

The full stop (.)

The full stop convey the longest pause in a passage and is used:

❖ **To make the end of a declarative sentence, a mild command, or an indirect question.**

Examples:

- He needs your help.
- He asked me where I was going.

❖ **To make the end of some abbreviations and initial:**

Example:

- **M.A.** (master of arts)
- **B.A.** (bachelor of arts)
- **M.B.B.S.** (bachelor of medicine & bachelor of surgery)

❖ **The full stop is optional if the contraction includes the final letter of the word.**

Examples:

- Rs. 50.37

❖ **A comma or other mark of punctuation may follow the period after an abbreviation, but at the end of a sentence only one period is used.**

Examples:

- After he earned his M.A., he began studying for his Ph.D.

❖ **Three continuous full stop/ periods are placed to show the omission of some words or incompleteness of a passage. The fourth full stop is placed to mark the end of the sentence.**

Examples:

- He left the room, banged the door ... and went out.

❖ **Full stop is also used to separate hours and minutes.**

Examples:

- I shall reach at 5.30 p.m.



Question Mark (?)



❖ **The question mark is used after a direct question.**

Examples:

- Where are you going?

❖ **There are two types of question sentence.**

1. A sentence that begin with helping verb. In response to which say only yes or no.

Helping verb

Do, does, did, is, are, am, was, were, has, have, had, shall, should, will, would, can, could, may, might.

- Why did you beat the dog?

2. Interrogative sentences that start with W and H Such question have to be answered in full sentence.

Interrogative words

Who, whom, whose, where, why, what, when, which, how.

- Who knocks at the door?

❖ **The question mark is used within parentheses to indicate that a date or other statement is doubtful.**

Examples

- He was born in 1975 (?) and died after ten years.
- They must have paid a lot of money fifty rupees (?) for that meal.

❖ **Question mark may follow separate questions within a single interrogative sentence.**

- Do you recall the time of the accident? The license numbers of a cars involved? The names of drivers? Of the witnesses?

❖ **Do not use a question mark at the end of an indirect question.**

Examples:

- He asked me what I was doing? (Incorrect)
- He asked me what I was doing. (Correct)

❖ **The question mark is used in polite requests.**

Examples:

- Would you mind giving me your pen?



Examination Mark (!)

The exclamation mark is used after words, phrases and sentences expressing some strong emotions or sudden feelings of mind.

For Example

- What a good idea!
- Aren't they beautiful!
- What a spectacular view!
- Men are walking on the moon!
- Impossible!
- Alas! I have lost the chance.
- Hurrah! We have won the match
- That really hurts!
- Ouch! that stings!
- I'd love to come!
- They are revolting!
- Go to your room!
- Be careful!
- O' king ! Pardon me.



The Comma (,)

The comma is the shortest pause and is used within a sentence to separate or set off words and group of words.

❖ **The comma is used to mark off words used in addressing a person.**

- Ali, do not find fault with others.

❖ **When you mentions a person's title after his or her name or the name after the title.**

- I saw Mrs. Parveen, your teacher, his morning.

❖ The comma is used to make off a series of words of the same class like nouns, pronoun, adjectives, adverbs and verbs.

- Pakistan, China, Saudi Arabia are friends. (Noun)

❖ The comma is used between pair of words connected by “and”.

- High and low, rich and poor, wise and foolish, all must die one day.

❖ The comma is used to indicate omission of a word or words in a sentence.

- What you do in your responsibility; what I do, mine.

❖ The comma is used between the day and year is a date.

- April 27, 2004

❖ The comma is used after and before certain words. Some of the words are: however, at last, of course, well, therefore, indeed, meanwhile, to sum up, first, no doubt, in fact, in short, after all, to say the last, to tell the truth, all the same, on the whole, finally, for instance, etc.

- She did not, however, help me.

❖ The comma is used to separate the reported speech from the reporting verb in direct speech.

- He said to me, “ I work hard”.

❖ Comma is used after negative and affirmative adverb (no or yes) that begins a sentence.

- Yes, I will come to you in evening.



The Semi Colon (;)

The semi colon is a longer pause than the comma.

❖ **To mark off coordinate clauses connected by the following conjunctions.**

Otherwise, therefore, so, then, for, yet, still, thus, however, furthermore, moreover, indeed, also, hence, else, but, nevertheless, consequently, accordingly, etc.

- Take care of your health; otherwise you will be ill.
- Drink milk; for it is a perfect diet.
- I like the samples very much; therefore, I am going to order seven dozen.
- She did not work hard; consequently, she failed.

❖ **Sometimes, the semi colons are used in a sentence which is complete but does not have a conjunction.**

- It was morning; a cool breeze was blowing; the birds were twitting; the flowers were blossoming; the atmosphere was charming.

❖ **The semi colon may be used instead of 'and', 'and then', 'till' etc.**

- She came and she saw and then she went away.
- She came; she saw; she went away.
- He looked at it, and then he hesitated and then he jumped.
- He looked at it; he hesitated; he jumped.

❖ **The semi colons are used to separate a number of loosely connected co-ordinate clauses. For example;**

- Reading makes a full man; speaking a witty man; writing an exact man.

❖ **The semi colons are used to separate groups of similar units.**

- The chief commodities are butter, cheese, milk, eggs; lamb, beef, mutton; oats, barley, rye, and wheat.



THE COLON (:)

The colon is used to represent even longer pause than the semi colon.

❖ **The colon is used to introduce a quotation.**

- Bacon says: "Reading makes a full man, writing an exact man, speaking a ready man".

❖ **The colon is placed before a list that appears at the end of a sentence.**

- Shakespeare's greatest tragedies are: Hamlet, King Lear, Othello and Macbeth.

❖ **The colon can be used instead of “but”, “then”, “so”, “because” etc.**

- I refused the offer because I do not wish to go there.

In this sentence colon is used in place of ‘because’

I refused the offer: I do not wish to go there.



❖ **The colon is used to introduce an explanation of some fact which has been mentioned before.**

- No man should be too sure: the wisest comment mistakes.

❖ **The colon is used statements or sentences grammatically independent but closely related in sense.**

- To err is human: to forgive, divine.

❖ **The colon is used to introduce some examples.**

- The subject generally comes before the verb: "Rizwan reads his books".

❖ **The colon is used to separate hours from minutes when the time of day is shown in numerals.**

8:40 6:30 11:15

❖ **The colon is used to indicate shares or proportions (ratios).**

- Combine the three chemicals in a 3: 5: 1 ratio.

❖ **The colon is not followed by a capital letter except a quotation is given.**

- He advised: we should try our luck somewhere else.

Quotation Marks

❖ The quotation marks are used to report the exact words of the speaker.

• He said, "Life is not bed of roses."

❖ The inverted commas are used for the title of a book, essay, poem, etc.

• "Hamlet" is a very good drama.

❖ Single quotation marks are used to show a quotation within a quotation.

• At the beginning of the class, the teacher said, "Where does Shakespear speak of 'quite desperation' and what does he mean by this phrase?"

The Dash (_)

❖ The dash is used to indicate a sudden stop or change of thought.

• If my father were alive _ but why weep for the past.

❖ The dash is used before and after the explanatory words.

• There was a time _ a golden time _ when I was young.

• There shall come a time _ a blessed time _ when Kashmir will become a part of Pakistan.

❖ The dash is used before and after an enumeration.

• Everything was stolen _ utensils, clothes, watch.

❖ The dash is used to indicate the intentional omission of some word or name.

• Mr. _ is fond of gambling.

❖ The dash is used to indicate hesitation.

• I _ I am afraid I cannot lend you this book.

• Rich and poor, high and low, old and young _ all fought for freedom.



The Hyphen (-)

- ❖ **The hyphen is used to connect the parts of a compound word.**
 - Dining-room
 - Writing-table
 - Letter-writing contest
- ❖ **The hyphen is used to break a word at the end of a line.**
 - Sub-stantial
 - Knowl-edge
 - in-complete
 - bright-en
- ❖ **If the figures more than twenty and less than hundred are written in words, the hyphen is placed between them.**
 - Twenty-one
 - Thirty-nine
 - Ninety-seven
- ❖ **Here is a short list of some words that need hyphens.**
 - all forms of in -law: brother-in-law, father-in-law.
 - all great compounds: great-aunt, great-grandfather.

Do not hyphen the following.

- any ache compound: toothache, backache.
- any book compound: textbook, notebook.
- ❖ **Hyphens are used to separate syllables in words.**
 - in-te-ri-or
 - plan-e-tar-y



Note: Please remember that each syllable in English word must contain at least one vowel. If none of the five regular vowels (a, e, i, o, u) is present, count 'y' as a vowel.

- ❖ **Hyphens are used to separate the words in the written form of a fraction.**

For example:

- The vote passed by a two-thirds majority.

The Apostrophe (')

- ❖ **To form the possessive of singular nouns and abbreviations of singular items, use an apostrophe plus s:**
 - a girl's hat
 - Rizwan's car
 - ❖ **To form the possessive of plural nouns not ending in s, add an apostrophe plus s:**
 - men men's activities
 - ❖ **To indicate that two or more persons own something jointly, add an apostrophe and s to the last of the nouns.**
 - Aslam and Akram's shop.
 - ❖ **To indicate that two or more persons own two or more things separately, use the apostrophe and s with all the nouns.**
 - Aslam's and Akram's shop.
 - ❖ **To form the possessive with singular compound nouns, add an apostrophe and s to the last word.**
 - My sister-in-law 's career.
 - ❖ **To form the possessive of certain indefinite pronouns, add an apostrophe and s.**
 - someone's coat
- Note:** With indefinite pronouns that do not take the apostrophe, form the possessive with 'of':
- the plan of most
- ❖ **the possessive case with nouns or pronouns followed by gerunds (verb + ing = noun)**
 - I dislike your whistling now.
 - ❖ **Use an apostrophe and s when necessary, in common phrase of time and measurement.**
 - 7 O'clock
 - five rupee's worth



Brackets ()

- ❖ **There are usually two types of bracket “()” “[]”.**
 - He is (as he always was) a rebel. zu(),
 - . Zimbabwe (formerly Rhodesia). (!));
 - They talked about Machtpolitik (power politics)
 - His wife (he married about a year ago) is a member of this club.
- ❖ **Brackets is also used for reference.**
 - Thomas Carlyle (1795 - 1881)
 - A discussion of integral circuits (see p.45)
- ❖ **Brackets is also used for reference letters and numbers e.g.**
 - English
 - Urdu
 - Geography
- ❖ **One of the selectmen supports the proposed change in traffic patterns for three reasons: (1) more customers would be attracted to the shopping area, (2) the hospital zone would become quieter, and (3) fire engines would be able to move more quickly than they now can.**
 - Brackets is also used for synonyms
 - There are many (apparent) difficulties.

