

English Language for Competitive Exams
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Week – 11
Lecture – 55
Punctuation

Hello friends. So, what is punctuation, full stop, comma, colon, hyphen, dash. Look at the difference between hyphen and dash by the way. The difference is that of length. So, punctuation is a set of conventions that help us comprehend English with ease. So, we read and write better when we use appropriate punctuation.

Now remember punctuation may not matter to many of you as much as some other items of grammar. For example, subject verb agreement or prepositions or verbs or tenses many students tend to ignore punctuation. Remember for English for competitive exams it is very important to use a proper style of punctuations. Punctuations or and inappropriate use of punctuation may often alter the meaning of a sentence or may take away the elegance of a sentence. So, remember the punctuation has its own importance has its own value in English language. So, in today's class we are going to look at the punctuation marks and their functions and the different ways in which we can use punctuations to achieve the desired effect in our writing.

We often feel that while speaking we do not use punctuations, but pauses in certain cases they denote that we are using punctuations indeed. So, as I finished a sentence right now, and I am continuing a sentence right now so; that means, I am using a comma in my speech, it may not be visible, but when I end the sentence I am using or I am suggesting a full stop. This is my full stop. So, this is how important a punctuation mark is, it is very important this is it is very relevant to use punctuation marks appropriately. Now as you know full stop, Americans call it a period. Most of us call it a full stop, it marks the end of a sentence, it also used after some abbreviations and of course, those of you are interested in mathematics you also recognize the full stop as a decimal point. So, the importance of a full stop. I will be doing a lot of full stops with you very soon. I will be giving or showing you lengthy passages, but next after full stop, we have another

important punctuation mark that is a question mark. What is a questions mark this is a question mark and this is a exclamation?

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Now, when do we use question mark? When a sentence is intended as a question, have you ever been to Egypt, are your exams still going on. This is a question these are questions. We use the question mark tag question. You did go to Egypt last year did not you, a question mark. Sometimes we use question a question mark even in brackets after a word or phrase to make it same questionable or doubtful. This is what a higher order writer would do.

For example, in the middle of a sentence you may come across this kind of in brackets. So, for example, alexander the great, alexander and his dates let us say 323 to let us 300 BC, but I am not sure. So, I am putting a question mark. So, this is how you use when I am not too sure or something. A good way to indicate that I am doubtful is to insert a question mark.

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Example: Question mark

- Cafe Bonaparte is another Saint-Germain-des-Pres cafe (are you sensing a theme here?)
- But where are the best places in Paris for people-watching?

Look at the example here. Look at the slide here examples of question mark, cafe Bonaparte is another saint germain des pres café, are you sensing a theme here it is like asking the readers, that is are you sensing a theme here, it is another it is a just another café so and so street in Paris, but where are the best places in Paris for people watching. Look at the hyphen there, people watching it is like a hobby in itself, people watching. Bird watching people, watching where are the best places in Paris for people watching? So, these are the questions.

Next we move on to the exclamation mark. It indicates that a sentence is exclamatory it is expressing a certain deep emotion. For example, I wish it was raining today I am wishing it. So, it is a deeply felt emotion. Sometimes we also use this exclamation mark in a verb less sentence. A verb less sentence is a sentence without verb. You do not have to say it is dangerous. You just say danger no verb, but indicates want you want beware. So, what are these? We are expressing in one-word emphasizing. So, exclamation mark often emphasizes some a need a kind of need kind of emotion sometimes we use exclamation marks in brackets just the way we use a question mark to express surprise. So, when we use a question mark in bracket in the middle of a sentence, we are indicating or suggesting doubt exclamation mark is in a bracket in the middle of a sentence suggests surprise or sometimes we also indicate that how ridiculous the preposition is.

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Example: Exclamation!

- Few found the glory they were after, but most couldn't deny that they were on the adventure of their lifetime!
- Have fun!

Look at the slide here and examples. Few found the glory they were after, but most could not deny that they were on the adventure of their lifetime, have fun. So, examples of exclamation. Very important punctuation mark although not many of us are aware of its importance. A colon, a colon introduces a list. For exam the book store specializes in 3 subjects, colon art graphic design vintage posters full stops full stop. So, those are the kinds of we are making a list; however, do not use a colon when the listed items are incorporated in the flow of the sentence.

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- Correct: The store is known for its collection of vintge posters, art and graphic design.
- Incorrect: The store is known for: vintage posters, art and graphic design.

Look at the slide here, look the example here, correct is the store is known for it is collection of vintage posters art and graphic design. Incorrect would be the store is known for, colon vintage posters art and graphic design, this is an inappropriate use of colons. So, always be very careful, like as you use any other part of speech or other punctuation mark while using colon as well.

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Example: Colon :

- The city is full of such cafes. If you'd like to wander until you find a cafe to call your own, the things to look for are:
- A busy street (or at least one that appears busy with interesting life)
- A reasonably-priced menu
- An available chair

Now look at this slide here, example of a colon. The city is full of such cafes. If you would like to wander until you find a café to call your own the things to look for are and look at the colon here. A busy street or at least one that appears busy with interesting life. A reasonably priced menu looks at the hyphen here, reasonably priced an available chair. So, how things are listed here, remember a colon can often be used between independent clauses, you have been enough of independent clauses, when the second explains or illustrates the first clause, remember the colon is used to separate 2 independent clauses when the second explains or illustrates the first clause. I repeat in such usage the colon functions in much the same way as a semi semicolon, we will be doing semicolon also soon. And as with the semicolon do not capitalize the first word after the colon remember that, unless the word is ordinarily or generally capitalized.

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Examples

- I have very little time to learn the language: my new job starts in five weeks.
- A college degree is still worth something: a recent survey revealed that college graduates earned roughly 60% more than those with only a high school diploma.
- All three of their children are involved in the arts: Richard is a sculptor, Diane is a pianist, and Julie is a theatre director.

Look at this example. I have very little time to learn the language, my new job starts in 5 weeks, what is the purpose here of a colon. Almost like replacing a coordinator like because. A college degree is still this is the second one worth something, a recent survey revealed that college graduates earned roughly 60 percent more than those with only a high school diploma. Third one all 3 of their children are involved in the arts, Richard is a sculptor Diane is a pianist and Julie is a theatre director.

So, listing is important remember when 2 or more sentences follow a colon capitalize the first word following the colon, I can give your exam an example like he made 3 points and then colon first. So, first you can capitalize the f, the institute was losing over a million pounds each month. Second the shares were lower than it had ever been. Third no financial organizations were willing to loan the institute and more money. Remember the colon can be used to emphasize the phrase or single word at the end of a sentence. A dash can be used for the same purpose.

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Examples

- After three weeks of deliberation, the jury finally reached a verdict: guilty.
- Five continents, three dozen countries, over a hundred cities: this was the trip of a lifetime.

Look at the examples here after 3 weeks of deliberation the jury finally, reached the verdict, colon guilty you say it is for emphasis. Five continents, three dozen countries over a hundred cities this was the trip of a lifetime, so emphasis. Sometimes colon is also used for a non-grammatical use. For example, when you want to suggest time, we can say 11 20 am with a full stop or we can also say 11:20 am remember. So, this is a colon. So, we suggest we use, we are separating hours from minutes. We also use a colon to express a ratio one is to five and very important biblical references Genesis chapter one and verse 31. So, it is used to separate chapter from verses with no space before or after the colon. Remember the colon can also be used to separate the volume from page numbers of a sighted work.

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For example, you put or you insert the name of a journal article, and then you say 4 and you use the colon symbol 86 to 89 now this is your page number. 86 to 89 and 4 is your volume you can write the. So, this is one way of expressing or expressing your references.

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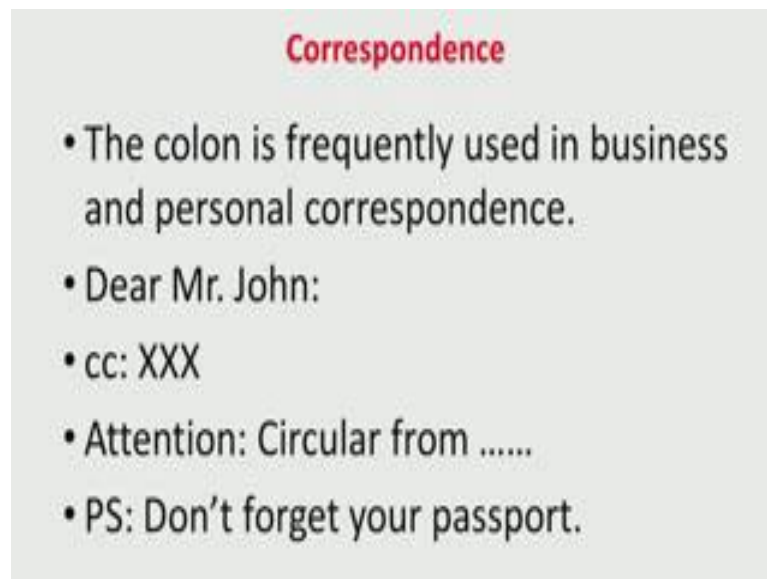
Colon: Example

- The late Professor Richard Atkinson, leading authority on Stonehenge, once replied to the question about the purpose of this monument: "There is one short, simple and perfectly correct answer. We do not know and we shall probably never know".
- No website, address: 99 Avenue des Champs-Elysees)

Look at the slide here. The late professor Richard Atkinson leading authority on Stonehenge once replied to the question about the purpose of this monument. And look at the colon here. So, do not just assume that colon cannot be used for quotation marks it

can be used it can also be replaced with a comma, but here it has been used effectively for citation. There is one short simple and perfectly correct answer we do not know, and we shall probably never know. And look at the way full stop has been used at the end of a sentence. And also look at the second one no website address 99 Avenue des Champs Elysees. So, what are we doing here giving the address?

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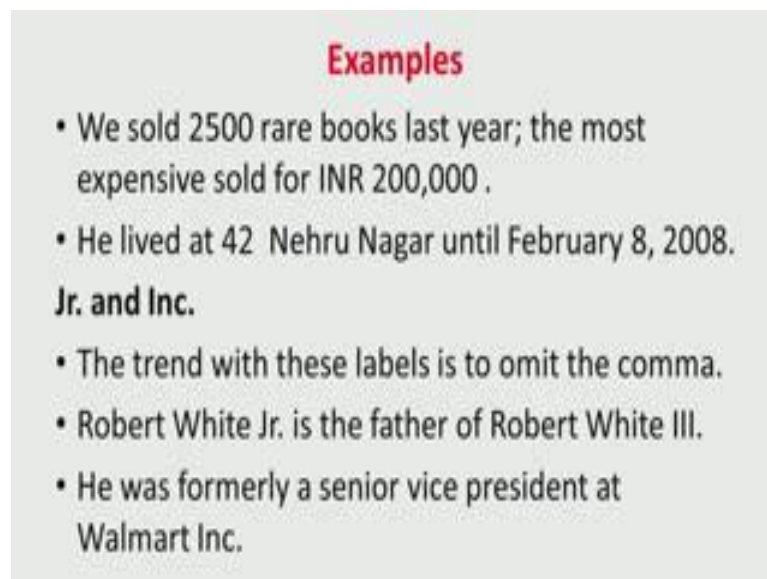
Colon is frequently used in business and personal correspondences like dear mister john and colon cc to someone attention and colon circular from. PS do not forget your passport do not forget your id card.

Coming to comma, comma is the punctuation mark. Most likely to cause lot of stress to many of us, this is largely the result of the many different ways the comma is used. Sometimes the comma indicates a pause that would occur if the sentence very spoken allowed. So, as I was telling you at the beginning of this class, even in speech there are invisible commas, when we pause at an appropriate moment, we use a comma. And remember mechanical and stylistic uses of the comma that are simply conventional is the best thing to remember.

We have to remember how we use comma in the simplest way and in the regular way. The presence or absence of comma, remember can change the entire meaning of a sentence. Sometimes it can lead to extreme dramatic consequences. And extreme cases an erroneous comma can make a sentence mean the exact opposite of what the writer

intended. A careful writer is a careful user of commas. Remember when you are expressing numbers the best practice is to use a comma after the first digit of a 4-digit number, exceptions may include years, so 1982. So, we do not say 1 comma 9 8 2 it is straight 1982. So, those are exceptions page numbers. We do not say suppose you are writing 1256 pages. So, we do not say one comma two thousand in page numbers. We do not use commas like that.

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Examples

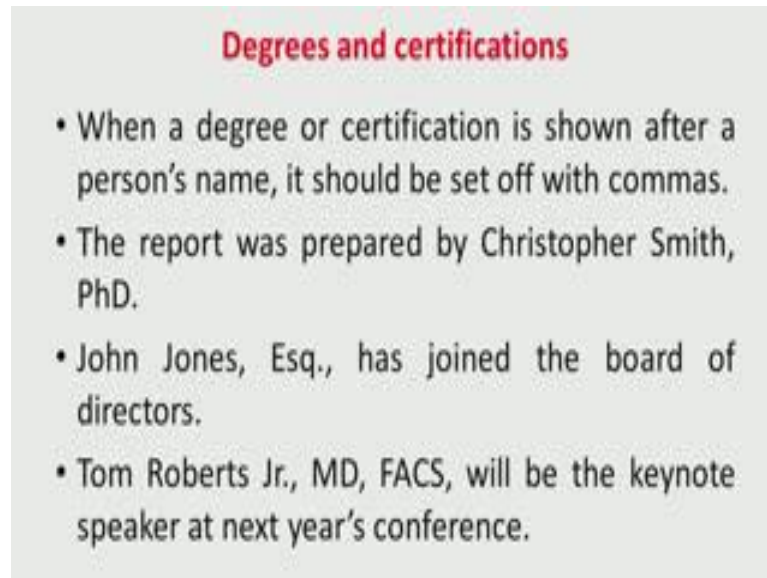
- We sold 2500 rare books last year; the most expensive sold for INR 200,000 .
- He lived at 42 Nehru Nagar until February 8, 2008.

Jr. and Inc.

- The trend with these labels is to omit the comma.
- Robert White Jr. is the father of Robert White III.
- He was formerly a senior vice president at Walmart Inc.

Look at the examples here we sold 2500 rare books last year, semicolon, the most expensive sold for was sold for INR 200,000. So, look at the use of comma after 200 he lived at 42 Nehru Nagar until February 8. So, look at the comma there 2008 and then Americans often use junior and inc, i n c, and this is that is incorporated. So, the trend is to omit the comma, Robert White junior is the father of Robert White the third second example he was formerly a senior vice president at Walmart inc we do not say Walmart comma inc.

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Degrees and certifications

- When a degree or certification is shown after a person's name, it should be set off with commas.
- The report was prepared by Christopher Smith, PhD.
- John Jones, Esq., has joined the board of directors.
- Tom Roberts Jr., MD, FACS, will be the keynote speaker at next year's conference.

Look at the slide here how we use comma, in degrees and certification. So, when a degree or certification is shown after person's name it should be set off with commas the report was prepared by Christopher Smith PhD. John Jones Esquire has joined the board of directors Tom Roberts Jr., MD, FACS, those are his degrees will be the keynote speaker at next year's conference. So, see the way and if do not get put do not get bewildered by the lack abbreviations in MD and FACS these are degrees they you may you may not use full stops after MD or MND, but be consistent. So, do not say m dot d dot, but FACS in continuation. The key is to be consistent in your full stops when using abbreviations.

We also use commas when directly addressing someone, the person's name or title should be set off with commas. For example, we could not have done it without you comma Lisa, we are addressing someone we do not say we could not have done it without you Lisa, we could not have done without you comma Lisa, Lisa comma we could not have done it you we also we or another example I can give you, thank you comma mister president comma for your support. So, when we are directly addressing someone. Or jockey comma please stop by my office before you leave for the day, commas are also used in dates and while expressing dates, when a date consists of the day of the month followed by the year, the day of the month should be followed by a comma, when the day of the week is provided before the month the day of the week should be followed by a comma.

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Examples

- The store closed its doors for good on Wednesday, October 15, 1958.
- When the date appears in the middle of a sentence, commas should appear both before and after the year.
- Her arrival on April 10, 1988, was considered a turning point for the company.

Look at the examples here, the store closed its door for good on Wednesday comma October comma 1958. When the date appears in the middle of a sentence commas should appear both before and after the year, look at that her arrival of on April 10 1988 comma was considered a turning point for the company. Remember when a date is used as an adjective most authorities require a comma following the year.

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Example

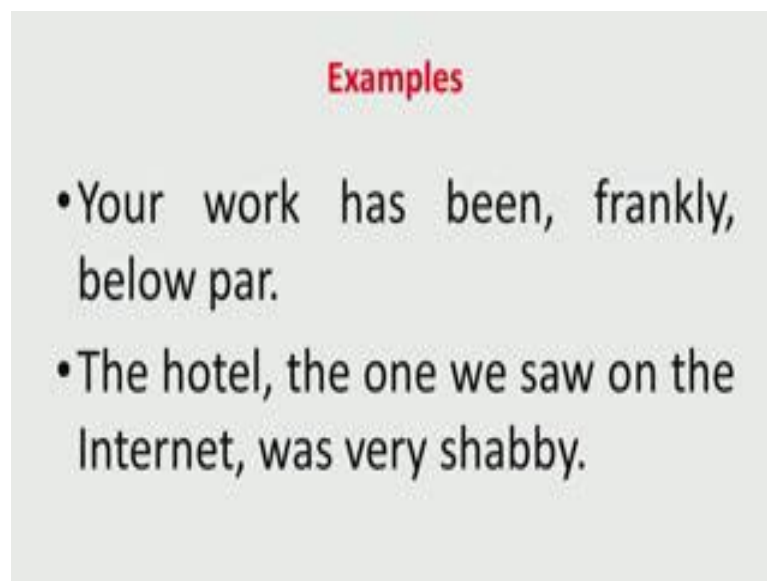
- Example: The October 12, 2014 meeting was canceled due to a hurricane watch.
- Revised: The meeting scheduled for October 12, 2014, was canceled due to heavy rains.
- The approach of winter, along with dwindling food and medical supplies, spelled the end for German troops there, and the last of them surrendered on January 31, 1943.

Look at the example here. How dates are used as adjectives. The October 12 2014 meeting was canceled due to hurricane watch. So, October 12 2014 is an adjective, but if

you want to revise it, the meeting scheduled for October 12 2014 was canceled due to heavy rains. The approach of winter along the dwindling food and medical supplies spelled the end for German troops there and the last of them surrendered on January 31, 1943. Or you can also say January 31, 1943 the day when the last of them surrendered. It can be used as adjective, but either way look at the way dates are expressed with a comma.

Remember no comma is used between the month and the year when they are the only 2 elements in the date, so august 2012. So, you do not say august comma 2012. When an adjective or adverb is repeated for emphasis a comma is required. This is a very scary book Steven Kings it is a very, very scary book, very comma very scary book. Comma is also used for interrupting. When a non-essential word or a phrase occurs in the middle of a sentence it should be set of with commas.

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Examples

- Your work has been, frankly, below par.
- The hotel, the one we saw on the Internet, was very shabby.

Look at the slide here. Your work has been frankly below par now even if you delete frankly it is non-essential right. It would not changed the meaning of the sentence. So, your work has been below par frankly is just for emphasis it is set of with a pair of commas. The hotel the one we saw on the internet was very shabby, look at the way it is separated the hotel was very shabby, and related information not really essential. A compound sentence contains 2 or more independent clauses linked by a coordinating conjunction remember. So, we are talking about commas in compound sentence. I repeat

a compound sentence contains 2 or more independent clauses linked by a coordinating conjunction. Independent clauses are those that can stand alone as complete sentences the most common coordinating conjunctions are and, but and or we have done this in detail earlier in certain cases nor yet so, and for act as coordinating for conjunctions.

So, the rule is use a comma before the coordinating conjunction that joins 2 independent clauses. It also important to remember the rule of geographic references, comma should be used to separate geographic elements as in the examples that I will give you. The final geographic elements should also be followed by a comma when it appears in the middle of a sentence.

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- Correct: The store was shut down in December 1991.
- Incorrect: The store was shut down in December, 1991.

Look at the slide. The store was shut down in December 1991. This is correct the store was shut down in December comma 1991. Remember we do not use a comma when only 2 elements of a date are mentioned. The British style sometimes which is also used by American writers reverses the month and date and eliminates the need for comma.

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For example, her arrival on tenth April 1988, this is very British usage 1988 eliminates commas her arrival on tenth April 1988 was considered a turning point for the company. You are talking about the geographic locations.

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Examples

- The Mayor of New York was the first guest to arrive; the mayor of Athens, Georgia, was the last to arrive.
- His family moved from Chennai, India, to Portsmouth, New Hampshire, when he was ten.
- The company is headquartered in Sydney, New South Wales, Australia.

And look at the slide here. How we use commas. The mayor of New York was the first guest to arrive semicolon the mayor Athens comma Georgia was the last to arrive. Look at the slide please, his family moved from Chennai comma India to Portsmouth New Hampshire when he was 10. Look at the use of commas. The company is headquartered

in Sydney comma New South Wales comma Australia city state and country all separated by commas.

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Example

- A century has sailed by since the luxury steamship RMS Titanic met its catastrophic end in the North Atlantic, plunging two miles to the ocean floor after sideswiping an iceberg during its maiden voyage. Rather than the intended Port of New York, a deep-sea grave became the pride of the White Star Line's final destination in the early hours of April 15, 1912. More than 1,500 people lost their lives in the disaster. In the decades since her demise, Titanic has inspired countless books and several notable films while continuing to make headlines, particularly since the 1985 discovery of her resting place off the coast of Newfoundland. Meanwhile, her story has entered the public consciousness as a powerful cautionary tale about the perils of human hubris. <http://www.history.com/topics/titanic>

Look at this slide now, and I what you to do is to read it properly and appreciate how punctuations is used very adroitly throughout.

A century has sailed by since the luxury steamship RMS Titanic met it is catastrophic end in the north Atlantic plunging 2 miles to the ocean floor after sideswiping an iceberg during it is maiden voyage, full stop. Rather than the intended port of New York comma deep sea looks at the hyphen here grave became the pride of the white star lines final destination in the early hours of April 15 comma 1912 full stop, end of a sentence. More than 1500 people look at the use of comma, people lost their lives in the disaster. Always use capitalization when you start a new sentence. In, I capital in the decades since her demise comma, remember that ships are used in feminine form, her demise. Titanic has inspired countless books and several notable films while continuing to make headlines comma particularly since the 1985 discovery of her resting place off the coast of Newfoundland. Meanwhile comma her story has entered the public consciousness as a powerful cautionary tale about the perils of human hubris full stop.

Look at the use of commas, hyphens and full stops and capitalizations RMS Titanic, port of New York white star white star lines Newfoundland all these are capitals or capitalization.

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Exercise : Insert commas

- By the fifth day of its journey Titanic was making swift progress across the Atlantic. Although Captain Edward Smith had plotted a new course upon hearing earlier reports of ice from other liners there were many more communications that day of ice in Titanic's path. On the night of Sunday 14 April 1912 the sea was flat calm the sky clear and moonless and the temperature was dropping towards freezing. In such conditions sea ice is very hard to spot.
- At 11.40pm the lookout sounded the alarm and telephoned the bridge saying "Iceberg, right ahead." The warning came too late to avoid the iceberg and Titanic struck it less than 40 seconds later tearing a series of holes along the side of the hull. Upon inspecting the damage Titanic's chief naval architect Thomas Andrews said to Captain Smith that the ship would certainly sink. Six of the watertight compartments at the front of the ship's hull were breached five of them flooding within the hour. Titanic was designed to stay afloat with only four compartments.

Look at this slide. Here is an exercise for you. Insert commas wherever you think appropriate, by the fifth day of its journey Titanic was making swift progress across the Atlantic although captain Edward Smith had plotted a new course upon hearing earlier reports of ice from other liners there were many more communications that day of ice in Titanic's path on the night of Sunday 14 April 1912 the sea was flat calm the sky clear and moonless and the temperature was dropping towards freezing. In such conditions sea ice is very hard to spot.

At 11.40 pm the lookout sounded the alarm and telephoned the bridge saying iceberg right ahead. The warning came too late to avoid the iceberg the iceberg and Titanic struck it less than 40 seconds later tearing a series of holes along the side of the hull, upon inspecting the damage Titanic's chief naval architect Thomas Andrews said to Captain Smith that the ship would certainly sink. 6 of the watertight compartments at the front of ship's hull were breached 5 of them flooding within the hour; Titanic was designed to stay afloat with only 4 compartments. Now look at the answer here solution.

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Answer

By the fifth day of its journey, Titanic was making swift progress across the Atlantic. Although Captain Edward Smith had plotted a new course upon hearing earlier reports of ice from other liners, there were many more communications that day of ice in Titanic's path. On the night of Sunday 14 April 1912, the sea was flat calm, the sky clear and moonless, and the temperature was dropping towards freezing. In such conditions, sea ice is very hard to spot.

At 11.40pm the lookout sounded the alarm and telephoned the bridge saying "Iceberg, right ahead." The warning came too late to avoid the iceberg and Titanic struck it less than 40 seconds later, tearing a series of holes along the side of the hull. Upon inspecting the damage, Titanic's chief naval architect Thomas Andrews said to Captain Smith that the ship would certainly sink. Six of the watertight compartments at the front of the ship's hull were breached, five of them flooding within the hour. Titanic was designed to stay afloat with only four compartments flooded.

Source: <http://www.bbc.co.uk/history/titanic>

By the fifth day of its journey Titanic was making swift progress across the Atlantic. Although Captain Edward Smith had plotted a new course upon hearing earlier reports of ice from other liners, there were many more communications that day of ice in Titanic's path. On the night of Sunday 14 April 1912, the sea was flat calm, the sky clear and moonless, and the temperature was dropping towards freezing, in such conditions, sea ice is very hard to spot.

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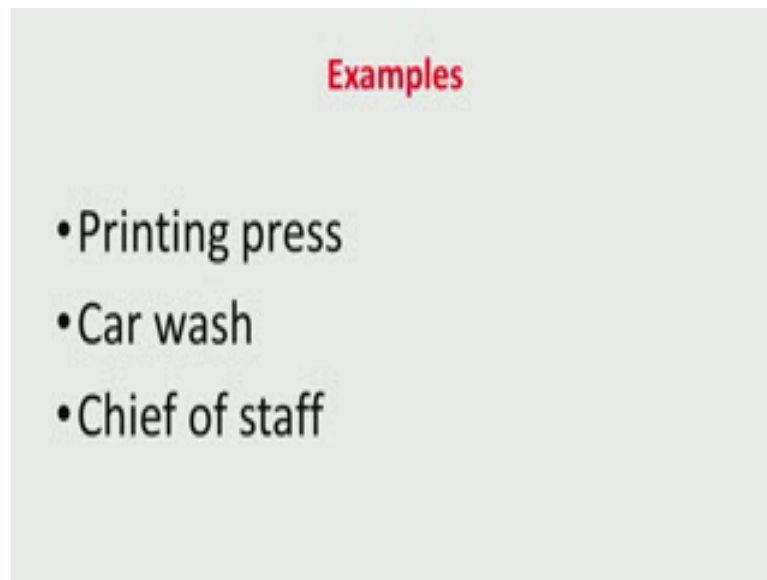
Hyphen: Example

- Over the course of *It's* sprawling 1,500 pages, the group of children at the book's center come of age by uniting to defeat *It*, but evolve into messed-up adults still haunted decades later by their memories. *It* doesn't conform to typical genre norms; its horrors are derived from Lovecraftian weird fiction converging with the building terror of real-life child abductions and scary clown hoaxes that were rampant in the early '80s when *It* was being written. King wasn't writing a genre novel following the typical build-grab-release plot beats that work well in horror movie trailers; rather, he was creating a rich universe with a large cast of characters and a central evil at its core.
- <http://www.vox.com/culture/2017/3/30/15109552/stephen-kings-it-trailer-conventional-horrorf>

I will take you to another item of punctuation marks that is a hyphen. Look at the slide. Over the course of it is sprawling 1500 pages the group of children at the books center come of age by uniting to defeat it, but evolve into messed up adults. Now messed up adult with a hyphen still haunted decades later by their memories it does not conform to typical genre norms semicolon look at the way it has been used, it is horrors are derived from Lovecraft weird fiction converging with the building terror of real life child abductions and scary clown hoaxes that were rampant in the early 80s, when it was being written king was not writing a genre novel following the typical build grab release plot beats that work well in horror movie trailers, rather he was creating a rich universe with a large cast of characters and a central evil at it is core. This is how we use a hyphen. Look at the specific, specific terms messed up adult real life child typical build grab release yeah. So, this is the way you use hyphens in compound words.

So, what is a hyphen? Hyphen is a formation of certain compound words or compound terms. Compound terms are those that consists of more than one word, but represent the single item or idea. They come in variety of styles. So, open compounds or with space are written as separate words.

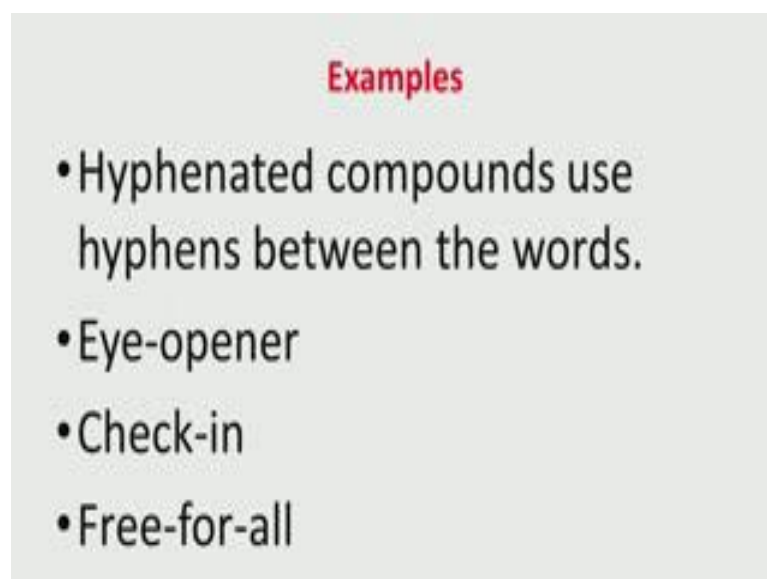
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Examples

- Printing press
- Car wash
- Chief of staff

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Examples

- Hyphenated compounds use hyphens between the words.
- Eye-opener
- Check-in
- Free-for-all

Look at this slide open compound words. Printing press car wash, chief of staff, no use for hyphen. Look at this slide, hyphenated compounds use hyphens between the words. Look at the way it has been then here. Eye-opener, check-in, free-for-all.

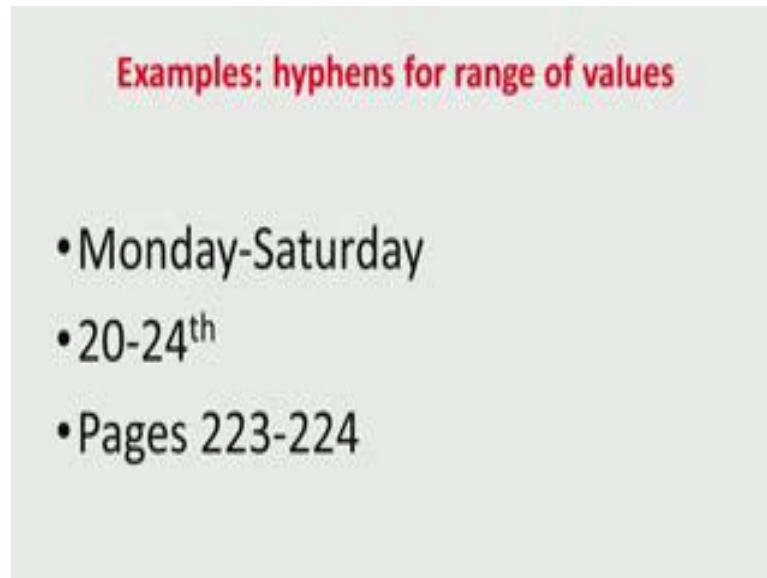
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Examples

- Closed (or solid) compounds are written as a single word.
- Lifestyle
- Bookstore
- Whodunit

And look at this slide closed compounds are written as a single word. So, lifestyle we do not say life hyphen style, bookstore not book hyphen store, whodunit, not with the hyphen. Compound nouns are the easiest to deal with remember that most of them can be looked up in a good dictionary. If you have and I am sure by now most of you are using dictionaries, very proactively. Remember that many compound nouns start out spaced or hyphenated before becoming solid and sometimes dictionaries may not have it that way. We also have something like compound verbs. For example, consider something like waterproof. So, you waterproof your ceiling that is a verb. You highlight a sentence you that is a verb - You rubber stamp a document, that is a verb.

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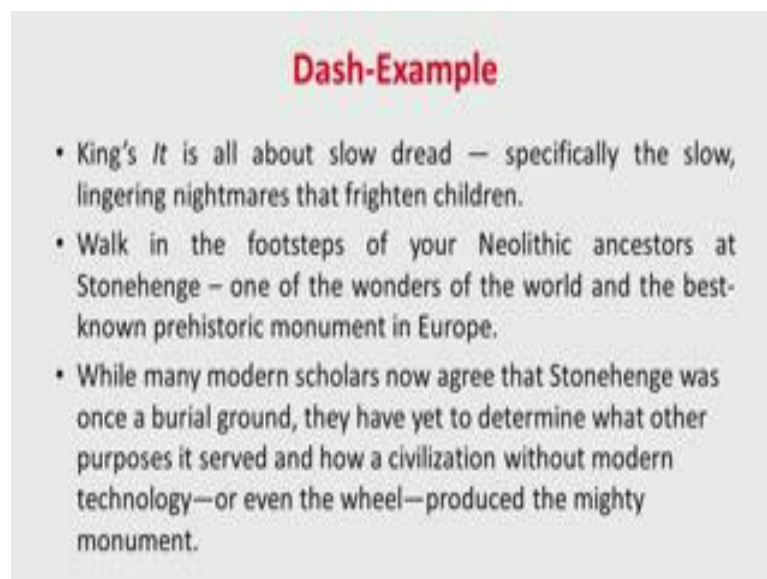


Examples: hyphens for range of values

- Monday-Saturday
- 20-24th
- Pages 223-224

Also look at the slide and see how compounds or how the hyphens are used. Monday to Saturday, 20th to 24th, and when you denote pages. So, days, months', dates and pages how hyphens are used.

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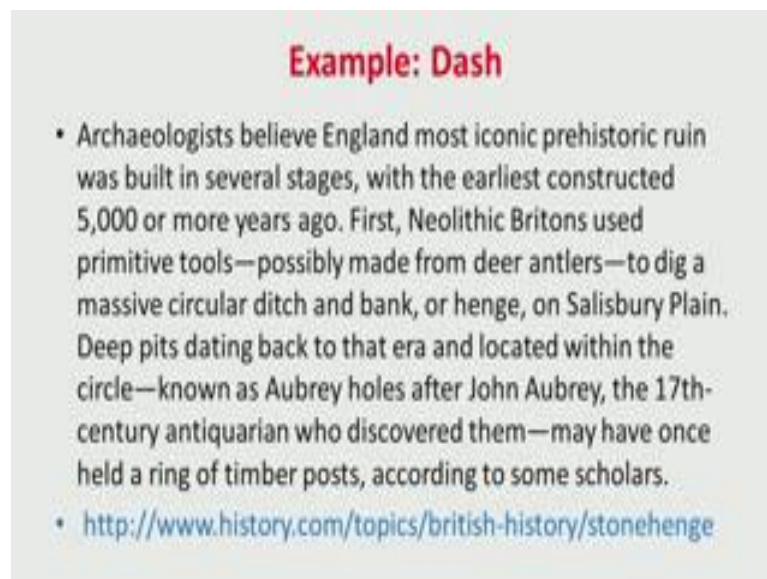
Dash-Example

- King's *It is all about slow dread* — specifically the slow, lingering nightmares that frighten children.
- Walk in the footsteps of your Neolithic ancestors at Stonehenge — one of the wonders of the world and the best-known prehistoric monument in Europe.
- While many modern scholars now agree that Stonehenge was once a burial ground, they have yet to determine what other purposes it served and how a civilization without modern technology—or even the wheel—produced the mighty monument.

Look at this slide now, example of a dash. From hyphen we move on to dash. Kings it is all about slow dread, now it is a not a hyphen, it is a dash is lengthy form of a hyphen, and it is separates not 2 words, but phrases and clauses. Specifically, the slow lingering nightmares that frighten children walk in the footsteps of your Neolithic ancestors at

Stonehenge dash one of the wonders of the world and the best known now the best known is hyphenated. So, look at the differences dash and hyphen, both in one sentence, prehistoric monument in Europe while many modern scholars now agree that Stonehenge was once a burial ground they have yet to determine what other purposes it served and how a civilization without modern technology dash or even the wheel dash produced the mighty monument. Look at the way dash is used.

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Example: Dash

- Archaeologists believe England most iconic prehistoric ruin was built in several stages, with the earliest constructed 5,000 or more years ago. First, Neolithic Britons used primitive tools—possibly made from deer antlers—to dig a massive circular ditch and bank, or henge, on Salisbury Plain. Deep pits dating back to that era and located within the circle—known as Aubrey holes after John Aubrey, the 17th-century antiquarian who discovered them—may have once held a ring of timber posts, according to some scholars.
- <http://www.history.com/topics/british-history/stonehenge>

And look at this slide again examples of dashes: Archaeologists believe England most iconic prehistoric ruin was built England's most please put that apostrophe England's most iconic prehistoric ruin was built in several stages. With the earliest constructed 5,000 or more years ago. First Neolithic Britons used primitive tools dash possibly made from deer antlers dash to dig a massive circular ditch and bank or henge or on Salisbury Plain. Deep pit is dating back to that era and located within the circle dash known as Aubrey holes after John Aubrey the 17 century antiquarian who discovered them may have once held a ring of timber posts according to some scholars.

So, dash is like a long hyphen. It indicates a sharp break in the flow of thoughts in a sentence. It is used in pairs to enclose a section of a sentence in a similar ways commas or brackets. I am taking you back to the slide let us look at the slide again. And break in thoughts and also you like a pair of commas, first comma Neolithic Britons used primitive tools you replace it with comma, but look remember you have already used one

comma right first, you are listing now first and second and next. So, is better that you use a variety of punctuation marks. So, dash is used in place of comma with a certain specific intention, we do not want to repeat too many commas in a single sentence.

Next sentence see look at it is deep pit is dating back to that era and located within the circle comma known as Aubrey circles after John Aubrey comma the 17 century antiquarian who discovered them dash. Now see comma known as Aubrey holes after John Aubrey comma the 17 century antiquarian who discovered them comma. So, too many commas lack of variety, but use comma and a dash and you have variety. So, that is the purpose of a dash.

(Refer Slide Time: 37:55)

Example: Dash

- Any number of historic moments in the civil-rights struggle have been used to identify Martin Luther King, Jr. — prime mover of the Montgomery bus boycott, keynote speaker at the March on Washington, youngest Nobel Peace Prize laureate. King was born Michael Luther King in Atlanta on Jan. 15, 1929 — one of the three children of Martin Luther King Sr., pastor of Ebenezer Baptist Church, and Alberta (Williams) King, a former schoolteacher. (He was renamed "Martin" when he was about 6 years old.)
- <http://projects.seattletimes.com/mlk/bio.html>

Look at this sentence and again example of dash. Any number of historic moments in the civil and look at this civil right with a hyphen struggles. So, it is a compound noun, remember. Struggle; have been used to identify Martin Luther King comma junior abbreviation. So, full stop dash prime mover of the Montgomery bus boycott comma keynote speaker at the march on Washington comma youngest Nobel peace prize laureate king was born Michael Luther king in Atlanta on Jan 15 comma 1929 January 15 comma 1929 dash one of the 3 children of the Martin Luther king senior pastor of Ebenezer Baptist church and Alberta king a former school teacher and then in bracket additional information he was renamed martin when he was about 6 years old.

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Dash: Example

- The barrows around Stonehenge are not rare for their individual structure or contents, but they certainly are for their unique grouped and dense distribution. Numbering some 460, there are 6 types - bell, bowl, disc, long, pond and saucer.

And let us look at this sentence this slide also as an example of dash. the barrows around Stonehenge are not rare for their individual structure or contents, but they certainly are for their unique grouped dense distribution numbering some 460, there are 6 types and now this is not a hyphen, but a dash it I did not give it perhaps adequate length, but it is a dash and what are we doing here giving a list almost bell bowl disc long pond and saucer alright.

(Refer Slide Time: 39:30)

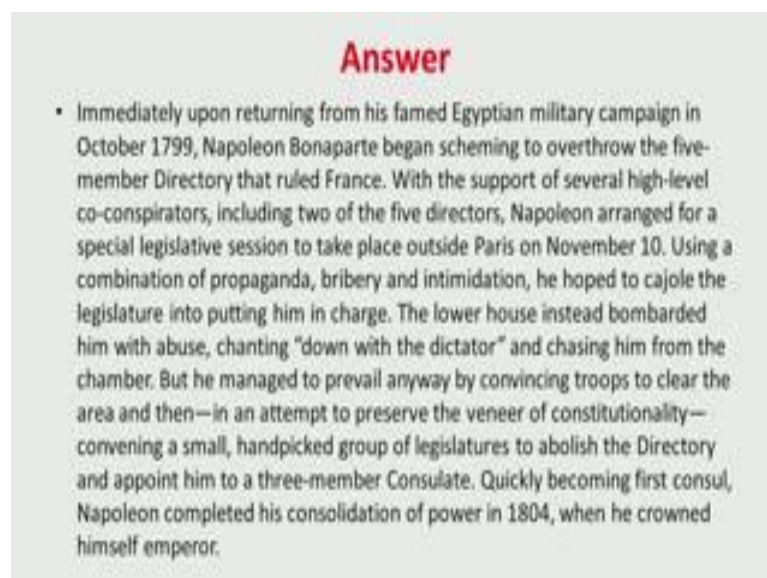
Exercise: Insert full stops wherever applicable

- Immediately upon returning from his famed Egyptian military campaign in October 1799, Napoleon Bonaparte began scheming to overthrow the five-member Directory that ruled France with the support of several high-level co-conspirators, including two of the five directors, Napoleon arranged for a special legislative session to take place outside Paris on November 10 using a combination of propaganda, bribery and intimidation, he hoped to cajole the legislature into putting him in charge the lower house instead bombarded him with abuse, chanting "down with the dictator" and chasing him from the chamber but he managed to prevail anyway by convincing troops to clear the area and then—in an attempt to preserve the veneer of constitutionality—convening a small, handpicked group of legislatures to abolish the Directory and appoint him to a three-member Consulate quickly becoming first consul, Napoleon completed his consolidation of power in 1804, when he crowned himself emperor.
- <http://www.history.com/news/history-lists/5-famous-coups>

Now, here I want you to look at this particular slide this is an exercise for you insert full stops wherever applicable, I will read it out for you. I am asking you only to do full stops.

Immediately upon returning from his famed Egyptian military campaign in October 1799 comma Napoleon Bonaparte began scheming to over throw the 5 member directory, pay attention to the hyphenated 5 member directory that ruled France with the support of several high level coconspirators look at the hyphens including 2 of the 5 directors Napoleon arranged for a special legislative session to take place outside Paris on November 10 using a combination of propaganda bribery and intimidation he hoped to cajole. The legislature into putting him in charge the lower house instead bombarded him with abuse chanting “down with the dictator” and chasing him from the chamber, but he managed to prevail anyway by convincing troops to clear the area and then in an attempt to preserve the veneer of constitutionality, convening a small handpicked group of legislatures to legislatures to abolish the directory and appoint him to a 3 member again hyphen consulate quickly becoming first consul Napoleon completed his consolidation of power in 1804 when he crowned himself emperor. So, your exercise is to insert full stops and here is your answer.

(Refer Slide Time: 41:13)



Answer

- Immediately upon returning from his famed Egyptian military campaign in October 1799, Napoleon Bonaparte began scheming to overthrow the five-member Directory that ruled France. With the support of several high-level co-conspirators, including two of the five directors, Napoleon arranged for a special legislative session to take place outside Paris on November 10. Using a combination of propaganda, bribery and intimidation, he hoped to cajole the legislature into putting him in charge. The lower house instead bombarded him with abuse, chanting “down with the dictator” and chasing him from the chamber. But he managed to prevail anyway by convincing troops to clear the area and then—in an attempt to preserve the veneer of constitutionality—convening a small, handpicked group of legislatures to abolish the Directory and appoint him to a three-member Consulate. Quickly becoming first consul, Napoleon completed his consolidation of power in 1804, when he crowned himself emperor.

Immediately upon returning from his famed Egyptian military campaign in October 1799 Napoleon Bonaparte began scheming to over throw the 5-member directory 5-member

directory that ruled France full stop. With the support of several high level coconspirators including the 2 of the 5 directors Napoleon arranged for a special legislative session to take place outside Paris on November 10 full stop. Using a combination of propaganda bribery and intimidation he hoped to cajole the legislature into putting him in charge full stop. The lower house instead bombarded him with abuse chanting down with the dictator and chasing him from the chamber full stop. But he managed to prevail anyway by convincing troops to clear the area and then in an attempt to preserve the veneer of constitutionality convening a small handpicked group of legislatures to abolish the directory and appoint him to a 3-member consulate quickly becoming first consul Napoleon completed his consolidation of power in 1804, when he crowned himself emperor.

Let us move on to do abbreviations now and how stops are used in abbreviations now contemporary style is to use full stops with most lower cases and mixed cases abbreviations. Example am, pm etcetera. Volume in i n c junior misses and to vomit periods that is a full stop. With most upper case abbreviations f b i, k g b, n i t, o a t m. You will hardly ever find a full stop t full stop m. So, that is the way abbreviations are used most often with lower cases and mixed cases abbreviations where both upper and lowers cases are used. So, PhD note that many scientific and technical abbreviations are formed without full stops.

Even when they are lower case or mixed case for example, k kilohertz, k h zen rpm that is revolutions per minute kg kilogram. We do not use full stops. And remember a few upper case abbreviations including academic degrees retained full stop. For example, even in the cases of countries U.S. So, united states, J.D like juries' doctor, M.A master of arts. So, that is the way we use Ph.D. P h full stop and D. Remember consistency is vital. You cannot say r dot d or j dot d in one place and M.D in another. If you are deciding, do away with abbreviations then be consistent. So, with on that note, I would like to finish today's class. We will continue tomorrow with more punctuation.

Thank you very much.