

COLBOURNE COLLEGE

English 100

**Course Title: Reading Researching And Writing
Across The Curriculum**

Date: 17 October 2018

Topic: Punctuation Marks

THE USE OF PUNCTUATION MARKS LO 2

- It is important when writing to clearly establish when one sentence ends and another one begins. When we use punctuation marks in our writing it is a way of getting our work more organized and structured.
- It serves to establish pauses in reading and writing
- It may serve to highlight parts of our writing
- It assists in organizing our thoughts.

THE USE OF THE FULL STOP LO 2

- THE FULL STOP
- Use the period at the end of a declarative sentence. A declarative sentence is one that makes a statement.
- Example: Leadership styles will vary from one organization to another.
- Use a period at the end of an imperative sentence. An imperative statement is a sentence that orders or commands someone to do something.
- Example: Please deliver the business report that I gave to you by 10am tomorrow morning.

THE USE OF THE FULL STOP LO 2

- Use the full stop at the end of an indirect question.
- Example: The employee asked if she could leave the office prior to the start of the meeting.
- Use the period after most abbreviations and initials.
- Example: Mr. Moses Davis
- You are to use the period before dollars and cents and before a decimal.
- Example: \$26.42 or decimals 6.981 etc.

THINK –SHARE ACTIVITY

- You are required to look from an organizational context or your area of specialization and create two sentences. One should be an imperative sentence whilst the other should be a declarative sentence. Please create the sentences using the guidance given to you.

APPLICATION OF THE USE OF THE FULL STOP LO 2

- It is important to not only use the full stop when creating sentences, however, this must also be used in quotations, the names that you will provide in the body of your research and also in the reference page.
- In –text referencing (JOHNSON 2009, P. 1).
- Thompson, K, Wilder, R & Button, L 2000, 'Impact of Bundled Databases on serials acquisitions In academic libraries', *The Serials Librarian*, Vol. 38, No. 3-4, Pp. 213-218. Available From: Taylor & Francis Online. [28 September 2015].

THE QUESTION MARK LO 2

Punctuation Mark	Use	Example
Question Mark	This is used at the end of an interrogative sentence	What is the time for our next meeting? How many airline attendants have been assigned to this flight?

THE EXCLAMATION MARK LO 2

The exclamation mark is used to express strong feelings about something. We express these feelings of joy, surprise, anger, by crying out, or exclaiming or shouting. An exclamation indicates an outburst of a strong feeling.

I can't believe the manner in which she carried her self to the office!

Wow, I just got a promotion!

THE USE OF THE COMMA LO 2

- A comma is used before every item in a series except the last. A series usually consist of two or more words, phrases or clauses.
- Words: The Jamaican national flag is black, green and gold
- Phrases: The employee scampered out the gate, over the road and through the courtyard on hearing the news of his dismissal.
- Clauses: The Manager called to Migel, who flung his hands in the air, walked pass, and exited the building.

THE USE OF THE COMMA LO 2

- GENERAL RULES OF USING A COMMA
- 1) Commas are always used between two or more adjectives that describe the noun.
- The daffodil flowers make a pink, beautiful carpet.
- Commas separate words or expressions that are put in an unusual place in the sentence, or interrupt the flow of the sentence.
- Example: The teller, believe it or not, won the award for the most outstanding team player in the company.

THE USE OF THE COMMA LO 2

Commas separate subordinate clauses from the main sentence.

Whenever you are in the area, you must visit my home.

A comma supports a reporting expression from a piece of direct speech.

Example: The manager said, “You must give full attention to your work”.

Commas are used to divide large numbers into groups of three figures, by separating off the thousands from the millions.

Example 1, 937

THE USE OF THE COMMA LO 2

- Commas are used between the date and the year.
- 15th September, 2004
- Use a comma before the conjunction in a compound sentence
- Example
- Management in teams is popular, but research suggests better alternatives to its' use.

QUOTATION MARKS LO 2

- The quotation mark is used for direct or exact words that someone speaks
- The quotation marks help you to know who is speaking.
- Quotation marks show where the exact words of a speaker begin and end.
- Example: Alfred Adlam said “we become blue prints of our leaders when we try to mirror their actions.”

PUNCTUATE THE FOLLOWING LO 2

- **Please punctuate the following excerpt taken from the Sunday Gleaner dated August 12, 2018**
- **Business , page C3.**
- mullings said that among his assets on the property were crops and pigs he was rearing a number of which died as a result of the activities undertaken in the construction of the road as well as the removal of a meat processing plant he was establishing