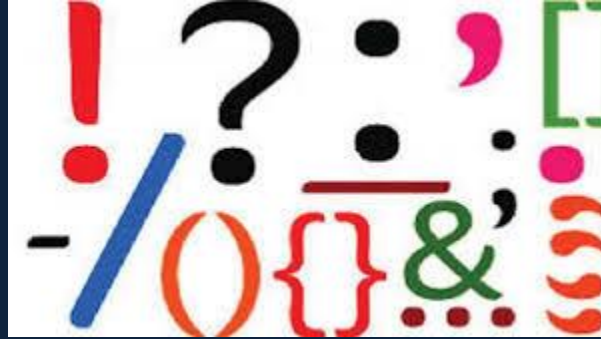


# A COMPLETE BOOK OF PUNCTUATION



A COMPREHENSIVE AND PERFECT BOOK FOR EVERYONE,  
ALL LEVELS & EVERY EXAM

By

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## **PUNCTUATION**

One of the most important tools for making paper speak in your own voice is punctuation. Good use of punctuation can help us build a more solid, more readable sentence. In writing, punctuation plays the role of body language. It helps readers hear you the way you want to be heard. Punctuation puts body language on the printed page. Show bewilderment with a question mark, a whisper with parentheses, emphasis with an exclamation point.

**There are two basic systems of punctuation:**

1. The loose or open system, which tries to capture the way body language punctuates talk.
2. The tight, closed structural system, which hews closely to the sentence's grammatical structure.

**There are 30 main punctuation marks, but you'll need fewer than a dozen for most writing.**

## **End Marks**

# **The Period**

A statement is followed by a period. Periods follow declarative sentences, sentences that make statements.

Example 1 A mother is the best thing in the world. This is a declarative sentence.

# **The Question Mark**

A question is followed by a question mark. Use the question mark after interrogative sentences.

Example: What does your enemy say?

A direct question may have the form or word order of a declarative sentence. Since it is a question, however, it is followed by a question mark.

Indirect Question: He asked me what kept him away.  
(Declarative)

Direct Question: What kept him away? (Interrogative)

# The Exclamation Point

An exclamation is followed by an exclamation point.

Example 1    Ouch!

Example 2    Wow! That a cap!

Some declarative and interrogative sentences show such strong feeling that they are more like exclamations than statements or questions. If so, the exclamation point should be used instead of the period or question mark.

Example 1    I simply can't solve this problem!

Example 2    Can't you be away for a while!

# Imperative Sentence

As with declarative and interrogative sentences, particularly commands, may show strong feeling. In such cases, the exclamation point should be used. When an imperative sentence makes a request, it is generally followed by the period.

Example 1    Close that window!

Example 2    Please close the window.

Sometime. To be courteous, as a write will state a command or request in the form of a question Because of the purpose, however, the sentence is a really an imperative sentence and a is therefore followed by a period or an exclamation point.

Example 1     May I interrupt for a while.

Example 2     Will you stop that music!

## Abbreviations

Example 1     M. A. Sajid (Mushtaq Ahmad Sajid)

Example 2     Mr., Jr., Dr., (Mister, Junior, Doctor)

If an abbreviation comes at the end of a statement, do not use an extra period as and end mark.

Example 1     Mr. Aahad has never seen Kashmir.

Example 2     Have you ever seen Kashmir?

Some frequently used abbreviations, especially abbreviations of government agencies and international organizations, are correctly written without periods.

Example 1     TV

Example 2     IBM

### Example 3 CIA

## Commas

Like other marks of punctuation, commas are necessary for clear expression of ideas. As you read the following sentences aloud, notice how the placement of the comma affects the meaning of each sentence.

Example 1 When your subordinates help, you stop working.

Example 2 When your subordinates help you, stop working.

If you fail to use necessary commas, you may confuse your reader.

Example 1 My favorite cousins are Azhar Amir Nafees Zafar and Jamil. (How many cousins)

Example 2 My favorite cousins are Azhar, Amir, Nafees, Zafar and Jamil.

**Use commas to separate items in a series.**

Notice in the following examples that the number of commas in a series is only one less than the number of items in a series.

Example 1 Students, teachers, parents and visitors attended the meeting. (Nouns)

Example 2 The happy, carefree, enthusiastic boys thoroughly enjoyed the outing. (Adjectives)

Example 3 We roamed over the hill, through the fields, down to the lake, and across the bridge. (Prepositional Phrases)

When the last two items in a series are joined by and, you may omit the comma before the and if the comma is not necessary to make the meaning clear.

Example 1 Sugar, coffee and celery were on sale last Saturday. (Clear with Comma Omitted)

Example 2 We elected our class officers: president, vice-president, secretary and treasurer. (Not clear with omitted comma)

Example 3 We elected our class officers: president, vice-president, secretary, and treasurer. (Clear with comma included)

If all items in a series are joined by and or or, do not use commas to separate them.

Example 1 I bought a tie and a shirt and a hat.

Example 2 Hubert or Roy Wallace can build the float.

Independent clauses in a series are usually separated by semicolons. Short independent clauses, however, may be separated by commas.

Example 1 The wind blew furiously through the trees; lightning flashed across the sky; and thunder boomed and

rolled; rain poured down.

Example 2 The wind blew, lighting flashed, thunder boomed, rain poured.

Using comma to separate two or more adjectives preceding a noun.

Example 1 That is a rough, narrow, dangerous road.

When the last adjective in a series is thought as part of the noun, the comma before the adjective is omitted.

Example 1 I collect foreign postage stamps.

Example 2 A vain., talkative disc jockey annoys me.

Use a comma before and, but, or, nor, for, and yet when the join independent clauses.

A comma goes before a cording conduction when a completed thought is on booth sides of the conduction. Do not be misled by compound verbs, which often make a sentence look as though it contains two independent clauses.

Use a comma to set off nonessential clauses and nonessential participial phrases.

A nonessential clause or participle phrase adds information that is not necessary to the main idea in the sentence.

Example 1 Waseem, who often plays hockey, should be expelled. (Nonessential clause)



Use a comma after certain introductory elements. Use a comma after words such as well, yes, no, why, etc., when they begin a sentence.

Example 1 No, I have not answered her letter.

Example 2 Why, surely you haven't forgotten already!

Use a comma after an introductory participial phrase.

Example 1 Pausing in the doorway a moment, the Principal smiled at the class.

A short introductory prepositional phrase does not require a comma unless the comma is necessary to make the meaning clear.

Example 1 In this country we have sales tax.

Example 2 In this country, taxes are comparatively high.

Use a comma after an introductory adverb clause.

Example 1 After Waseem had hit the ball over the fence, the crowd gave him a standing ovation.

Use commas to set off elements that interrupt the sentence. Two commas are used an interrupting element one before and one after.

Example 1 He, of course, won't be there.

Sometimes a “interrupter” comes at the beginning or at the end of a sentence. In the cases, only one comma is needed.

Example 1 Nevertheless, I think we should go.

Example 2 I don’t know why, however.

Appositives and appositive phrases are usually set off by commas.

Example 1 Everyone, even his enemies, respects him.

Example 2 As a extremely talented boy, Aahad deserves or praise.

Sometimes an appositive is so closely related to the word proceeding it that it should not be set off by commas. Such an appositive usually has no modifiers; that is, there is no appositive phrase.

Example 1 My sister Noreen

Example 2 The novelist Jane Austin

Use a comma in certain conventional situations. Use commas to separate items dates and addresses.

Example 1 My, family moved to Kotli, Kashmir, on Monday, May 7, 2006.

Use a comma the salutation of a friendly letter and after the closing of any letter.

Example 1 Dear Aunt Nuzhat,

Use a comma after a name followed by Jr., Sr., M.D., etc.

Example 1 Manzoor, Jr.

Example 2 Shahid, M.D.

Do not use unnecessary commas. Too much punctuation is just as confusing as not enough punctuation. This is especially true of commas.

## Apostrophe

To form the possessive case of a singular noun, add an apostrophe and an s. The possessive case of a noun or pronoun shows owner-ship or relationship.

Example 1 I borrowed Aisha's book. (Ownership)

Example 2 Dad's room needs to be painted. (Ownership)

Example 3 Aahad's grandma is in town. (Relationship)

Example 4 Cleaning the house was a day's work.  
(Relationship)

To form a possessive case of a plural noun ending in s, add only the apostrophe.

Example 1 those peoples' money

Example 2 booth boys' car

Example 3 five rupees' worth

Possessive personal pronouns do not require an apostrophe.

Example 1 my, mine

Example 2 your, yours

Example 3 our, ours

Indefinite pronouns in the possessive case require an apostrophe and a s.

Example 1 everyone's ideas

Example 2 somebody's pencil

Example 3 another's answer

In compound sentences words, names of organizations and business firms, and works showing just possession only last word is possessive form.

Example 1 school board's decision (compound words)

When two or more persons possess something individually, each of names is possessive form.

Example 1 Mrs. Shahzad's and Mrs. Saba's children

Example 2 Asad's and Amir's shoes

Use an apostrophe to show where letters or numbers have been omitted in a contraction. A contraction is a shortened form of a word or figure or a group of words.

Contractions are used to chiefly in conversation and in informal writing. The apostrophes in constructions indicate where letters have been left out.

Example 1 is not isn't

Example 2 you are you're

Use apostrophe and s to form the plural of letters, numbers, and signs, and of words referred to as words.

Example 1 The word grammar has two r's, two a's, and two m's.

Example 2 Grades on this test ran from the low 70's to the upper 90's.

## Quotation Marks

Use quotation marks to enclose a direct quotation – a person's exact words.

Example 1 Quaid e aAzam said, "Unity, Faith and Discipline is a must."

Example 2 "Let's go for a swim," suggested Iqbal.

Do not use quotation marks for indirect quotations.

Example 1 Asghar said, “I am moving to Peshawar.”  
(Direct Quotation)

Example 2 Asghar said that she was moving to Peshawar.  
(Indirect Quotation)

A direct quotation begins with a capital letter.

Example 1 Nadia stated, “Imagination is more important than knowledge.”

Example 2 Saba said, “In all of my classes I have an A.”

If a direct quotation is obviously a fragment, it may begin with a small letter.

Example 1 Are your ideals, as Scotty says mere “statues of snow” that soon melt?

When a quoted sentence is divided into two parts by an interrupting expression such as he said or Mother asked, the second part begins with a small letter.

Example 1 “I believe,” Nasir said, “that Asif is telling only part of the truth.”

Example 2 “I am sorry,” Haris replied, “but I can’t possibly go to your party.”

A direct quotation is set off from the rest of the sentence by commas or by a question mark or exclamation point.

Example 1 Maria announced, “I really must be going,” then stayed another hour.

Example 2 The crowd yelled, “Hold that line!” as the other team threatened to score.

Commas and periods are always placed inside closing quotation marks.

Example 1 “I haven’t seen the movie,” remarked Afshan.

Example 2 Mrs. Nadeem announced, “Close your books for a pop quiz.”

Colons and semicolons are always placed outside closing quotation marks.

Example 1 Socrates once said, “As for me, all I know is that I know nothing”; I wonder why every one thinks he such a wise man.

Question Marks and exclamation points are placed inside the closing quotation marks if the quotation is a question or a exclamation otherwise, they are placed outside.

Example 1 “Is the pain unbearable?” the dentist asked as I squirmed and grunted.

Example 2 “Not yet!” I exclaimed, “But it could be after you start drilling!”

Use single quotation marks to enclose a quotation within in a quotation.

Example 1 Tariq reported, “Then he said innocently, ‘I was only trying to help’”

Example 2 Mr. Nasim answered, “The phrase ‘would enough and time’ is from one of Andrew Marvell’s poems.”

Use quotation marks to enclose titles of articles. Short stories, poems, songs, chapters, and other parts of books or periodicals.

Example 1 Review Chapter 24, “You Inborn Behavior.”

Example 2 The title of the article, “What every Adolescent Should Know,” caught my attention.

## Parentheses

Parentheses are used to set off parenthetical elements that serve as explanation or qualification. Since parentheses are enclosing marks, they are used in pairs.

Use parentheses to enclose matter which is added to a sentence but is not considered of major importance.

Example 1 Next Monday night (of course I’ll see you before then) we will meet at the stadium.

Example 2 During the Middle Ages (from about A.D. 500 to A.D. 1500), Moslems and Vikings invaded Europe.



# Dash

Use a dash to indicate an abrupt break in a thought.

Example 1 Huma-Miss Huma, I mean-was waiting for me in her office.

# Hyphens

Use a hyphen to divide a word at the end of a line. A word must always be divided between syllables.

Example 1 He spoke, but it was obvious that he didn't reco-  
gnize me.

Example 2 He spoke, but it was obvious that he didn't recog-  
nize me.

Use a hyphen with a compound numbers from twenty-one to ninety-nine and with fractions used as adjectives.

Example 1 thirty-five students

Example 2 a two-thirds majority

Use a hyphen with the prefixes ex-, self-, all-, and with suffix -elect, and with all prefixes before proper noun or proper adjective.

Example 1 ex-champion mid-September

Example 2 self-confident trans-Pacific

## VIRGULE

The virgule, also called a *solidus* or *diagonal*, is the short oblique stroke many of us simply refer to as a slash. The virgule is used as follows.

### AN OPTION

The virgule is frequently used to denote options. Used in this manner, there is no space between the virgule and letters on each side of it.

#### The *or* option

A virgule typically offers an option or choice, denoting the word *or*.

Always bring a pen/pencil with you to this class.

(In this sense the reader is instructed to bring either a pen or a pencil--but not both--to class.)

#### The *and/or* option

A virgule is also used to denote the words *and/or*, which offers the reader a wider choice.

Always bring a pen and/or pencil with you to this class.

(Here the reader is given the choice to bring either a pen or a pencil or both to class.)

The defendant and/or his attorney must appear in this court.

(Either the defendant or his attorney must appear in court; also, they both may appear.)

### †Usage Note

Although the virgule may sometimes prevent an awkward construction or wordiness, many authorities despise its use as a shortcut to the traditional construction. A typical example occurs frequently with the *he* pronoun, which traditionally refers to both male and female.

### Traditional Construct

A gymnast must possess keen balance if he or she expects to compete on the balance beam.

### Nontraditional Construct

A gymnast must possess keen balance if he/she expects to compete on the balance beam.

## **DIVIDING LINE**

The virgule is also used with (1) dates, (2) fractions, and (3) poetry.

### **Dates**

The incident happened on 3/6/00.

The years 2000/04 witnessed a bearish trend on Wall

Street.

## **Fractions**

Add 6  $\frac{3}{4}$  teaspoons.

## **Poetry**

Two or three lines of poetry incorporated into prose are separated by a virgule. The virgule indicates the end of the lines of a poem. With poetry the virgule is separated from the letters before and after it by a single space.

Sweetest love I do not go / For weariness of thee.

In his *Songs of Experience* Blake condemns the Catholic Church: "Is this a holy thing to see / In a rich and fruitful land, / Babes reduced to misery."

However, when more than three lines of poetry are incorporated into prose, the poetry is handled as a block quotation.

## **PER**

The virgule represents the word *per*, essentially meaning *relative to*.

Light travels at 188,000 mi./sec.

## **ABBREVIATIONS**

The virgule is used to express abbreviations.

Abbreviation	Meaning
N/A	not applicable
Q/A	quality assurance

## ASTERISK

The asterisk is a star-shaped character also referred to as an *aster*, *dingle*, *gear*, *mult*, *spider*, *splat*, *star*, *times*, and *twinkle*.

The asterisk is used in printing or writing as follows:

- A reference mark to a passage or note placed in the margin of a document
- An indication of the omission of letters or words
- To denote a hypothetical or non occurring linguistic form

## PUNCTUATION EXERCISES

Punctuate the following sentences:

**Dear Mr. and Mrs. Asad:**

1. Ali your son is a student in my history class.
2. He arrived in my classroom on May 24 2008.
3. He told me that your address was Street No. 4 Peshawar.
4. I visited this address last week.
5. The house while very nice was occupied by a motorcycle gang.
6. Although they were busy they found the time to inspect my wallet.
7. The reason I am writing is because of Ali's memory problems.
8. He has lost his notebook textbook and lucky pen.
9. I have recommended that he visits Mushtaq M.D. next week.
10. Dr. Mushtaq is a hypnotherapist, this should help with Ali's problem,
11. Good Luck,
12. Naeem Gill

## Answers

1. Ali, your son, is a student in my history class.

(se commas to set off additional information)

2. May 24, 2008

(when the day month and year are present put a comma between the day and the year)

3. Street No. 4, Peshawar.

(use commas to separate parts of an address except between the state/province and the zip,post or postal code)

4. correct

5. The house, while very nice, was

(use commas to set off clauses and phrases that provide unnecessary information)

6. Although they were busy, they

(use a comma after an introductory clause or phrase or word)

7. correct

8. notebook, textbook, and lucky pen

(commas separate three or more items in a series- the last comma can be omitted)

**9.** Mushtaq, M.D., next week

(use a comma when a title or degree follows a person's name)

**10.** Dr. Mushtaq is a hypnotherapist. This should help with Ali's problem.

(use a period to end a sentence)

**11.** correct (you may omit the comma)

**12.** correct