Proverbs

1-Better late than never. ان تصل متاخرا خير من ان لا تصل

2- Birds of a feather flock together . الطيور على اشكالها تقع

3-Health is better than wealth . الصحة افضل من الثراء

4-Appearance are deceptice . المظاهر خداعة

5-Life is not a bed of roses .الحياة ليست سرير من الورود

Punctuation

Sentence word order is very important for meaning .the basic word order of an English sentence is s- v- o. (subject . verb . object . )

A sentence can take any one of the following four forms

1-a declarative sentence (statement) . E.g. He eat healthy food .

2- an interrogative sentence (auestion ).E.g. Does he eat healthy food ?

3- an imperative sentence (command) E.g. close the door .

4- an exclamatory sentence ( exclamation ).E.g. What a wonderful film !

1. **The full stop**

A statement must begin with a capital letter and end with a full stop (.).E.g. He played foot ball .

We use a full stop after :

1. At the end of a sentence that asks a polite question or gives a mild command .
2. An initial that is part of a person’s name .E.g. W. Shakespeare .M.Salim
3. Most standard abbreviations .E.g. Dr.Salim .
4. **The question mark ?**

A question mark ? is placed at the end of a sentence which is a direct question. E.g. How are you ?

1. **The exclamation mark !**

The exclamation mark (! ) is used at the end of a sentence or short phrase which express very stong feeling . E.g. that’s fantastic !

* We use (!) after a forceful command . E.g. stop talking !

1. **The comma**

We use commas when we list three or more items in a series .we put a comma after each item except the last . E.g. I bought a pen , a pencil case ,rubber and a copy book .

* We use , to separate three or more prepositional phrases . E.g. I searched for the key in the satchel ,under the bed ,and among the books .
* We use , to separate **yes , no** and **interjections** such as **oh** and **well ,**from the rest of a sentence .E.g. yes ,I do . No, I do not
* We use( **,)** to separate sentence part that might be confusing if read together. E.g. two months later, he came back from france.
* We use (**,)** after coordinating conjunctions (**and ,but , for , or**, **yet,so**) that join two simple sentences in a compound sentence .E.g.He washed the car ,but he didn’t polish it .
* We use a comma after (**however, as a result , consequently ,as a** **consequence**) . E .g. She was ill .As a consequence ,she didn’t take her exams.

1. **The colon (:)**

We use a colon : to introduce a list of items .the statement before the list will often contain a demonstrative word (these or those ) or an expression such as the following or as follows

E.g. For making a cake you will need the following materials:2eggs ,baking powder, oil and flavor.

We use a colon to separate the hour and the minutes in expression of time . E.g. the lesson start at 12:30 P.M.

We use a colon after the salutation of a business letter . E.g. Dear sir :

Or Dear Madam :

1. **The semi –colon ;**

We use a semi colon **;** in a compound sentence to separate two or more sentences that are npt joined by a coordinating conjunction (and ,but …..)E.g. we watched the door **;** no one came in .=(we watched the door ,but no one came in .)

1. **Quatation mark / inverted commas (“ ”)or (‘’)**

We use **quotation marks “ ”** to show that we are quoting someone directly .E.g. karim said “ I am almost finished now “

E.g.he asked “May I go with you”

Have you read “ the purloined letter by Edgar Alan Poe”?