



# Previous Lecture




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- ❑ Basics of Interview
- ❑ Interview Styles
- ❑ Interview Types
- ❑ Common Mistakes in Interviews
- ❑ General Instructions for Interviews

# Punctuation Marks






## Introduction

-  • Punctuation: Application of signs, spacing and typographical devices for effective reading, interpretation and comprehension
-  • These signs and symbols are known as punctuation marks
-  • Punctuation marks perform a role in writing similar to stress, intonation, rhythm, pauses, hand or body movement in speech

# Punctuation Marks






## Full Stop/Period (.)

-  • To mark the end of a sentence expressing a statement
  - *“I live in Islamabad.”*
  - *“Please come at the station.”*
  - *“Have some tea.”*
-  • To signify an acronym
  - *“N.A.T.O. for North Atlantic Treaty Organization”*
-  • Avoid the common mistake of using a comma for connecting sentences.

# Punctuation Marks






## Question Mark (?)

-  • Used at the end of an interrogative sentence
  - *“Where do you live?”*
  - *“Would you like to have some tea?”*
  - *“How old are you?”*
-  • Used to mention something uncertain
  - *“He was born in 1952 (?) and died in 2011.”*
-  • Question marks should not be used to end an indirect question (declarative structure)

# Punctuation Marks



## Exclamation Mark (!)

-  • To end an exclamatory sentence (with a lot of emotions)
-  • Generally used to reflect surprise, shock, dismay
  - *“Do not call on this number again!”*
  - *“Silence!”*
  - *“Go!”*
-  • Exclamation mark should not be used in formal writing

# Punctuation Marks







## Comma (,) [1/2]

- For separating and listing the items, as a substitute of ‘and’/ ‘or’
  - *“The three primary colors in RYB model are red, yellow and blue.”*
- To join two complete sentences alongside conjunctions ‘and’, ‘or’, ‘nor’, ‘but’, ‘while’, ‘so’, ‘yet’, etc.
  - *“I can tell you the reason, but I will not.”*
- To show that one or more words have been left out being a repetition of previous words/phrases
  - *“Some students use punctuations correctly; others, not.”*

# Punctuation Marks



## Comma (,) [2/2]

-  • Bracketing Comma: To insert additional information without affecting the actual meaning of a sentence
-  • Commas used as a pair within a sentence
  - *“This job fair, I would suggest, would be very helpful for job seekers.”*
-  • One comma in the beginning
  - *“Although often wet, Britain has lots of sunshine.”*
-  • In case of listing, use Serial or Oxford Comma before ‘and’
  - *“I need a paper, pen, and a pencil.”*



# Punctuation Marks



## Semicolon (;) [1/2]



- Used to separate equal parts of a sentence

- *“Ehsan is at office; Hasnain is at home.”*



- To join two complete and closely related sentences without any connecting word such as ‘and’, ‘but’

- *“It is a far, far better thing that I do, than I have ever done; it is a far, far better rest that I go to, than I have ever known.”*

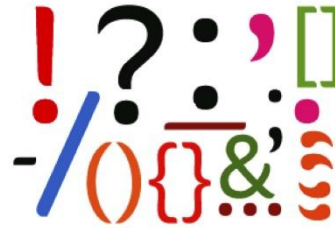
# Punctuation Marks



## ✓ Semicolon (;) [2/2]

- ➡ • To join two complete sentences where the second sentence begins with a conjunctive adverb: ‘however’, ‘nevertheless’, ‘accordingly’, ‘consequently’, and ‘instead’
  - *“I wanted to make my speech short; however, there was so much to cover.”*
- ➡ • To separate items in a list when one or more items are with a comma
  - *“The speakers included: Tony Blair, the Prime Minister; Gordon Brown, the Chancellor of the Exchequer; and Ruth Kelly, Secretary of State for Education & Skills.”*

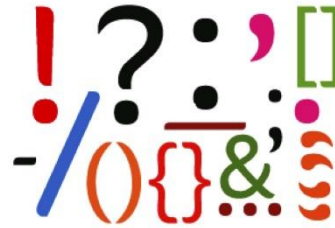
# Punctuation Marks



## Colon (:)

- To indicate that what follows is an explanation of what precedes
- The pattern is (General Information to Specific Information) (General: Specific)
  - *“There is one challenge above all others: the alleviation of poverty.”*
- To introduce a list
  - *“There are four nations in the United Kingdom: England, Scotland, Wales and Northern Ireland.”*
- A colon is never followed by a hyphen (-)
- A colon is never preceded by a white space
- It is always followed by a white space

# Punctuation Marks







## Hyphen (-)

- To separate syllables to make a word easier to read
  - *Co-ordinate, Re-elect*
- Used in writing compound words which are hard to read and excessively long
  - *No-smoking sign, black-cab driver*
- To join words or parts of words
  - *Up-to-date*
- Sometimes, to change the meaning
  - *Re-cover Vs Recover*
- Used when a number forms part of an adjectival compound
  - *Nineteenth-century novelist*

# Punctuation Marks






## Dash (–) [1/2]

-  • To indicate a break in thought
  - *“I’ll have a hot dog with mustard – no, make that ketchup.”*
-  • To separate a strong interruption from the rest of sentence
  - *“All nations desire economic growth – some even achieve it – but it is easier said than done.”*
-  • To add parenthetical statements (in pair within a sentence and a single dash when the statement comes either at the beginning or end)
-  • Dash is considered less formal compared with brackets

# Punctuation Marks







## **Dash (–) [2/2]**

-  • To add emphasis or drama
  - *“He said that he would go - and he did .”*
-  • To indicate a range of numbers
  - 900 – 1000
-  • To link two connected words
  - Sydney – Melbourne Train

# Punctuation Marks



## Parenthesis/Brackets ()

-  • Contains extra information
-  • Considered more formal compared with the use of Dash
  - “*John (my brother) is coming to the party.*”
-  • To set off an interruption
  - “*I knew that he would come (and I was right) to join us in the evening.*”
-  • To enclose an acronym
  - (EU) for *European Union*

# Punctuation Marks



## ✓ Quotation Marks/ Speech Marks/ Inverted Commas (“ ”)



- To enclose the exact words of a person

- *Maria said, “The keys are on the table.”*
- *Hamlet's most famous speech begins: “To be or not to be”*



- In case of quotation within quotation, use single quotation marks within double quotation marks

- *“Your use of the phrase ‘in this day and age’ is hackneyed.”*



- Scare quotes are used to express irony and sarcasm

- *“Daniel was assured that he would be 'safe' in the lion's den.”*



- Used when one wants to talk about a word or phrase

- *“One of my friends overuses the word ‘actually’.”*



# Punctuation Marks



## ✓ Ellipsis/Suspension Marks/Omission Marks (...)

- The omission of speech or writing
- To show that the information is missing or deleted
  - *To be or not to be. That is the question.*
  - *To be or not...the question*
- To show that some material has been omitted from a direct quotation
  - *One of Churchill's most famous speeches declaimed: "We shall fight them on the beaches ... We shall never surrender."*

# Punctuation Marks



## Apostrophe (')

- To indicate a contraction (formed by the omission of letters)
  - *Isn't for Is not*
  - *Aren't for Are not*
  - *Can't for Can not*
- To indicate possession
  - *Dilawar's Room*
- To be avoided in formal writing
- In case of plural, place the apostrophe at the end of a word (after s)
  - *Workers' rights*

# Run-On Sentence



## Introduction

- When two **Independent Clauses (complete sentences)** are written adjacent to one another but not connected properly
  - I love to play tennis I would play one match everyday if I had the time.
- **Comma Splice:** Particular category of Run-On Sentence in which a comma is used to join two independent clauses
  - Participants could leave their session at any time, they needed to indicate their preferences.
- Comma Splice also involves the use of transitional expression along with the use of a comma
  - The findings of the analysis are incomplete **therefore**, further research is needed.

# Run-On Sentence



## ✓ Correcting a Run-On Sentence



• Using a Full Stop/Period

- *I love to play tennis. I would play one match everyday if I had the time.*



• Using a Semicolon

- *I love to play tennis; I would play one match everyday if I had the time.*



• Using a Comma and Coordinating Conjunction (and/or/but)

- *I love to play tennis, and I would play one match everyday if I had the time.*



• Using a Subordinating Conjunction (changing one independent clause to dependent clause)

- *Because I love to play tennis, I would play one match everyday if I had the time.*



# Run-On Sentence



## ✓ Correcting a sentence using a semicolon

- ➡ • Kevin and his dog went for a walk it was a beautiful day.

**WRONG! RUN-ON!**



- ➡ • Kevin and his dog went for a walk; it was a beautiful day.

**RIGHT SENTENCE!**



# Run-On Sentence



- ✓ **Correcting a sentence using a comma & a conjunction**

- ➡ • On Monday we went outside for recess it was fun.

**WRONG! RUN-ON!**



- ➡ • On Monday we went outside for recess, **and** it was fun.

**RIGHT SENTENCE!**



# Determiners



## Definition



- Words placed in front of a noun to make it clear what the noun refers to



- Words placed at the beginning of a noun phrase



- Generally classified as:

- *Definite Article (the)*
- *Indefinite Articles (a,an)*
- *Demonstratives (this, that, these, those)*
- *Possessive Pronouns (my, your, his, her, its, our, their)*
- *Quantifiers (a few, a little, much, many, a lot of, most, some, any, enough)*
- *Numbers (one, ten, thirty)*
- *Distributives (all, both, half, either, neither, each, every)*



# Determiners



## Indefinite Articles [1/3]

- To generalize the noun phrase
- To talk about persons and things in general
- **A** (in case of a consonant in the following word)
  - *A report, A letter*
- **An** (in case of a vowel in the following word)
  - *An email, An application*

# Determiners



## Indefinite Articles [2/3]

- Both are used before phrases of time and measurement
  - *Four times **a week***
  - *100 kilometers **an hour***
  - *Rs. 40 **a kilo***
- Before phrases of jobs
  - ***A** doctor*
  - ***An** engineer*
  - ***A** car mechanic*

# Determiners



## Indefinite Articles [3/3]



- With a noun complement

- *A good boy*
- *A smart girl*



- Before phrases of nationality

- *An American*
- *A Canadian*



- With words 'half' and 'quite'

- *Half a pound of sugar*
- *Quite an interesting story*

# Determiners



## Definite Articles

- To specify the noun phrase
- When we believe the listeners and readers know what we are referring to
- **The** is pronounced differently based on the following vowel/consonant
  - *The **B**eginning vs. The **E**nding*

# Determiners



## Use of Definite Articles [1/2]

- **The life** of Bill Clinton vs. **life** is too short
- **The Smiths** live in Chicago vs. **Mr. Smith** lives in Chicago
- **Names of Countries in plural, mountain ranges, regions:** the United States of America, the Netherlands, the Highlands, the Rocky Mountains, the Middle East, etc.
- **Groups of Islands:** the Bahamas, the British Isles, the Canaries

# Determiners



## Use of Definite Articles [2/2]

- **Names with of-phrase:** the Statue of Liberty, the Tower of London
- **Names of Rivers, Seas and Oceans:** the Nile, the Arabian, the Atlantic
- Can be used with the names of the four seasons
- Must be used with the American alternative for autumn, ‘fall’

# Determiners



## No Use of Definite Articles [1/3]

- With a country name (if singular)
  - *Germany, France, Italy, etc.*
- With names of languages
  - *English uses many words of Latin origin*
- With titles and names
  - *President Hussain*
  - *Prince Charles*
  - *Queen Elizabeth (the Queen of England)*

# Determiners



## No Use of Definite Articles [2/3]



• With years

- *1990 is a special year for my family.*
- *Do you remember 2000?*



• With the names of individual mountains, lakes and islands

- ***Mount McKinley** is the highest mountain in Alaska.*
- *She lives near **Lake Windermere**.*
- *Have you visited **Long Island**?*



# Determiners



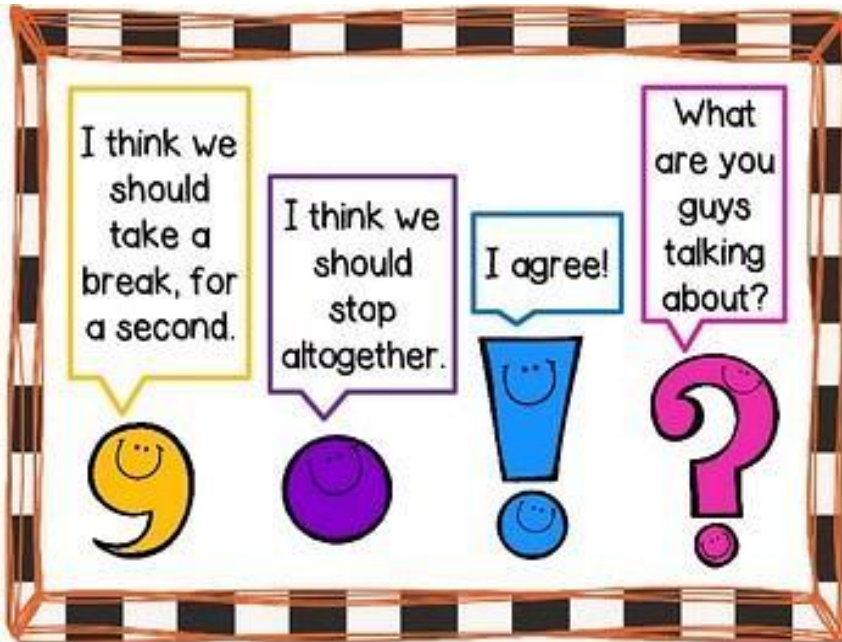
## No Use of Definite Articles [3/3]



- Mostly with the names of towns, streets, stations and airports
  - ***Victoria Station** is in the center of London.*
  - *Can you direct me to **Bond Street**?*
  - *She lives in **Florence**.*
  - *They're flying from **Heathrow**.*

# Conclusions

- Punctuation Marks
- Run-On Sentences
- Determiners



Types of Determiners

Articles	Possessives	Demonstratives
a an the	my, your his, her, Its, our, their, whose	this that these those
Numerals	Ordinals	Quantifiers
one two three four	first second next last	many, few some, every, much, a lot of any, less

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