PUNCTATION RULES

- **Full Stop**
- This is the most popular punctuation mark because you simply cannot write even a single sentence without using it. So, there are two most common uses of a full stop: to indicate the end of a sentence, or to follow an abbreviation.

- Comma
- A comma is often used to separate different ideas in a sentence. However, it has many other uses as well, and it is important to remember them as well. Some of the most common comma rules follow.
- Question Mark
- A question mark, as its name suggests, needs to go at the end of every interrogative sentence instead of a full stop.
- Exclamation Mark
- An exclamation mark added at the end of a sentence shows emphasis.

 Depending on the meaning of the sentence, it can indicate anger, happiness, excitement, or any other strong emotion.
- Quotation Marks
- As their name suggests, quotation marks indicate direct quotations. You can also use them to show that a word or a phrase is being used ironically, or for titles of articles, book chapters, episodes of a TV-show, etc.
- **Apostrophe**
- An apostrophe has two very important uses. Firstly, it can be used in contractions in place of omitted letters. Secondly, it can show possession.

Hyphen

Even though it looks very similar to a dash, a hyphen has very different uses.

It's most commonly used to create compound words.

Dash

- There are two different dashes, the en dash and the em dash, the first being slightly shorter than the second one.
- The en dash is usually used to show a connection between two things, as well as a range of numbers, years, pages, etc.

Colon

- A colon is a punctuation mark you will come across very often in different circumstances. It can introduce an example, a list, an explanation, or a quotation. Or, you can also use it to emphasize a certain point.
- Semicolon
- A semicolon is a punctuation mark that creates a longer pause than a comma but a shorter pause than a full stop. So, it can be used to create a pause between two independent clauses that are still closely related to each other.
- **Parentheses**
- In most cases, you will see additional information in parentheses. Usually, it can be omitted without creating any confusion for the reader.
- **Brackets**
- Brackets are, in a way, similar to parentheses. However, they are mostly used in academic writing and when presenting quotes. For instance, the writer can add extra information or fix mistakes in brackets, without changing the original quotation.
- **Ellipsis**
- An ellipsis creates an intriguing and mysterious atmosphere in the text. In addition, it can be used to show that some letters or even words are omitted.

Slash

You might need to write a fraction, a measurement, or to suggest alternatives in your text. These are just three of the instances where you will have to use a slash.



Grammar And Usage

Michael William Smith, Jeffrey D. Wilhelm

Grammar And Usage:

The Chicago Guide to Grammar, Usage, and Punctuation Bryan A. Garner, 2020-03-04 The authoritative guide to using the English language effectively from the greatest writer on grammar and usage that this country has ever produced David Yerkes Columbia University The author of The Chicago Manual of Style's popular Grammar and Usage chapter Bryan A Garner is renowned for explaining the vagaries of English with absolute precision and utmost clarity With The Chicago Guide to Grammar Usage and Punctuation he has written the definitive guide for writers who want their prose to be both memorable and correct Garner describes standard literary English the forms that mark writers and speakers as educated users of the language He also offers historical context for understanding the development of these forms The section on grammar explains how the canonical parts of speech came to be identified while the section on syntax covers the nuances of sentence patterns as well as both traditional sentence diagramming and transformational grammar The usage section provides an unprecedented trove of empirical evidence in the form of Google Ngrams diagrams that illustrate the changing prevalence of specific terms over decades and even centuries of English literature Garner also treats punctuation and word formation and concludes the book with an exhaustive glossary of grammatical terms and a bibliography of suggested further reading and references The Chicago Guide to Grammar Usage and Punctuation is a magisterial work the culmination of Garner's lifelong study of the English language The result is a landmark resource that will offer clear guidelines to students writers and editors alike A manual for those of us laboring to produce expository prose nonfiction books journalistic articles memorandums business letters The conservatism of his advice pushes you to consider audience and occasion so that you will understand when to follow convention and when you can safely break it John E McIntyre Baltimore Sun An A-Z of English Grammar & Usage Geoffrey N. Leech, Benita Cruickshank, Roz Ivanič, 2001 In a completely thoroughly edition of An A Z of English Grammar and Usage an established favourite among teachers Geoffrey leech and his colleagues provide teachers and learners of English with a unique reference grammar Accessible easy to use dictionary like format Comprehensive coverage of English grammar in over 600 fully cross referenced entries common grammatical key words such as more what unless can Main terms for talking about grammar meaning and usage such as indirect object pronoun tag question Extra language and communicative ehelp such as greetings introductions punctuation letter writing e mails Simple and clear explanations supported by real life examples diagrams and entertaining new illustrations Helpful notes on style intonation and British and American usage A Commonsense Guide to Grammar and Usage Larry Beason, Mark Lester, 2014-12-12 A Commonsense Guide to Grammar and Usage has one goal to help students get it when it comes to grammar This student friendly easy to use reference teaches students how to recognize correct and avoid common errors so they can continue to improve their writing throughout collegeand life Whether your students need a refresher on the basics or are learning them for the first time A Commonsense Guide to Grammar and Usage is designed to be used in the classroom

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