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## Punctuation rules in english pdf

Loading PreviewSorry, preview is currently unavailable. You can download the paper by clicking the button above. We use some essential cookies to understand how you use GOV.UK, remember your settings and improve government services. We also use cookies set by other sites to help us deliver content from their services. There are 14 punctuation marks that are commonly used in English grammar. They are the period, question mark, exclamation point, comma, semicolon, colon, dash, hyphen, parentheses, brackets, braces, apostrophe, quotation marks, and ellipsis. Following their correct usage will make your writing easier to read and more appealing. Three of the fourteen punctuation marks are appropriate for use as sentence endings. They are the period, question mark, and exclamation point. The period (.) is placed at the end of declarative sentences, statements thought to be complete and after many abbreviations. As a sentence ender: Jane and Jack went to the market. After an abbreviation: Her son, John Jones Jr., was born on Dec. 6, 2008. Use a question mark (?) to indicate a direct question when placed at the end of a sentence. When did Jane leave for the market? The exclamation point (!) is used when a person wants to express a sudden outcry or add emphasis. Within dialogue: "Holy cow!" screamed Jane. To emphasize a point: My mother-in-law's rants make me furious! The comma is used to show a separation of ideas or elements within the structure of a sentence. Additionally, it is used in numbers, dates, and letter writing after the salutation and closing. Direct address: Thanks for all your help, John. Separation of two complete sentences: We went to the movies, and blue dress. Whether to add a final comma before the conjunction in a list is a matter of debate. This final comma known as an Oxford or serial comma, is useful in a complex series of elements or phrases but is often considered unnecessary in a simple series such as in the example above. It usually comes down to a style choice by the writer. The semicolon (;) is used to connect independent clauses. It shows a closer relationship between the clauses than a period would show. John was hurt; he knew she only said it to upset him. A colon (:) has three main uses. The first is after a word introducing a quotation, an example, or a series. He was planning to study four subjects: politics, philosophy, sociology, and economics. The second is between independent clauses when the second explains the first, similar to a semicolon: I didn't have time to get changed: I was already late. The third use of a colon also has non-grammatical uses in time, ratio, business correspondence and references. Two other common punctuation marks are the dash and hyphen. These marks are often confused with each other due to their appearance but they are very different. A dash is used to separate words into statements. There are two common types of dashes: en dash and em dash. En dash: Twice as long as a hyphen, the en dash is a symbol (-) that is used in writing or printing to indicate a range, connections or differentiations, such as 1880-1945 or Princeton-New York trains. Em dash: Longer than the em dash or not is a style choice. For example, She gave him her answer — No! Whether you put spaces around the em dash or not is a style choice. Just be consistent. A hyphen is used to join two or more words together into a compound term and is not separated by spaces. For example, part-time, back-to-back, well-known. Brackets are the squared off notations ([]) used for technical explanations or to clarify meaning. If you remove the information in the brackets, the sentence will still make sense. He [Mr. Jones] was the last person seen at the house. Braces ({}) are used to contain two or more lines of text or listed items to show that they are considered as a unit. They are not commonplace in most writing but can be seen in computer programming to show what should be contained within the same lines. They can also be used in mathematical expressions. For example, 2{1+[23-3]}=x. Parentheses (1) are curved notations used to contain further thoughts or qualifying remarks. However, parentheses can be replaced by commas without changing the meaning in most cases. John and Jane (who were actually half brother and sister) both have red hair. The final three punctuation forms in English grammar are the apostrophe, quotation marks, and ellipsis. Unlike previously mentioned grammatical marks, they are not related to one another in any form. An apostrophe (') is used to indicate the omission of a letter or letters from a word, the possessive case, or the plurals of lowercase letters. Examples of the apostrophe in use include: Omission of letters from a word: I've seen that movie several times. She wasn't the only one who knew the answer. Possessive case: Sara's dog bit the neighbor. Plural for lowercase letters: Six people were told to mind their p's and q's. It should be noted that, according to Purdue University, some teachers and editors enlarge the scope of the use of apostrophes, and prefer their use on symbols (&'s), numbers (7's) and capitalized letters (Q&A's), even though they are not necessary. Quotations marks (" ") are a pair of punctuation marks used primarily to mark the beginning and end of a passage attributed to another and repeated word for word. They are also used to indicate meanings and to indicate the unusual or dubious status of a word. "Don't go outside," she said. Single quotation marks (' ') are used most frequently for quotes within quotes. Marie told the teacher, "I saw Marc at the playground, and he said to me 'Bill started the fight,' and I believed him." The ellipsis is most commonly represented by three periods (. . . ) although it is occasionally demonstrated with three asterisks (\*\*\*). The ellipsis is used in writing or printing to indicate an omission, especially of letters or words. Ellipses are frequently used within quotations to jump from one phrase to another, omitting unnecessary words that do not interfere with the meaning. Students writing research papers or newspapers quoting parts of speeches will often employ ellipsis to avoid copying lengthy text that is not needed. Omission of words: She began to count, "One, two, three, four..." until she got to 10, then went to find him. Within a quotation: When Newton stated, "An object at rest stays at rest and an object in motion stays in motion..." he developed the law of motion. There are a few differences between punctuation in British and American English. The following charts details some of those differences: British EnglishAmerican EnglishThe "." symbol is called full stopa periodThe "!" symbol is calledan exclamation pointThe "()" symbols are calledbracketsparenthesesThe position of quotation marksJoy means "happiness". Joy means "happiness". The punctuation for abbreviationsDr, Mr, Mrs, St, Rd, CtDr., Mr., Mrs., St., Rd., Ct. Becoming familiar with the basic punctuation marks in the English language will allow you to express yourself better in your writing. Punctuation marks will also make your sentences clearer and more understandable to the reader. View & Download PDF Basic Punctuation marks in English grammar, and at least one of them has to appear in every sentence. But how do you choose the right one, and how do you know if you're using it correctly? Follow these basic punctuation rules to write more clearly and effectively. 5 Rules of Colon Usage Colons (:) can be confusing, that's true, but their function is actually quite straightforward: they introduce related information. Learn how to use a colon correctly to give your writing more clarity. Punctuation uses a different set of punctuation marks from European languages, and has shapes that are derived from both Western and Chinese sources. Although there was a long native tradition of textual annotation to indicate the boundaries of sentences and clauses, the concept of punctuation in Chinese literature existed mainly in the form of judou (traditional Chinese: 句讀; simplified Chinese: 句读; pinyin: jù dòu; lit. 'sentences and clauses'), a system of annotation, judou marks were added into a text by scholars to aid comprehension, and for pedagogical purposes and were not viewed as an integral part of the text. Classical texts were therefore generally transmitted without judou.[1] In most cases, this did not interfere with the interpretation of a text, although there were occasionally ambiguous passages as a result of this practice.[A] The first book to be printed with modern punctuation was Outline of the History of Chinese Philosophy (中國哲學史大綱) by Hu Shih (胡適), published in 1919. Traditional poetry and calligraphy maintains the punctuation free style. However, most editions of classical texts published in 1919. Traditional judou marks). The usage of punctuation is regulated by the Chinese national standard GB/T 15834-2011 "General rules for punctuation" (traditional Chinese: 標點符號用法; simplified Chinese: 标点符号用法; pinyin: biāodiǎn fúhào yòngfǎ).[2] Shape of punctuation marks This section does not cite any sources. Please help improve this section by adding citations to reliable sources. Unsourced material may be challenged and removed. (January 2013) (Learn how and when to remove this template message) Examples of handwritten punctuation (circles in red ink) at the bottom-right or -center of characters. From the Yongle Encyclopedia. The Lord's Prayer in Chinese, with punctuation to the right of characters Many ancient Chinese books contain thousands of words with no spaces between them; however, when necessary to explicitly denote a pause or break, Judou marks such as ". " and ". " were used. Similar to the development of punctuation in Europe, there were varying types of Judou marks. For instance, a Song Dynasty print of Chronicles of Huayang used full-width spaces to denote a stop,[citation needed] whereas a print of Jingdian Shiwen from the same dynasty simply used "。" and "、" marks.[citation needed] Also, Qu Yuan's Li Sao used the character conforms to a roughly square frame so that the text as a whole can fit into a grid. Because of this, East Asian punctuation marks are larger than their European counterparts, as they should occupy a square area that is the same size as the characters around them. These punctuation marks are called fullwidth to contrast them from halfwidth European punctuation marks. Chinese characters can be written horizontally or vertically. Some punctuation marks adapt to this change in direction: the parentheses, square duotation marks, and dashes all rotate 90° clockwise when used in vertical text. The three underline-like punctuation marks in Chinese (proper noun mark, wavy book title mark, and emphasis mark) rotate and shift to the left side of the text in vertical script (shifting to the right side of the text is also possible, but this is outmoded and can clash with the placement of other punctuation marks). Marks similar to European punctuation marks imported from European equilibrium to European counterparts, thus incorporating more space, and no longer need to be followed by additional space in typesetting:[4][5] , (U+FF0C FULLWIDTH COMMA) is the exclamation mark (!). ? (U+FF1F FULLWIDTH QUESTION MARK) is the question mark (?). ; (U+FF1B FULLWIDTH SEMICOLON) is the semicolon (;). : (U+FF1B FULLWIDTH RIGHT PARENTHESIS), (U+FF08 FULLWIDTH RIGHT PARENTHESIS) are parentheses (round brackets). There are two kinds of square brackets: [ ] (U+FF3B FULLWIDTH RIGHT PARENTHESIS) LEFT SQUARE BRACKET), (U+FF3D FULLWIDTH RIGHT SQUARE BRACKET) (U+3010 LEFT BLACK LENTICULAR BRACKET), (U+3011 RIGHT BLACK LENTICULAR BRACKET), (U+3011 RIGHT BLACK LENTICULAR BRACKET), (U+3010 LEFT BLACK LEN may be challenged and removed. (February 2016) (Learn how and when to remove this template message) Other punctuation symbols are more different, in shape or usage:[5][6] Punctuation marks Full stop (U+3002 IDEOGRAPHIC FULL STOP) is a fullwidth small circle (Chinese: 句號; pinyin: jùhào; lit. 'Sentence Mark'). In horizontal writing, the full stop is placed in the middle, however in Mainland China it is placed in the bottom left; in vertical writing, it is placed below and to the right of the last character (U+FE12 PRESENTATION FORM FOR VERTICAL IDEOGRAPHIC FULL STOP) in Mainland China, and in the middle in Taiwan, Hong Kong, and Macau.[5]

Quotation marks ( 「...」, ¬...ー, "...") In Traditional Chinase, the double and single quotation marks are used when embedded within single quotation marks:  $\lceil ... \rceil ... \rceil ... \rceil$ . In vertical text, quotation marks are rotated 90° clockwise ( $\neg \neg$  (U+FE41 PRESENTATION FORM FOR VERTICAL RIGHT CORNER BRACKET)).[5][6][7] In Simplified Chinese, the European-style quotation marks are always used in horizontal text. Here, single quotation marks are used when embedded within double quotation marks: "...'...". These quotation marks in Unicode, so they require a Chinese-language font to be displayed correctly. In vertical text, corner brackets rotated 90° clockwise (¬¬), are used as in Traditional Chinese. Although Simplified Chinese is usually written horizontally, corner brackets are commonly encountered in vertically-printed newspaper headlines.[8] Enumeration comma (、) A sign in a Zhuhai park, which, if we reproduce enumeration commas in English, can be rendered nearly word for-word as: "It is strictly forbidden to pick flowers、fruit、leaves, [or to] dig out roots、medicinal plants!" The enumeration comma (U+3001 IDEOGRAPHIC COMMA) or "dun comma" (Chinese: 頓號; pinyin: dùnhào; lit. 'pause mark') must be used instead of the regular comma when separating words constituting a list. Chinese language does not traditionally observe the English custom of a serial comma (the comma before conjunctions in a list), although the issue is of little consequence in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be rendered in Chinese at any rate, as the English "A, B, and C" is more likely to be Chinese uses a middle dot to separate characters in non-Han personal names, such as Tibetan, Uyghur, etc. For example "Nur Bekri" (نؤر به کری), the name of a Chinese politician of Uyghur extraction is rendered as "努爾·白克力". "Leonardo da Vinci" is often transcribed to Mandarin as: 李奥納多·達·文西. The middle dot is also fullwidth in printed matter, while the halfwidth middle dot (·) is also used in computer input, which is then rendered as fullwidth in Chinese-language fonts. In Taiwan, the hyphenation point (·) (U+2027 HYPHENATION POINT) is used instead for the same purpose.[9][failed verification - see discussion] Title marks ( «...» , ..., .................) For titles of books, films, and so on, Chinese uses fullwidth double angle brackets[10] (...) (U+300A LEFT DOUBLE ANGLE BRACKET, U+300B RIGHT DOUBLE ANGLE BRACKET, U+300B RIGHT ANGLE BRACKE [11] Unicode provides an explicitly centered U+22EF ··· MIDLINE HORIZONTAL ELLIPSIS character.[12] in addition to the inexplicit U+2026 ... HORIZONTAL ELLIPSIS characters in the center of the line. There should be no breaking in the line.[2] Chinese dash is Chinese: 破折號; pinyin: pòzhéhào; lit. 'Break/Fold Mark'. En dash (—) When connecting two words to signify a range, Chinese generally uses a full-width[citation needed] en dash occupying the space of one character (e.g. 1月—7月 "January to July", which can also be written 1月到7月, with the character 到 in place of the dash). A single em dash character, or a tilde may also be used.[14] Wavy dash (~) The wavy dash (U+FF5E WAVE DASH[B]) can also signify a range in Chinese (e.g. 5~20個字 "5 to 20 words"). It is more commonly but not exclusively used when the numbers are estimates (e.g. 5~20個字 "5 to 20 words"). the en dash and wavy dash are interchangeable; usage is largely a matter of personal taste or institutional style. In informal English's repeated letters (e.g. 哇~~ "waaah") or to indicate stress in places where English would employ an emphatic tone marked variously by italics or bolding (e.g. 要~~ "I want it!").[5] Spacing Similar to the spacing between letters (kerning) in European languages, Chinese writing uses a very narrow space between characters, though it does not observe the equivalent to the wider space between words except on rare occasions. Chinese - particularly classical Chinese - is thus a form of scriptio continua and it is common for words to be split between lines with no marking in the text equivalent to the English hyphen. When a space is used, it is also fullwidth (U+3000 IDEOGRAPHIC SPACE). One instance of its usage is as an honorific marker. A modern example in 20th century Taiwan, is found in the reference to Chiang Kai-shek as 先總統 蔣公 (Former President, Lord Chiang), in which the preceding space serves as an honorific marker for 蔣公. This use is also still current in very formal letters or other old-style documents,[5] as well as religious scripture. When Chinese is romanized, spaces are used to assist in reading. Rules vary between systems but most commonly - as in Hanyu Pinyin - the spaces properly occur between phonetic divisions (i.e., individual characters). In the Wade-Giles system, separate characters within a word were noted by hyphens but this is increasingly uncommon. Typographic styles The following are commonly suggested typographical styles; however, they are rarely carried out in practice, often only used when necessary. Proper name mark (\_\_\_) A proper name mark (\_\_\_) A proper name mark (an underline) is occasionally used, especially in teaching materials and some movie subtitles. When the text runs vertically, the proper name mark is a wavy underline (\_\_\_\_\_, U+FE4F WAVY LOW LINE) which is used instead of the regular book title marks whenever the proper noun mark is used in the same text. Emphasis mark For emphasis mark for emphasis mark is a single dot placed under each character to be emphasis mark is a single dot placed under each character to be emphasis mark is a single dot placed under each character to be emphasis mark for emphasis mark is a single dot placed under each character to be emphasis mark is a single dot placed under each character. online, as they are not supported by most word processors, and support in HTML has been possible with the addition of the CSS property text-emphasis-style. Mark of indicating death (姓 名) The mark of indicating death (也 A) The marking a person's recent death. Typographically, it consists of a black border around the person's name, which is supported by most word processors and is supported by most word processors. the fifties, when it was supposedly adopted from translated foreign names such as "O'Neill". The hyphen is only used when writing translated foreign names with hyphens. Otherwise, it is not used in Chinese and omitted when translating compound words. Use of punctuation marks This section does not cite any sources. Please help improve this section by adding citations to reliable sources. Unsourced material may be challenged and removed. (January 2013) (Learn how and when to remove this template message) Several punctuation marks have ranges of use that differ from the way they are used in English, though some functions may overlap. , The comma is used to join together clauses that deal with a certain topic or line of thinking. As such, what would appear to an English speaker to be a comma splice is very commonly seen in Chinese writing. Often, the entirety of a long paragraph can consist of clauses joined by commas, with the sole period coming only at the end. Unlike in English, a comma is allowed between a subject and its predicate.; The semicolon is frequently used to demarcate parallel structures in a paragraph. 「...」Quotation marks, in addition to being used around quotations, are also commonly used for emphasis and to indicate proper nouns and titles, and also to enclose metaphors that do not explicitly state it is a metaphor. (e.g. 「毛球」跑出來了, i.e. The 'hairball' ran out.) — — The use of a second em dash to close a parenthetical thought is rare. Instead, a comma is usually used, or sometimes no punctuation at all. In Pinyin, the apostrophe (') (隔音符號, géyīn fúhào, 'syllable-dividing mark') is before a syllable starting with a vowel (a, o, or e) in a multiple-syllable word when the syllable word when the syllable does not start the word. It is commonly thought that this apostrophe should be used when there could be ambiguity regarding the syllables used (e.g. xian and Xi'an or bing'an and bin'gan). See also East Asian punctuation (disambiguation) Line breaking rules in East Asian languages Notes ^ For example, a passage in Mencius 14:69 (孟子·盡心下)卒為善士則之野有眾逐虎。" The first was given by the Han dynasty scholar Zhao Qi (趙岐) and was the traditionally accepted reading, but Song and Ming neo-Confucianists have proposed the second one. ^ Not to be confused with (U+3030 WAVY DASH) References ^ "Zhōngguó de wényánwén wèishéme méiyǒu biāodiǎn fúhào?" 中国的文言文为什么没有标点符号?. Zhihu (in Chinese). ^ a b c Zhōnghua renmin gongheguo guojia zhiliang jiandu jianyan jianyi zongju Zhongguo guojia biaozhunhua guanli weiyuanhui (30 December 2011), Zhōnghuá rénmín gònghéguó guójiā biāozhǔn GB/T 15834-2011: Biāodiǎn fúhào yòngfǎ 中华人民共和国国家标准 GB/T 15834-2011: 标点符号用法 [National Standard of the People's Republic of China GB/T 15834-2011: General Rules for Punctuation] (PDF) (in Chinese), archived from the original (PDF) on 9 November 2016, retrieved 24 January 2014. ^ "Lísão" 离骚. Gǔshī wén wǎng 古诗文网 (in Simplified Chinese). Archived from the original (PDF) on 22 February 2016, retrieved 9 February 2016. ^ a b c d e f g h CJK Symbols and Punctuation (PDF), The Unicode Consortium, archived from the original (PDF) on 3 March 2016, retrieved 9 February 2016. 个 a b c CJK Compatibility Forms (PDF), The Unicode Consortium, archived from the original (PDF) on 22 February 2016. 个 中華民國教育部國語推行委員會,《重訂標點符號手冊》,中華民國人 十六年三月台灣學術網路三版。 ^ 中華人民共和國國家標準 , 《標點符號用法》 , 1995年12月13日發布 , 1996年6月1日實施。 ^ General Punctuation (PDF), The Unicode Consortium, archived from the original (PDF) on 3 March 2016. ^ CJK Symbols and Punctuation (PDF), The Unicode Consortium, archived from the original (PDF) on 7 April 2009, retrieved 6 November 2009. ^ "Shānjié hào" 刪節號. "Chóng dìng biāodiǎn fúhào shǒucè" xiūdìng bǎn 《重訂標點符號手冊》修訂版 (in Chinese). Jiaoyu bu. 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