



SNS COLLEGE OF TECHNOLOGY

Coimbatore-35
An Autonomous Institution

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DEPARTMENT OF ENGLISH

23ENT101- COMMUNICATIVE ENGLISH
I YEAR / I SEMESTER

UNIT 1

TOPIC : PUNCTUATION



PUNCTUATION SAVES LIVES





PUNCTUATION MARKS



Comma



Apostrophe



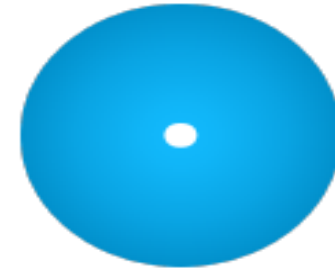
Hyphen



Ellipsis



Full Stop/Period



Exclamation Mark



Question Mark



Parentheses



Brackets



Colon



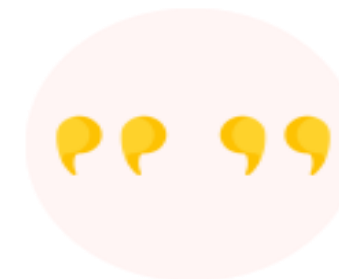
Semicolon



Slash



Quotation Marks



Dash

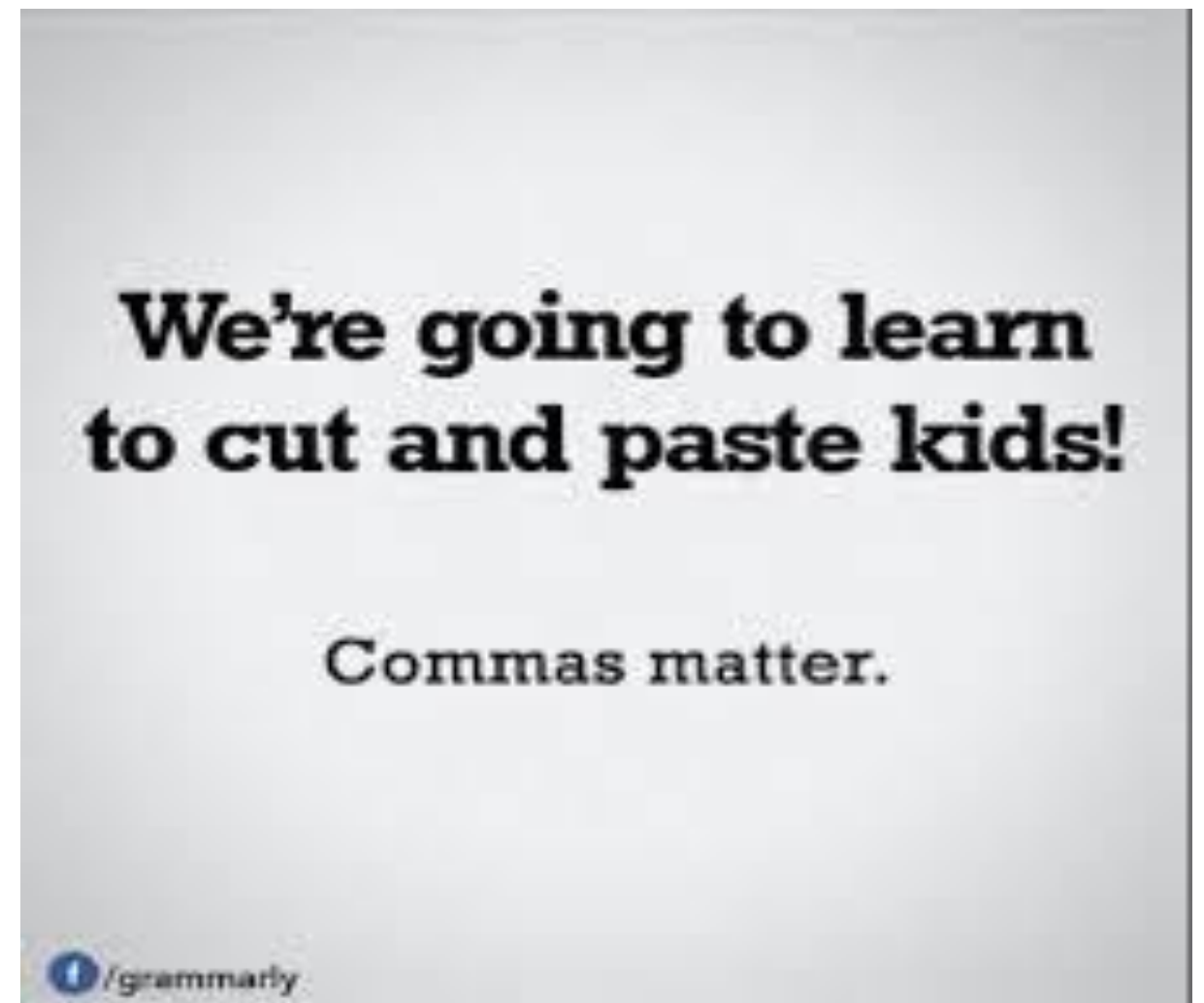




FULLSTOP

A **full stop**, also known as a period (.)

- ❖ Full stop at the end of a sentence. I received your letter.
- ❖ imperative sentences. Let's go to the park.
- ❖ email addresses as well as websites.
- ❖ Computing
- ❖ Providing Short Answers
- ❖ Abbreviations – Prof. E.g





Comma (,)



(1) Add a comma when two separate sentences are combined

Example: *We purchased some cheese, and we purchased some fruit.*

I had eggs, toast, and orange juice

(2) Use commas between words in a series. Notice that a comma does not follow the last word in the series

Example: *He was tall, dark, and handsome.*

(3) Use a comma to separate an introductory element from the rest of the sentence

Example: *As the day came to an end, the firefighters put out the last spark.*

(4) Use the comma to set off the words “yes” and “no”.

Example: *No, thank you.*

(5) Commas can also be used to note an interjection in a sentence.

Example: *The criminal said the judge was an idiot.*

The criminal, said the judge, was an idiot.

The criminal is speaking in the first sentence. The judge is speaking in the second.



Comma (,)



(6) Use a comma to set off a tag question from the rest of the sentence.

Example: She is your sister, isn't she?

(7) Use a comma to indicate a direct address.

Example: Is that you, Mary?

(8) Use a comma to separate parts of the date.

Example: Tuesday, May 2, 2016, was when I graduated.



Question Mark (?) & Exclamation Point (!)



❖ interrogative sentence

Example: *Where are you from?*

We often use an **exclamation mark (!)** to show strong emotion or give a command.

Yeah! What a lovely view you have here! That's fantastic! Johnny, don't touch that!

Help!

Oh no!!! Please don't ask me to phone her. She'll talk for hours!!!



Colon (:)



To introduce lists/series:

There are three main reasons for the success of the government: economic, social and political.

He was planning to study four subjects: politics, philosophy, sociology, and economics.

To indicate a subtitle or subdivision of a topic *Life in Provence: A Personal View*

To introduce direct speech *Then he said: 'I really cannot help you in any way.'*

Emphasizing an important phrase - There was one thing she loved more than any other: her dog.



Semicolon (;)



Connecting independent clauses while still demonstrating that a close relationship exists between them. - John was hurt; he knew she only said it to upset him.

There are eight members in the team: two from China, Japan; three from France, Spain; two from Brazil; and one from India.

Items in a list - I've visited Cleveland, Ohio; Los Angeles, California; and St. Louis, Missouri.



Hyphen (-)



Compound noun - My sister-in-law works as a pastry chef.

Compound adjective - The well-known author signed autographs for his fans.

Compound number - Cory can count all the way to ninety-nine.



Parentheses ()



add further thoughts or qualifying remarks to a sentence. They separate these phrases from the rest of the sentence.

Further thought - John and Jane (who are brother and sister) both have red hair.

Qualifying remarks - Add any special skills (typing, organization, training, and so on) to your resume.



Apostrophe (')



Contractions: When letters are missing in a word, and the word becomes shorter, the apostrophe is used to show where the missing letters belonged. - I've seen that movie several times.

Possessive case - Sara's dog bit the neighbor.

Don't use an apostrophe for uppercase letters used as words, for abbreviations, and for numerals used as nouns

Whose/who's

The 1960s were a period of radical changes in morality.

In the '60s, public morality underwent radical changes.

1960s' morality was quite different to that which had gone before



SPELLING



Spelling: doubling consonants

We often **double the final consonant of a word** (*b, d, g, l, m, n, p, r, t*) when a suffix beginning with a vowel is added (*-ed, -er, -est, -ing*):

<i>hop + -ed → hopped</i>	<i>slim + -ing → slimming</i>
<i>red + -ish → reddish</i>	<i>thin + -er → thinner</i>
<i>rub + -ed → rubbed</i>	<i>travel + -er → traveller</i>
<i>sit + -ing → sitting</i>	<i>wet + -er → wetter</i>

Spelling: dropping and adding letters

The final *-e*: We often drop the final *-e* when a suffix beginning with a vowel is added to a word:

<i>approve + -al → approval</i>	<i>hope + -ing → hoping</i>
<i>fame + -ous → famous</i>	<i>invite + -ation → invitation</i>
<i>hate + -ed → hated</i>	<i>note + -able → notable</i>



Changing *-y* to *-i*: When we add a suffix to a word ending in a consonant + *-y*, we normally change ***-y* to *i***

<i>amplify + -er → amplifier</i>	<i>happy + -ly → happily</i>
<i>busy + -ness → business</i>	<i>hurry + -s → hurries</i>
<i>day + -ly → daily</i>	<i>purify + -cation → purification</i>
<i>easy + -ly → easily</i>	<i>reply + -ed → replied</i>
<i>fury + -ous → furious</i>	<i>spy + -s → spies</i>



British and American English Spelling

Here are some common differences between British and American English spelling.



British English	American English
<i>analyse</i>	<i>analyze</i>
<i>aeroplane</i>	<i>airplane</i>
<i>centre</i>	<i>center</i>
<i>cheque (bank)</i>	<i>check</i>
<i>colour</i>	<i>color</i>
<i>criticise</i>	<i>criticize</i>
<i>defence</i>	<i>defense</i>
<i>labour</i>	<i>labor</i>
<i>neighbour</i>	<i>neighbor</i>
<i>programme</i>	<i>program</i>
<i>theatre</i>	<i>theater</i>



Many English words have identical or similar pronunciations but different spellings. Using the wrong word of a **homophone** pair is one of the most common spelling pitfalls for all writers.

accept/except

adverse/averse

affect/effect

altar/alter

boarder/border

broach/brooch

callous/callus

casual/causal

ensor/censure

cite/site/sight

climactic/climatic

compliment/complement

conscience/conscious

desert/dessert

discreet/discrete

elude/allude

eminent/imminent

ensure/insure

elicit/illicit

hanger/hangar

illusion/allusion

incidents/incidence

isle/aisle

its/it's

led/lead

liquor/liqueur

lose/loose

naval/navel

oral/aural

palette/palate

populace/populous

precede/proceed

prescribe/proscribe

principle/principal

right/write/rite

stationary/stationery

tenet/tenant

there/their/they're

tortuous/torturous

waver/waiver

whose/who's

your/you're



U' after 'Q', no 'S' after 'X'



Every word that has a 'q' in it will be followed by 'u'. A few examples of this case are given below.

- **Quest Queue Quench Plaque Quality Qualify Quantity Quick**

Not a word in the English language will have the letter 's' following 'x'. Check out the following words.

- **Excite Excitement Excellent Exceed Excessive Excited Exceptional Excellence**



Words Ending in 'ck'



Monosyllabic words that have the /k/ sound at the end are seen to have 'ck' in their spellings.

rack	Knack	Check	Rack
Pack	Back	Hack	Tick
Chick	Prick	Stick	Slack
Stack	Neck	Peck	Kick



accelerate
accessible
accessory
accommodate
acknowledge
acquaint
acquire
across
aficionado
aggressive
amphitheatre
anecdote
anomaly
apparent
arctic
asphalt
auxiliary
bachelor
berserk
besiege
bizarre
bookkeeper / bookkeeping

Some Commonly Misspelled Words

fiery
fluorescent
fluoride
foresee
fulfill / fulfil
government
grammar
grievous
guarantee
handiwork
handkerchief
harass
heinous
hemorrhage
hygiene
hypocrisy
idiosyncrasy
indispensable
inedible
innocuous
inoculate
intercede

pastime
pejorative
penultimate
perennial
perseverance
persuade
phenomenon
pneumonia
Portuguese
preeminent
prerogative
privilege
pronunciation
proverbial
pursue
quandary
receive
remuneration
rendezvous
renowned
repertoire
restaurateur





caffeine
camaraderie
Caribbean
category
collaborate
committee
concede
consensus
corollary
curriculum
deceive
de rigueur
desiccate
dilapidated
diphtheria
diphthong
dissension
duly
dysfunction
ecstasy
embarrass
exaggerate
excerpt
exhilarate
experiential
February

Some Commonly Misspelled Words

invigorate
iridescent
irresistible
laboratory
leisure
liaison
manoeuvre / maneuver
mayonnaise
medieval
Mediterranean
memento
millennium
minuscule
miscellaneous
mischievous
misspell
non sequitur
noticeable
nuptial
occasion
occurrence
offered
ophthalmology
pageant
parallel
parliament

rhyme
rhythm
sacrilegious
seize
seizure
separate
sergeant
silhouette
smorgasbord
solely
soliloquy
sophomore
subtle
supersede
susceptible
synonymous
tariff
tenterhook
threshold
tortuous
tragedy
Ukrainian
vaccinate
vacillate
vague
weird





REFERENCES



<https://en.islcollective.com/english-esl-worksheets/grammar/passive-voice-or-active-voice/active-passive-sentences-inc-answer-key/3687>



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