



# University Centre Abdelhafid Boussouf E-learning Centre



## English – Level 3

### – Lesson 1 – General Punctuation Rules –Part2-

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

### **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.

**2. Semicolon:** is used in the following cases:

➤ **To join independent clauses:**

**Example:** I visited my grandmother yesterday; she was extremely happy.

Independent clause

Independent clause

➤ **To list items in a series:** when one or more items in a series contain commas, a semicolon is needed.

**Example:** My friend visited Canada, Paris, France; and London, England. ← **A series**

➤ **To indicate introductory words:** a semicolon is preferably placed before introductory words like therefore, for example, for instance, as a consequence, namely, i.e. and many others.

**Example:** There are three types of pollution; **namely**, air pollution, soil pollution and water pollution.

Introductory word

**3. Colon:** is used in the following cases:

➤ **To list items with no introductory words:**

**Example:** Would you please give her the following books: Rich Dad and Poor Dad, The Miracle Morning, and The Power of Self-Mastery.

**Note:**

A colon is never preceded by an introductory verb.

➤ **To introduce long quotation:** when introducing a quotation with more than three lines, a colon is placed just before. **Example:** the author said in the fourth chapter that:

“  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_”

**4. Quotation Marks:** are used to cite sources, in direct quotations, idioms, proverbs, sayings or direct speeches. **Example:** “.....” ← **Quotation marks**

**5. Parentheses:** are used to set off nonessential information from the rest of the sentence; they are used as well to enclose figures.

**Example:** The World Trade Organization (WTO) hierarchy is shown in figure (3).

**6. Apostrophe:** is used to indicate possession cases or contractions.

**Examples:** - That girl is my sister's friend. (Possession case)

-He's late. (Contraction)

**Note :**

Contraction is combining two words to have one. For instance: He is late → He's late.

**7. Hyphen:** is a punctuation mark that is used to join words or units together.

**Examples:** Thirty-one, ex-president, mother-in-law.

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

1. Massin s book is lost
2. Donald Trump is the ex president of USA
3. The World Health Organization WHO declared Covid 19 as a global pandemic
4. There is an English proverb that says the early bird catches the worm
5. The new Corona Virus variant is spreading countries worldwide are setting restrictions to protect their citizens
6. A bunch of world ruling companies are South Korean for instance Sumsung electronics Hyundai Motor LG electronics and Kia Motors

**References:**

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