make factual statements or pose questions.

Example: I am reading the book

Imperative: It expresses a request or command, and the **(rarely used)**.

Example: "Ask not what your country can do for you. **Ask what** you can do for your country."

Subjunctive: It shows a wish, doubt, or anything else contrary to **fact**.

Example: I hope that she is happy.

INDICATIVE AND SUBJUNCTIVE MOOD

FORMATION OF THE INDICATIVES & SUBJUNCTIVES MOOD:

In modern English, most verb tenses in the Subjunctive Mood are similar or identical to the corresponding tenses in the Indicative Mood. It should be noted that verbs in the Subjunctive Mood do not modify, but have the same form regardless of the subject. The Simple Present Subjunctive and Simple Past Subjunctive of the verb to be are shown below. The Indicative forms are also given;

The simple indicative and subjunctive tenses of the verb to be:

it is	it be
we are	we be

they are	they be
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SIMPLE PAST:

Indicative	subjunctive
I was	I were
you were	you were
he was	he were
she was	she were
it was	it were
we were	we were
they were	they were

SIMPLE PRESENT:

Indicative	subjunctive
I work	I work
you work	you work
he works	he work
she works	she work
it works	it work
we work	we work
they work	they work

PRESENT CONTINUOUS:

Indicative	subjunctive
I am working	I be working
you are working	you be working
he is working	he be working
she is working	she be working
it is working	It be working
we are working	we be working
they are working	they be working

PRESENT PERFECT:

Indicative	subjunctive
I have worked	I have worked
you have worked	you have worked
he has worked	he have worked
she has worked	she has worked
it has worked	it has worked
we have worked	we have worked
they have worked	they have worked

The following table summarizes the formation of the English Subjunctive tenses:

TENSE	AUXILIARY	VERB FORM
Simple Present	Do	bare infinitive
Present Continuous	Be	present participle
Present Perfect	Have	past participle
Present Perfect Continuous	have been	present participle

Simple Past	Did	bare infinitive
Past Continuous	Were	present participle
Past Perfect	Had	past participle
Past Perfect Continuous	had been	present participle

Forms of Gender Nouns

In English, the four genders of noun are masculine, feminine, common, and neuter.

- **Masculine nouns** refer to words for a male figure or male member of a species (i.e. man, boy, actor, horse, etc.)
- **Feminine nouns** refer to female figures or female members of a species (i.e. woman, girl, actress, mare, etc.)
- **Common nouns** refer to members of a species and don't specify the gender (i.e. parent, friend, client, student, etc.)
- **Neuter nouns** refer to things that have no gender (i.e. rock, table, pencil, etc.)

Masculine and feminine nouns (Examples)

Masculine	Feminine	Common gender nouns	Animals	Masculine	Feminine
actor	actress	baby,	rabbit	buck	doe
author	authoress	bird,	horse	stallion	mare
bachelor	spinster	cat,	Sheep	ram	ewe
boy	girl	cattle,	Pig	boar	sow
bridegroom	bride	child,	chicken	rooster	hen
brother	sister	companion,	Duck	drake	duck
conductor	conductress	comrade,	Cattle	bull	cow
count	countess	cousin,	Goose	gander	goose
czar	czarina	dancer,	Fox	fox	vixen
dad	mum	deer,	Tiger	tiger	tigress

daddy	mummy	friend,	Lion	lion	lioness
duke	duchess	guardian,	Fly	Drone	Bee
man	woman	guest,			
master	mistress	infant,	Furious	Leopard	Leopardess
murderer	murderess	owner,	Peacock	Peacock	Peahen
nephew	niece	parent,	Birds	Cock	Hen
poet	poetess	passenger,	Furious	Bear	She Bear
policeman	policewoman	pig,	Goats	Billy Goat	Manny goat

Plural Nouns: Rules and Examples

Most singular nouns are made plural by simply putting an -s at the end. There are many different rules regarding pluralization depending on what letter a noun ends in. Irregular nouns do not follow plural noun rules, so they must be memorized or looked up in the dictionary.

Plural Noun Rules

There are many plural noun rules, and because we use nouns so frequently when writing, it's important to know all of them! The correct [spelling of plurals](#) usually depends on what letter the singular noun ends in.

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Be the best writer in the office.

1. **To make regular nouns plural, add -s to the end.**

cat – cats house – houses

2. **If the singular noun ends in -s, -ss, -sh, -ch, -x, or -z, add -es to the end to make it plural.**

truss – trusses bus – buses marsh – marshes
lunch – lunches tax – taxes blitz – blitzes

3. **In some cases, singular nouns ending in -s or -z, require that you double the -s or -z prior to adding the -es for pluralization.**

Fez – fezzes gas – gasses

4. **If the noun ends with -f or -fe, the f is often changed to -ve before adding the -s to form the plural version.**

Wife – wives wolf – wolves

Exceptions:

Roof – roofs belief – beliefs chef – chefs chief – chiefs

5. **If a singular noun ends in -y and the letter before the -y is a consonant, change the ending to -ies to make the noun plural.**

City – cities puppy – puppies

6. **If the singular noun ends in -y and the letter before the -y is a vowel, simply add an -s to make it plural.**

ray – rays boy – boys

7. **If the singular noun ends in -o, add -es to make it plural.**

Potato – potatoes tomato – tomatoes

Exceptions:

Photo – photos piano – pianos halo – halos

With the unique word volcano, you can apply the standard pluralization for words that end in -o or not. It's your choice! Both of the following are correct:

Volcanoes volcanos

8. **If the singular noun ends in -us, the plural ending is frequently -i.**

Cactus – cacti focus – foci

9. **If the singular noun ends in -is, the plural ending is -es.**

Analysis – analyses ellipsis – ellipses

10. **If the singular noun ends in -on, the plural ending is -a.**

Phenomenon – phenomena criterion – criteria

11. **Some nouns don't change at all when they're pluralized.**

Sheep – sheep series – series species – species deer –deer

You need to see these nouns in context to identify them as singular or plural. Consider the following sentence: Mark caught one **fish**, but I caught three **fish**.

Plural Noun Rules for Irregular Nouns

Irregular nouns follow no specific rules, so it's best to memorize these or look up the proper pluralization in the dictionary.

singular	Plural	singular	Plural
Child	children	Tooth	teeth
Goose	geese	Foot	feet
Man	men	Mouse	mice
Woman	women	Person	people

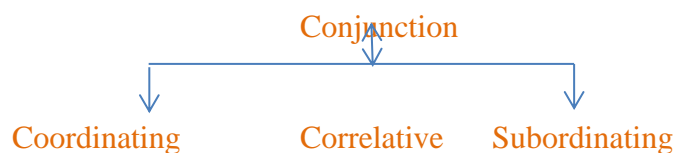
Conjunctions

Conjunctions are words that link other words, phrases, or clauses together.

100 IMPORTANT CONJUNCTIONS

- A minute later
- Accordingly
- Actually
- After
- After a short time
- Afterward
- Also
- And
- Another
- As an example
- First
- For example
- For instance
- For this purpose
- For this reason
- Fourth
- From here on
- Further
- Furthermore
- Gradually
- Just as important
- Least
- Last
- Last of all
- Lastly
- Later
- Meanwhile
- Moreover
- Nevertheless
- Next
- Still
- Subsequently
- Such as
- The next week
- Then
- Thereafter
- Therefore
- Third
- Thus
- To be specific

Types of Conjunction



Coordinating Conjunctions

A **coordinating conjunction** joins parts of a sentence (for example words or independent clauses) that are grammatically **equal** or similar. A coordinating conjunction shows that the elements it joins are similar in importance and structure: There are seven coordinating conjunctions, and they are all short words of only two or three letters:

and, but, or, nor, for, yet, so

Look at these examples - the two elements that the coordinating conjunction joins are shown in square brackets []: Example: **I like [tea] and [coffee].**

When a coordinating conjunction joins independent clauses, it is always correct to place a comma before the conjunction:

I want to work as an interpreter in the future, so I am studying Russian at university.

When "and" is used with the last word of a list, a comma is optional:

- He drinks water, milk, cold drink, **and** Juice.

Subordinating Conjunctions

A **subordinating conjunction** joins a subordinate (dependent) clause to a main (independent) clause: Here are some common subordinating conjunctions:

after, although, as, because, before, how, if, once, since, than, that, though, till, until, when, where, whether, while

A subordinating conjunction always comes at the beginning of a subordinate clause. It "introduces" a subordinate clause. However, a subordinate clause can come **after** or **before** a main clause. Thus, two structures are possible: Examples

Ram went swimming **although it was raining**.

Although it was raining, Ram went swimming.

Correlative Conjunctions

They are always used in pairs and denote **equality**; and show the relationship between ideas expressed in different parts of a sentence - and thus make the joining tighter and more emphatic. When joining singular and plural subjects, the subject closest to the verb determines whether the verb is singular or plural.

- | | |
|-----------------------|-------------------------|
| • as . . . as | if . . . then |
| • just as . . . so | not . . . but |
| • both . . . and | what with . . . and |
| • hardly . . . when | whether . . . or |
| • scarcely . . . when | not only . . . but also |
| • either . . . or | no sooner . . . than |
| • neither . . . nor | rather . . . than |

Subordinating Conjunctions

Coordinating conjunctions allow you to join words, phrases, and clauses of equal grammatical rank in a sentence.

50 Subordinating Conjunctions

✓ After	✓ Even	✓ Lest	✓ So that	✓ Where
✓ Although	✓ Even if	✓ Now	✓ Supposing	✓ Whereas
✓ As	✓ Even though	✓ Now since	✓ Than	✓ Where if
✓ As if	✓ If	✓ Now that	✓ That	✓ Wherever
✓ As long as	✓ If only	✓ Now when	✓ Though	✓ Whether
✓ As much as	✓ If when	✓ Once	✓ Till	✓ Which
✓ As soon as	✓ If then	✓ Provided	✓ Unless	✓ While
✓ As though	✓ Inasmuch	✓ Provided that	✓ Until	✓ Who
✓ Because	✓ In order that	✓ Rather than	✓ When	✓ Whoever
✓ Before	✓ Just as	✓ Since	✓ Whenever	✓ Why

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Position of subordinating conjunctions

Words and phrases such as:

Above all, Anyway, As a result, As well, Eventually, Firstly, However, Overall, Rather, then, Therefore, Though, On the contrary

can create similar meanings to conjunctions (e.g. adding, cause and effect). These words are adverb phrases and can come in any position which an adverb can occupy:

Example: He left home late. (As a result) he (as a result) didn't arrive until 8 pm (as a result).

Adjectives

Adjectives are words that describe the qualities or states of being of nouns: *enormous, doglike, silly, yellow, fun, fast*. They can also describe the quantity of nouns: *many, few, millions, eleven*. There are three degrees of Adjective which state the quality of an object. They are:

Degrees of Comparison

Absolute _____ **Comparative** _____ **Superlative**

Absolute adjectives: It describes something in its own right.

Examples: **A cool guy** **A messy desk** **A mischievous cat**

Comparative adjectives: These make a comparison between two or more things.

- For most one-syllable adjectives, the comparative is formed by adding the suffix *-er* (or just *-r* if the adjective already ends with an *e*).
- For two-syllable adjectives ending in *-y*, replace *-y* with *-ier*. For multi-syllable adjectives, add the word *more*.

Examples: **A cooler guy** **A messier desk** **A more mischievous cat**

Superlative adjectives: Tells something has the highest degree of the quality in **question**.

- One-syllable adjectives become superlatives by adding the suffix *-est* (or just *-st* for adjectives that already end in *e*).
- Two-syllable adjectives ending in *-y* replace *-y* with *-iest*.
- Multi-syllable adjectives add the word *most*.
- When you use an article with a superlative adjective use the definite article (*the*)

Examples: **The coolest guy** **The most garrulous squirrels**

Types of Adjectives

1- Possessive Adjectives

As the name indicates, possessive adjectives are used to indicate possession.

My	Your	His	Her	Its	Our	Their
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Demonstrative Adjectives

They are used to indicate or demonstrate specific people, animals, or things.

<i>These</i>	<i>Those</i>	<i>This</i>	<i>That</i>
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➤ Coordinate Adjectives

Coordinate adjectives are separated with commas they are *bright, sunny* day etc.

➤ Numbers Adjectives

When they're used in sentences, numbers are almost always adjectives. **"How many?"**

- He ate 23 hotdogs during the contest, and was sick afterwards.

➤ Interrogative Adjectives

There are three interrogative adjectives: *which*, *what*, and *whose*. All three of these words are used to ask questions.

Which option sounds best to you? What time should we go? Whose socks are those?

➤ Indefinite Adjectives

Indefinite adjectives are used to discuss non-specific things. (*any, many, no, several, and few*)

Do we have *any* peanut butter? Grandfather has been retired for *many*

➤ Attributive Adjectives

They talk about specific traits, qualities, or features – in other words, they are used to discuss attributes. There are different kinds of attributive adjectives:

- **Observation adjectives** such as ***real, perfect, best, interesting, beautiful or cheapest***
- **Size and shape adjectives** talk about measurable, objective qualities including specific physical properties. (***small, large, square, round, poor, wealthy, slow***)
- **Age adjectives** denote specific ages in numbers, (***old, young, new, five-year-old***)
- **Color adjectives:** They're adjectives that indicate color. (**Examples include *pink, yellow***)
- **Origin adjectives** indicate the source of the noun, whether it's a person, place, animal or thing. **Examples include *American, Canadian, Mexican, French***.

- **Material adjectives** denote what something is made of. Some examples include *cotton, gold, wool, and*
- **Qualifier adjectives** are often regarded as part of a noun. They make nouns more specific; examples include *log cabin, luxury car, and pillow cover.*