



University Centre Abdelhafid Boussouf E-learning Centre



English – Level 3

– Lesson 01 – General Punctuation Rules -Part1-

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<i>Letters and Languages</i>	• <i>Foreign Languages</i>	<i>Licentiate 3</i>	<i>French</i>
<i>Economic Sciences</i>	• <i>Economic Science</i> • <i>Commercial Science</i> • <i>Management Science</i>	<i>Licentiate 3</i>	<i>All specialties</i>

Objectives of the Lesson

- To spot the light on the commonly used punctuation marks in the English language.
- To introduce you to the crucial uses of each mark.
- To help you put these punctuation marks into use correctly and clearly.

1. Punctuation Marks:

Punctuation marks are used to organize sentences, paragraphs and essays. Adequate punctuation gives written pieces flawless structure that tells the reader where to pause, stop, emphasize or intonate.

2. Commonly Used Punctuation Marks:

1. Comma: is a punctuation mark writer uses to make the reader take a small pause. The comma is used in the following cases:

- **To join the dependent clause with the main clause in a complex sentence:** when the sentence begins with a dependent clause, the comma must be just after it.

Example: if the manager is absent, the meeting is cancelled.

Dependent clause comma main clause

- **To separate independent clauses:** the comma in this case is used to join two complete ideas and placed before the coordinating conjunctions “and, but, yet, so, or, nor, for”.

Example: success stands upon ambition, or there is no success.

Independent clause comma independent clause

- **To list items in a series:** the comma is used to separate each item in a series, whether they be words, phrases or clauses.

Example: I want to visit Japan, The United Kingdom, Turkey and Canada. ← A series

Note:

A series is a group of three or more items sharing the same form and function in a sentence.

- **To set off direct quotation:** in a written piece, the **direct quotation** is set apart from the rest of the text with a comma.

Examples: -Massin said, “I got a full mark in the exam because I revised well”.

“-I got a full mark in the exam because I revised well”, he said.

Direct quotation

- **To indicate direct address:** the **direct address** is when the speaker of a conversation addresses the person whom he/she is sharing a verbal confabulation with; the direct address is set apart from the text with a comma or a pair of commas. It can be a name or a title.

Examples: -Massin, I suppose you missed the lectures.

-I suppose, Massin, you missed the lectures.

-The patient is waiting for you, doctor. ← Direct address

- **To set off nonrestrictive clauses:** the clauses that carry nonessential meaning in the sentence are called **nonrestrictive** and they can be enclosed with commas. The **restrictive** clauses are essential to convey the sentence meaning; both restrictive and nonrestrictive clauses start with a relative pronoun.

Examples: -Belkacem Heba, who is a famous Algerian scientist, gave a lecture at Ouargla University.

Nonrestrictive clause (enclosed with commas)

-The Algerian scientist who gave a lecture at Ouargla University is famous.

Restrictive clause (no comma is needed)

- **To set off numbers, dates, addresses and titles:**

1. Numbers: when the number is made up of more than four digits, a comma is used to separate the numbers in groups of three. If the number is just four digits, the comma is optional.

Examples: -3400 -3,400 -14,988 -365,854

2. Dates: the year is set apart from the rest of the sentence with a comma.

Examples: On September 12, 1897, Mary Curie gave birth to her Nobel winning daughter Iren Curie.

3. Addresses: the elements that constitute an address are separated with commas.

Example: Iren Curie was born in Paris, France, in 1897.

4. Titles: the title of a name is enclosed with commas.

Examples: Sundar Pichai, Google CEO, graduated from material sciences and engineering

department.

Activity: Insert the appropriate punctuation marks in the following sentences:

1. Although it is cloudy today the weather is hot
2. The teacher said “The exam is going to be easy”
3. The International Monetary Fund started operation on December 27 1945
4. Am I going to have the reset exam today sir?
5. The girl whose hair is black is my niece
6. China’s remarkable technological growth threatened USA so the American president restricted its operation outside China

References:

- Starus. The Blue Book of Grammar and Punctuation. Jossey-Bass, A Wiley Imprint, 2007.
- Riggs. Sentence Types and Punctuation. Franklin Watts, 2012.