



# SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)  
Coimbatore-35



## Spelling and importance of Punctuation

### British and American English Spelling

Spelling of few words differs from one to another region. Here are some common differences between British and American English Spellings.

British English	American English
analyse	Analyze
Aeroplane	Airplane
Colour	Color
Critise	Critize
Defense	Defence
Labour	Labor
Neighbour	Neighbor
Programme	Program
realise	realize

**\* Use 'U' after 'Q'**

Quarterly, Quality, Quantity, Earthquake, Equality, Queue, Quick, Question, Quest

**\* Don't use 'S' after 'X'**

Excite, Excitement, Excellent, Exceed, Excessive, Excited, Exceptional, Excellence

**\* Words Ending in 'ck'**

Word ending in /k/ uses /c/ before it.

rack, Check, Rack, Pack, Back, Hack, Tick, Chick, Stick, Stock, Neck, Kick

**\* Use 'i' before 'e'**

Achieve, Belief, Believe, Chief, Thief, Grief, science

**\* Some words use 'e' before 'i'**

Seize, Neighbour, Eight, weight, height, foreign

**\* When a word has 'c' then use 'e' and 'i'**

Receive, Deceive, Receipt, etc...

\* **Doubling - words ending in a consonant are doubled at the end.**

Plan - Planning  
Drop - Dropped  
Thin - Thinner  
Occur - Occurred  
Flip - Flipping  
Shop - Shopping  
Skip - Skipping  
Stop - Stopped

### **Punctuations and it's importance**

Punctuations are used to convey the meaning of the sentence clearly. Some of the most commonly used punctuation marks are the follows:

Period	.	}	<b>Used at the end of the sentence</b>
Question mark	?		
Exclamation mark	!		

Comma	,	}	<b>Internal and External Marks</b>
Semicolon	;		
Colon	:		
Quotation mark	“ ”		
Parenthesis	( )		

Apostrophe	'	}	<b>Marks of individual words and terms</b>
Hyphen	-		

#### **1. Period (.)**

\* A full stop or period is used at the end of a complete sentence.

Its used to complete the sentence.

Ex: Zara dances well.

\* Used after initials and abbreviations

Ex: M. John, K. Ram

Ex: No. 105, Std. , P.

## 2. Question Answer (?)

Its used at the end of direct questions.

Ex: Have you received any mail?

Where is my bag?

## 3. Exclamation Mark (!)

Used at the end of the word or phrase to indicate surprise, happy, sadness and strong emotions

Ex: Wow! This flower is so beautiful

Ouch! That hurts!

Oh no! I can't believe it!

Please help me!

## 4. Comma (,)

\* Used to **separate items** in a list

Ex : I can speak Tamil, English and Hindi

\* Used to **separate question tag** from the rest of the sentence

Ex: He sings well, doesn't he?

She is your sister, isn't she?

\* Used to indicate a **pause between the** words, phrase, clause

Ex: "We will talk about it later," she replied.

\* When an **adverb** is used in the starting of the sentence, use comma after it.

Ex: No, I would never do this.

Slowly, the rain stopped

Often, I visit temple

\* Used to separate date, day, year

Ex: Monday, May 12, 2015

## 5. Semicolon (;)

\* Used to **link two independent clauses** with similar ideas

Ex: She was still sick; she was constantly sneezing

\* When two clauses are linked by **conjunctions** or **adverb**, use semicolon before it

## 6. Colon (:)

\* It's used to introduce a list, explanation, example, dialogue

Ex: We should buy: butter, milk and sugar.

The world is a stage: play your role well.

Sarah: I'm not going to school today.

\* Used to set off the main title from the sub title

Ex: Letter Writing : Business letter



**Main title**



**Sub title**

\* Used with numbers to separate the **unit of time**

Ex: 04:50:53

## 7. Quotation mark (" ")

\* It's used to indicate the **beginning** and **ending** of quote

Ex: He asked, "Why are you late?"

Ram said, "I want a cup of coffee".

\* Used to enclose **title**

Ex: William Shakespeare wrote "Romeo and Juliet"

## 8. Parentheses [ ( ) ]

\* Used to enclose numbers or letters that make items in a list

Ex: There are two types of letters.

They are (i) Formal Letter (ii) Informal Letter

\* Used to add **additional informations** in a sentence

Ex: Dr.Abdul Kalam (b.1931) is called as 'India's Missile Man'

## 9. Apostrophe (')

\* Used to indicate **plural** of letters and numbers

Ex: In 1980's, he was a student.

\* Used in **possessive case**

Ex: This is Jame's pencil

\* Used to indicate **ownership**

Ex: King's castle is full of people

\* Used in **contracted form**

Ex: He'll ( he will), Can't ( Cannot), Isn't ( Is not)

## **10. Hyphen ( - )**

\* Used to **separate parts of compound** numbers

Ex: Nighty - eight thousand

One - fourth of the total strength

\* Compound nouns

Ex: Sister -in-law, Mother-in-law, Brother -in-law, Father -in-law.

\* Used to separate some prefix from root words

Ex: Self-evaluation, Post-war, Self-employed

## **11. Capitalisation**

\* First letter of the sentence

Noise pollution is a serious problem

\*First letter of quotation

Ram shouted. " **M**aintain Silence"

\* For Proper Nouns like name, place, things

**H**arish, **I**ndia, **B**all

\* '**I**' and '**O**' when used as a word.

When **I** reached home, **I** was surprised

" **O**, gentle breeze, take my message".

\* Name of Months, days, special days,

Monday, Christmas, December

\*Name of Mountains, Peaks, Planet, Building

Mount Everest, Earth, Nile waterfalls, Twin Towers

\* Title of Books, newspaper, play, movie, series

Book - Language Book

Newspaper - The Hindu

Series - Money Heist

\* Name of historical events

World War I, The Great War

\* Words that refer to God, Religion, Group

Lord Shiva, Lord Jesus, Buddhism, Jains, Puritans

## Exercise 1

**Put appropriate punctuation marks in the following sentences.**

1. A grandparents job is easier than a parents
2. He neither smiled spoke nor looked at me
3. Sorry to disturb you could I speak to you for a moment
4. Is it any use expecting them to be on time
5. My coach was right I wasn't prepared for the match.
6. The countries we visited spain italy and France had delicious restaurants
7. Several countries participated in the airlift Italy Belgium France and London.
8. Theres no room for error said the engineer so we have to double check every calculation.
9. Yes, Jim said, I'll be home by ten.
10. Arriving on the 8 10 plane were Jancy, my old roommate her husband and Tom, their son.

## Answers

1. A grandparent's job is easier than a parent's.
2. He neither smiled, spoke, nor looked at me.
3. Sorry to disturb you - could I speak to you for a moment?
4. Is it any use expecting them to be on time?
5. My coach was right: I wasn't prepared for the match.
6. The countries we visited Spain, Italy, and France, had delicious restaurants.
7. Several countries participated in the airlift: Italy, Belgium, France, and Luxembourg.
8. "There's no room for error," said the engineer, "so we have to double check every calculation."
9. "Yes," Jim said, "I'll be home by ten."
10. Arriving on the 8:10 plane were Jancy, my old roommate; her husband; and Tom, their son.

## Exercise 2

**Add the appropriate punctuation marks and capitalization where necessary to the following paragraph:**

1. the party was a blast everyone showed up in their best attire there was music food drinks and laughter everywhere suddenly the lights went out and someone screamed in the darkness what happened the host rushed to restore the lights and calm everyone down fortunately it was just a blown fuse after that the party resumed and lasted well into the night it was truly a memorable evening
2. the sun was setting in the west the sky was painted with hues of orange pink and purple clouds rolled lazily across the horizon and a gentle breeze whispered through the trees i sat on the edge of the cliff watching the waves crash against the rocks far below it was a moment of perfect tranquility
3. The concert was incredible. The band played their hearts out and the crowd went wild singing and dancing along with every song suddenl the lead singer stopped the music and said thank you all for coming tonight we re so grateful for your support He continued We have one more song left and it's a special one dedicated to all of you in the audience. Get ready to rock out like never before

4. They had played together in infancy they had worked together in manhood they were now tottering about and gossiping away in the evening of life and in a short time they will probably be buried together in the neighbouring churchyard
5. Take away that bauble said Cromwell pointing to the mace which lay upon the table and when the House was empty he went out with the key in his pocket
6. One day walking together up a hill I said to Friday do you not wish yourself in your own country again yes he said what would you do there said I would you turn wild and eat mens flesh again he looked full of concern and shaking his head said no
7. O master exclaimed Ananda weeping bitterly and is all the work undone and all by my fault and folly that which is built on fraud and imposture can by no means endure returned Buddha
8. Wretch said the king what harm did I thee that thou shouldst seek to take my life with your own hand you killed my father and my two brothers was the reply
9. In the words of Murphys Law anything that can go wrong will go wrong
10. Modern ideas of government date back to the 1960s when for the first time people began to question a kings right to rule once thought to be god given.

### **Answer**

1. The party was a blast! Everyone showed up in their best attire. There was music, food, drinks, and laughter everywhere. Suddenly, the lights went out, and someone screamed in the darkness. "What happened?" The host rushed to restore the lights and calm everyone down. Fortunately, it was just a blown fuse. After that, the party resumed and lasted well into the night. It was truly a memorable evening.
2. The sun was setting in the west. The sky was painted with hues of orange, pink, and purple. Clouds rolled lazily across the horizon, and a gentle breeze whispered through the trees. I sat on the edge of the cliff, watching the waves crash against the rocks far below. It was a moment of perfect tranquility.
3. The concert was incredible. The band played their hearts out, and the crowd went wild, singing and dancing along with every song. Suddenly, the lead singer stopped the music and said, "Thank you all for coming tonight. We're so grateful for your support." He continued, "We have one more song left, and it's a special one dedicated to all of you in the audience. Get ready to rock out like never before!"
4. They had played together in infancy; they had worked together in manhood; they were now tottering about and gossiping away the evening of life; and in a short time they will probably be buried together in the neighboring churchyard.
5. "Take away that bauble," said Cromwell, pointing to the mace which lay upon the table, and when the House was empty, he went out with the key in his pocket.
6. One day, walking together up a hill, I said to Friday, "Do you not wish yourself in your own country again?" "Yes" he said. "What would you do there?" I said. "Would you turn wild and eat men's flesh again?" he looked full of concern and shaking his head said, "No"
7. "O master! master!" exclaimed Ananda, weeping bitterly, "and is all the work undone, and all by my fault and folly?" "That which is built on fraud and imposture can by no means endure," returned Buddha,
8. "Wretch!" said the king. "What harm did I do thee that thou shouldst seek to take my life with your own hand?" "You killed my father and my two brothers," was the reply.

9. In the words of Murphy's Law: 'Anything that can go wrong will go wrong.'

10. Modern ideas of government date back to the 1960s when, for the first time, people began to question a king's right to rule, once thought to be God-given.

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