**UNIT 3: PUNCTUATION MARKS**

**MELTEM AYABAKAN**

**TURKISH LANGUAGE**

**Subjects of This Unit**

* Full stop (.)
* Comma (,)
* Semicolon (;)
* Colon (:)
* Triple dot (…)
* Question mark (?)
* Exclamation point (!)
* Proofmark (^)
* Apostrophe (‘)
* Hyphen (-)
* Long dash (--)
* Quotation mark (“)
* Single quote
* Bracket
* Square bracket
* Slash

Punctuation can make or break the impact of an otherwise well-constructed sentence. These basic rules can strengthen your sentences with the punctuation they deserve, so that the quality of your ideas is communicated with precision and clarity.

**Full Stop**

Full stop is probably the simplest of the punctuation marks to use. You use it like a knife to cut the sentences to the required length. Generally, you can break up the sentences using the full stop at the end of a logical and complete thought that looks and sounds right to you.

* Mark the end of a sentence whıch ıs not a questıon or an exclamatıon.

*Okuyorum.*

*Hiç sinemaya gitmezmiş.*

* Indıcate an abbrevıatıon.

Many abbreviations require a period. Dr, Mr, Mrs, and Ms do not take a period in British English, nor do most abbreviations taken from the first capital letters such as MA, Phd, or CIA. In American English, some of these do require periods or both usages are correct (with and without periods). If you require 100% accuracy in your punctuation, refer to a detailed style guide for the abbreviation usage rules in the variety of English you are using.

Tür. (Türkçe), Ank. (Ankara), İst. (İstanbul), huk. (hukuk), Dr. (doktor)

**Comma**

1) In a list

Oxford comma ~ the comma before “and” or “or” in a series of items.

Example: Ham, eggs, and chips

2) Before dialogue

Example: Mark said, “Good morning!”

3) Mark out additional information

Example: The girl, who is wearing a pink shirt, is my sister.

4) Before a conjunction (e.g. and but or for while yet) introducing an independent clause

Example: The boys wanted to stay up until midnight, but they grew tired and fell asleep.

5) Enclose parenthetic expressions (additional information) between commas

Example: The best way to see a country, unless you’re pressed for time, is to travel on foot.

Note: When in doubt over where to use a comma, try reading the sentence out loud and, generally speaking,

commas should be used where you pause for clarification or breath.

**Apostrophe**

1. Indicates a possessive in a singular noun

Example: The café’s menu

But when the possessor is a regular plural, the apostrophe follows the “s.”

Example: The cafés’ menus

Note: With modern names ending in “s” (including biblical names and any foreign name with an unpronounced

final “s”), the “s” is required after the apostrophe.

Keats’s poems

St. James’s Square

Charles’s coffee mug

With names from the ancient world, it is not.

Achilles’ heel

Archimedes’ screw

If the name ends in an “iz” sound, an exception is made:

Bridges’ score

Moses’ tablets

Jesus’ disciples

2. Indicates time or quantity.

Two Week’s Notice

The Café will open in two month’s time.

3. Indicates the omission of figures in dates

Example: Batch ’08 is so excited to graduate.

4. Indicates the omission of letters

Examples: The training starts at 8 o’ clock every day.

The gov’t is set to battle the insurgents in Basilan.

It’s (it is) your turn.

It’s been several years (It has been several years).

5. Featured in Irish names such as O’ Neal and O’ Casey.

‘O = Of (?)

‘O = anglicisation of “ua” meaning grandson

6. Indicates the plural of words

The do’s and don’ts of speaking

She didn’t welcome his but’s and and’s.

**Semicolon**

1) Separate two related sentences where there is no conjunction (such as “and” or “but”), and where using

only a comma would be ungrammatical.

Example: She is a good writer; she has published several books.

2) Organizes syntax thought where many commas are used

Example: We bought dairy products like milk, butter, and cheese; vegetables such as carrots, potatoes,

and spinach; and some fruits like bananas and mangoes.

3) Linking words such as “however,” “nevertheless,” “also,” “consequently,” and “hence” require a semicolon.

Example: He spent a lot for the campaign; however, the majority of the public saw through his pretense

and did not vote for him.

**Colon**

1) Separates statements “placed baldly in dramatic opposition”

a. Lawrence could not speak: he was drunk.

b. Man proposes: God disposes.

It is also used when the second statement reaffirms, explains or illustrates the first

2) Starts lists

a. Please purchase the ff: furniture, glassware, ingredients, and linen.

3) Sets off book and film subtitles

from the main titles

a. Gandhi II : The Mahatma Strikes Back

4) Separates dramatic characters forming a dialogue:

Philip: How do you get to Cebu?

o Anne: You can go there by plane, by ship, or by bus.