






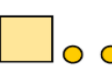










# PUNCTUATION

## PUNCTUATION MARKS

	Full Stop or Period		Round Brackets
	Comma		Square Brackets
	Semi-colon		Quotation Marks
	Colon		Ellipsis Marks
	Question Mark		Slash
	Exclamation Mark		Underscore
	Apostrophe		Hyphen
	Underline		Dash

## PUNCTUATION IN ENGLISH

 <b>Full Stop</b> at the end of a sentence	 <b>Comma</b> to separate items in a series	 <b>Colon</b> to introduce a list	 <b>Semicolon</b> to join to independent clauses
 <b>Question Mark</b> to show that it is a question	 <b>Hyphen</b> join words together to indicate that they have a combined meaning	 <b>Exclamation Mark</b> after an exclamation	 <b>Apostrophe</b> to show when a letter or a number has been left out
 <b>Slash</b> to separate letters, numbers, or words.	 <b>Quotation Mark</b> to show that someone else has said it	 <b>Round Brackets</b> to add extra information to a sentence	 <b>Ellipsis Mark</b> to separate items in a series

## Commas

Commas have seven functions:

- To separate the elements **in a list of three or more items**.
- **Before certain conjunctions** e.g. "and", "but", "for", "yet", "or", "so", etc.
- To separate **introductory elements in a sentence**.
- To separate **direct speech or quoted elements** from the rest of the sentence.
- To separate **a word or group of words that interrupts the flow of a sentence and adds additional (but nonessential) information** in a sentence.
- To separate **elements that express contrast** in a sentence.
- To separate **several adjectives** (words that describe the qualities or states of being of nouns).

## The Comma Splice

Otherwise known as the "Comma Mistake". This occurs when either a full-stop or semicolon should be used rather than a comma, because you are joining two independent clauses or two stand-alone sentences. In order to use a comma, you require a dependent and an independent clause, or one stand-alone sentence and one incomplete sentence.

### TOP TIP

Short and precise is the best method applied in academic writing. You don't need to make a big sentence.

## Colons (:)

Colons should **not be used when the initial clause** (a group of related words containing a subject that tells readers what the sentence is about) **cannot stand alone and make a complete sense**. Colons are used to do the following:

- To **introduce an idea**.
- To **introduce a list**.
- To **introduce quoted material**.

### TOP TIP

In UCC you are not required to capitalise after a colon. This is only in American English.

## Semi-colons (;)

If you are going to use a semicolon to connect two clauses, it is **very important that the two clauses are both independent** or in other words, can form a complete sentence standing alone, having a subject and a predicate. Semicolons are used to do the following:

- In **complicated lists**.
- Separating **closely-related independent clauses**.

## Brackets

### Round Brackets ( )

Round brackets are also called parentheses and have the following functions:

- To **insert or isolate extra information**.
- To **include dates**.
- Commonly, a part of your **citation method**.

### **TOP TIP**

Your points should be clear and precise. Additional information can cloud your argument and you should consider what is relevant.

### Square Brackets [ ]

Square brackets are used in academic writing to make the text clear and are commonly seen in quoted material in your assignment. They have the following functions:

- To **make the text clearer**.
- To **mark where a [word or] passage was omitted** from an original material by someone other than the original author.
- To **mark modifications in quotations**.
- The **bracketed expression "[sic]" is used after a quote or reprinted text to indicate the passage appears exactly as in the original source**, where it may otherwise appear that a mistake has been made in reproduction.
- A **bracketed ellipsis, [...], is often used to indicate omitted material**.

## Ellipses ... or ...

The use of ellipses **indicates an omission of words, a phrase, or even an entire paragraph or more from a quotation**.

## Em Dash –

This is often overused because it is a **multipurpose punctuation mark**. Depending on the context, the em dash can take the place of commas, parentheses, or colons and, in each case, to slightly different effects.

**They can be effective if they are used sparingly.** The em dash is without spaces on either side, but you can also set the em dash off with a single space on each side. You will need to refer to the style guide from your department. The em dash has the following functions:

- A pair of em dashes can be used **in place of commas to enhance readability**.
- Are **considered less formal but are also more intrusive**.
- **Draw the reader's attention to the information**.
- Can be used **in place of a colon when you want to emphasise** the conclusion of your sentence. The dash is less formal than the colon.
- Can **indicate missing portions of a word**.

### TOP TIP

Do not mistake the em dash (–) for the slightly narrower en dash (–) or the even narrower hyphen (-). Those marks serve different purposes.

## Useful Links

- English Study Page, 'Punctuation in English', Available at: <https://englishstudypage.com/grammar/punctuation-in-english/>
- The Punctuation Guide, Available at: <https://www.thepunctuationguide.com/>
- University of Sussex, 'Guide to Punctuation', Available at: <http://www.sussex.ac.uk/informatics/punctuation/>
- English Lessons with Adam - Learn English, 'Learn Punctuation: period, exclamation mark, question mark', Available at: <https://www.youtube.com/watch?v=1aa--jf4CjY>
- The Electric Company, 'LL Cool J - "Punctuation" Music Video', Available at: <https://www.youtube.com/watch?v=jhJjMn4yTho>
- Scratch Garden, 'Punctuation Explained (by Punctuation!)', Available at: <https://www.youtube.com/watch?v=LdCOswMeXFQ>

## Other Relevant PDFs

- Sentence Structure
- Grammar
- Editing
- Proofreading
- Paragraph Structure