

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ,
МОЛОДІ ТА СПОРТУ УКРАЇНИ**

**ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ
імені В. Н. Каразіна**

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A GUIDE TO ENGLISH PUNCTUATION

*Навчально-методичний посібник
з англійської пунктуації для студентів
факультетів іноземних мов*

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ПЕРЕДМОВА

Інтеграція української системи освіти у загальноєвропейську в межах Болонського процесу вимагає більш комплексного підходу до взаємопов'язаного і одночасного формування у студентів мовних та мовленнєвих навичок та умінь. Запропонований посібник призначений для того, щоб навчити студентів-філологів користуватися пунктуацією як засобом, що полегшує сприйняття інформації і допомагає не тільки точно і легко висловлювати свою думку, а й зробити мову більш образною і емоційно оформленою. Тема «Пунктуація» у сучасній англійській мові є актуальною, оскільки саме знаки пунктуації впливають на структуру, ритм, тональність, стиль, зміст тексту в цілому, логічний наголос, а також показують межу ритмічної групи, є сигналом паузи. Очевидним є те, що правильне філологічне прочитання тексту можливо тільки за умови правильного відтворення авторського фразування, основу якого складає первісне членування на синтагми. Пунктуація є тим шифром, що змушує «текст, що мовчить, звучати»; але лише тим, хто професійно володіє всім арсеналом знань про значення, функції, порядок застосування і відображення розділових знаків, тобто філологам, вдається адекватно відтворювати інтонацію автора, зберігаючи при цьому авторську індивідуальність у ритміко-стилістичному членуванні тексту. Англійська пунктуація є, з одного боку, строго регламентованим поняттям, а з іншого – творчим, оскільки необхідно докласти чимало зусиль для її вивчення.

Посібник містить тлумачення основних знаків пунктуації з прикладами їхнього застосування. Кількість видів вправ для опрацювання різних аспектів пунктуації градується відповідно до складності явища, що вивчається.

Експериментальна перевірка посібника, що проводилася на факультеті іноземних мов Харківського національного університету імені В.Н. Каразіна, свідчить про те, що запропоновані навчальні матеріали сприяють ефективному формуванню у студентів стійких та гнучких навичок використання англійської пунктуації.

Посібник призначений для студентів молодших та середніх курсів факультетів іноземних мов університетів.

The English writing system uses punctuation marks to separate words, groups of words for meaning and emphasis; to convey an idea of pauses, intonation of speech.

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"I have trouble with punctuation. I just don't have any comma sense."

UNIT 1

THE COMMA

<p>1. We use a comma to separate adjectives which give both similar and different kinds of information in predicative position. (see grammar commentary)</p> <p>Many omit the comma between the last two adjectives which are usually separated by a conjunction like and or or.</p>	<p><i>She was tall, blonde (,) and beautiful.</i> (similar kinds of information)</p> <p><i>Our new financial director is young, experienced, but strict.</i> (different kinds of information)</p>
<p>2. We use a comma to separate coordinate adjectives. (see grammar commentary)</p> <p>We do not use commas between adjectives which give different kinds of information.</p>	<p><i>This is an expensive, ill-planned, wasteful project.</i></p> <p>Cf.: <i>Have you met our handsome new financial director?</i></p>

<p>3. We use a comma to separate items in a list (words, phrases, clauses).</p> <p>There is not a rigid rule about a comma before the conjunction introducing the last item, but the British tend not to use it before the conjunction introducing the last item unless the items are long.</p> <p>The final comma before the conjunction in a series may provide insurance against misreading.</p> <p>Commas are not used to break up paired phrases.</p>	<p><i>We arrived at the concert exhausted, hungry, ill-tempered.</i></p> <p><i>Every morning began in the same way: out of bed, a hurried breakfast, children off to school, a quick clean-up, off to work.</i></p> <p><i>Many dental assistants sterilize instruments, clean patients' teeth, assist in operations, and keep all records of treatment.</i></p> <p>Cf.: <i>I've been to France, Italy, Germany(,) and Great Britain.</i></p> <p>Cf.: <i>I spent yesterday playing chess, listening to music, and talking about the future.</i></p> <p>Unclear: <i>All the children in the family agreed they would need bicycles, motorized bikes and scooters. (Are the scooters motorized as well as the bikes?)</i></p> <p>Clear: <i>All the children in the family agreed they would need bicycles, motorized bikes, and scooters. (The scooters are not motorized.)</i></p> <p><i>My favourite breakfast is juice, toast, and bacon and eggs. (We think of bacon and eggs as an inseparable pair.)</i></p> <p><i>Get some drinks, bread, and fish and chips on your way home. (We think of fish and chips as an inseparable pair.)</i></p> <p>Cf.: <i>The chef said he needed sausage, ham, bacon, and eggs. (The chef needs four items: sausage, ham, bacon, and eggs.)</i></p>
<p>4. We use a comma to set off interrupters. (see grammar commentary)</p>	<p><i>Her story, <u>however</u>, will overwhelm adults and mesmerize kids.</i></p> <p><i>The bill introduced by the minority party, <u>I can assure you</u>, will never be passed in its present form.</i></p>
<p>5. We use a comma to set off verbal phrases. (see grammar commentary)</p>	<p><i><u>After leaving school</u>, Muckay worked in a restaurant for a year.</i></p> <p><i><u>To speak English fluently</u>, she practices every day.</i></p>

	<i><u>Having made her bed,</u> Carry went downstairs.</i>
6. We use a comma to set off non-restrictive appositives. (see grammar commentary)	<p><i>Dorothy, <u>who does my hair,</u> has moved to another hairdresser's.</i> (If we leave out <i>who does my hair</i>, the main idea will be clear to us.)</p> <p>Cf.: <i>The woman <u>who does my hair</u> has moved to another hairdresser's.</i> (If we leave out <i>who does my hair</i>, the main idea may not be clear to us.)</p> <p><i>Mr. Bin, <u>our school bus driver,</u> can be relied on in bad weather as well as good.</i></p> <p>Cf.: <i>My brother <u>Bill</u> joined the navy last year.</i></p>
7. We use a comma to separate independent clauses (see grammar commentary) joined by coordinating conjunctions and, but, or, nor, for (meaning “because”), yet (meaning “but”), so .	<p><i>Tom's grandfather is over 80, but he still plays golf.</i> <i>Warral was not at the meeting yesterday, nor was he at work yesterday.</i> <i>I cannot tell whether she is old or young, for I have never seen her.</i></p> <p><i>Come in and sit down.</i> <i>I'd like to go but I'm too busy.</i> <i>Hurry up or we'll be late.</i> <i>He can neither read nor write.</i> <i>She is kind so she helps people.</i></p>
If clauses are short or nicely balanced, the comma can be omitted.	
8. We use a comma to separate short parallel (similar) clauses not joined by conjunctions.	<i>I came, I saw, I conquered.</i>
9. We use a comma to set off adverbial clauses (see grammar commentary) from the rest of the sentence when they begin sentences or interrupt the main clause.	<p><i>If someone gave me the money, I'd buy a car tomorrow.</i> <i>When she discovered the answer, she reported it to us.</i> <i>The report, after being read aloud, was put up for consideration.</i></p>
We use a comma to set off a long introductory phrase from the rest of the sentence.	<i>From middle age on, my uncle saw his health decline gradually.</i>
A comma can be omitted when there is no misreading and when these adverbial clauses and introductory	<p><i>In good times Hazel and Harry gave no thought to budgeting.</i> <i>If you arrive early open the</i></p>

<p>phrases are short.</p> <p>The comma is used when there is a risk of misleading readers.</p>	<p><i>windows and sweep out the meeting room.</i></p> <p><i>Above, the eagle flew gracefully through the air.</i></p>
<p>10. We use a comma to set off a subordinate clause (see grammar commentary) that follows an independent clause only if the thoughts of the two clauses are not closely related.</p> <p>A change of subject from the independent clause to the subordinate clause is usually a clear indication that the thoughts of the two clauses are not closely related.</p>	<p><i>The police searched for the escaped convict throughout the dense woods, where witnesses had last seen the missing man.</i></p> <p>Cf.: <i>Gordon decided to buy the expensive ballet tickets though he could scarcely afford to pay his rent last week.</i></p>
<p>11. We use a comma to set off introductory adverbial elements (<i>on the other hand, fortunately</i>), conjunctive adverbs (<i>consequently, furthermore, however</i>), and expressions that illustrate examples (<i>for instance, for example, namely</i>).</p>	<p><i>Fortunately, everything worked out all right in the end.</i></p> <p><i>Car prices can vary a lot. For example, in Belgium the VW Golf costs 1,000 dollars less than in Britain.</i></p> <p><i>Your computer, on the other hand, is a digital device.</i></p>
<p>12. We use a comma to set off introductory modifiers. (see grammar commentary)</p> <p>Modifiers are often placed at the beginning of a sentence to give them special emphasis.</p>	<p><i>Victorious, the army withdrew a thousand meters and encamped for the night.</i></p> <p><i>Legally, neither candidate had any right to hold public office.</i></p>
<p>13. We use a comma to set off phrases that express contrast.</p>	<p><i>It's an old car, but it's very reliable.</i></p>
<p>14. We use a comma to separate direct and split quotations.</p> <p>When a direct quotation is punctuated with a question mark or exclamation point, no comma is used.</p>	<p><i>'I must be going,' she said.</i></p> <p><i>We asked, 'Will you ever stop talking?'</i></p> <p><i>'Tell the truth when you go before the grand jury' the attorney advised, 'and you will have nothing to fear'.</i></p> <p><i>'How can you neglect your child?' the social worker asked. (but: He asked, 'When did you see her last?')</i></p>
<p>15. We use a comma to separate tag questions.</p>	<p><i>Your mother's a teacher, isn't she?</i></p>
<p>16. We use a comma to indicate the omission of a word used in a parallel</p>	<p><i>All of us decided to leave on Monday morning; the rest, on Monday</i></p>

construction earlier in the sentence.	<i>night. (The words decided to leave have been replaced by a comma.)</i>
17. We use a comma to separate adjacent words or two identical words to avoid ambiguity.	<i>To Mary, Jane was someone special. We told you, you might regret doing that.</i>
18. We use a comma to group the digits in thousands in figures of four digits or more (set off the thousands and millions in large numbers).	<i>6,435 7,456,189 The crowd was 10,000 strong.</i>
19. We use a comma to set off dates. British people put the day first, while Americans generally start with the month. When the date comes inside a sentence, we write a comma before the year. A complete date (consisting of a month, day, and year) requires a comma after the day and after the month. When just the month and the year are given, the comma is usually omitted.	<i>Br.: 24 February 2011 Am.: June 4, 2010 He was born in Oxford on 14 November, 2009. He began working for our company on Monday, 12 September, 2003. February 2011</i>
20. We use a comma to set off addresses, geographical names. A comma is not used to separate a state (city) from a zip code.	<i>They were fortunate in finding cheap equipment at Lyman's Equipment Shop, 17 Mamaroneck Avenue, Mamaroneck, New York 10543.</i>
21. We use a comma to set off titles and degrees.	<i>Robert Aldington, B.A., has been designated managing director.</i>
22. We use a comma to set off the salutation in correspondence and the complimentary close of a letter.	<i>Dear Sophie, Very truly yours,</i>
23. We use a comma to set off words in direct address.	<i>Sam, you are my best friend!</i>
24. We use a comma to set off interjections.	<i>Oh, it's a wonderful present!</i>
25. We use a comma to set off words such as yes , no , well when one of these words is at the beginning of a sentence.	<i>'Dad, can I borrow the car?' 'Yes, but be careful.' 'Do you want to come?' 'Well, I'm not sure.'</i>
26. We use a comma to set off "please" at the end of the request.	<i>Two pancakes for me, please.</i>



Exercise 1. Read the sentences and explain the use of punctuation marks.

1. Bill could not manage a job, a family (,) and college at the same time. 2. Singing, Jane went quickly through the apartment to fetch the books. 3. Fruits and vegetables sold in supermarkets sometimes are not as high in quality as those sold by greengrocer's. 4. We were, believe it or not, in love with each other. 5. The woman who was sitting behind the reception desk gave Parker a big smile. 6. Jane decided to try the home-made steak pie, and Andrew ordered Dover sole with boiled potatoes. 7. Andrew Carpenter, the deputy sales manager, was sick. 8. Mrs Grange, who was sitting at the window, gave Peter a nod. 9. Jane had pie and Andrew had fish. 10. The driver in the Ferrari was cornering superbly. 11. She had very little to live on, but she would never have dreamed of taking what was not hers. 12. The blue woolen dress was warmer. 13. I resent paying so much for dinner and having to beg the waiter for a napkin, water, and bread and butter. 14. She was poor but she was honest. 15. If you are ever in London, come and see me. 16. Norma has not decided whether she will continue in her present job, work only half-time, or give up work completely. 17. Come to my place if you are ever in Kharkiv. 18. In hope of eventual restoration of his pension, Joseph spent every penny he could find on lawyers. 19. 'Which is your car?' 'The big red one next to the wall.' 20. Can you tell me where I can find a succulent, tomato-rich, dripping-with-cheese pizza in this neighbourhood? 21. Vermont, the Green Mountain State, has a long history of independent thought and action. 22. The short story 'A Little Cloud' remains one of my favourites. 23. Her oldest brother, Nick, was unable to find a job for two years after university. 24. 'Are there any cookies in the house?' the child asked. 25. For a long time they lived in Branford, Connecticut. 26. Karl Otto Helmholtz, Professor of Linguistics, has been appointed to the Faculty Council. 27. Sarah began to forget she had ever known him; James, to remember how lovely their life together had been. 28. Alison Jones and her husband David, who live in Hartlepool, are celebrating their golden wedding

anniversary. 29. It was her money, not her charm or personality, that first attracted him. 30. My bag is light, comfortable(,) and rather cheap. 31. Before I could say anything more, Holmes had rushed off towards the station.

Exercise 2. Translate into English and insert commas where appropriate.

1. Він був молодий, нетерплячий та невгамовний. 2. Це твоє захоплення вимагає постійно перебувати у поїздках, майже відмовитись від особистого життя та майже не мати коштів на існування. 3. Обов'язково покладіть до сумки светр, ліхтарик та пару шкарпеток. 4. Джейн, як це не дивно, сама за себе заплатила у ресторані. 5. У цьому ресторані ти обов'язково повинен скуштувати курча-гриль, яєчню з шинкою та яєчню з беконом. 6. Врешті-решт Сінтія вирішила повернутися на свою посаду на факультеті. 7. При неналежному лікуванні навіть незначне захворювання може мати серйозні наслідки. 8. Перш ніж розвести багаття, переконайтесь, що деревина суха. 9. Цуценята були милі, але дуже смітили. 10. Важко повірити, що 6 травня 2013 року йому виповниться 80. 11. Уся сім'я вирішила піти у кіно разом, хоча смаки були у всіх різні. 12. Моє надійне авто, яке я придбав уживаним три роки тому, все ще возить мене з дому на роботу кожного дня. 13. Ти будеш вражена Собором Нотр Дам у столиці Франції. 14. Яке миле маленьке цуценя! 15. Його дядько Бен часто брав його порибалити у дитинстві. 16. Шукаючи допомоги, чоловік звернувся до поліції. 17. „Чому б тобі не піти зі мною на прогулянку?“ – спитав він. 18. Книга просто чудова, правда? 19. Батьки подарували мені ноутбук на день народження, а друзі – книги та диски. 20. Дякую тобі, ти мій справжній друг. 21. Якби мій чоловік заробляв сто тисяч фунтів на рік, я була б найщасливішою жінкою у світі. 22. Ми з чоловіком одружилися у п'ятницю, 13 лютого 2009 року. 23. Я чула, що на цю посаду візьмуть Ванесу Кларк, магістра гуманітарних наук. 24. А, тепер мені усе зрозуміло! 25. Тіна розумна, молода дівчина. 26. Сідайте, будь ласка. 27. З іншого боку, зараз мій бізнес йде краще, ніж за минулі п'ять років. 28. Легально, жодна партія не може балотуватися до парламенту. 29. Ну, я вважаю, що це дуже гарна ідея. 30. Британія вирощує 6 мільйонів тон картоплі на рік.

Exercise 3. In the following sentences insert commas where appropriate and comment on your choice.

1. I went to Italy France Switzerland Austria and Germany. 2. We then had a bowl of fruit salad a glass of beer and fish and chips. 3. I cannot tell whether she is old or young for I have never seen her. 4. Standing apart the stranger made most of us uneasy. 5. He had small brown eyes. 6. Threatened by the rising waters of the river the residents of the town hurriedly abandoned their homes and fled to high ground. 7. First Alice and Bob decided to establish a self-sufficient life on a small farm. 8. The verses Eliza wrote as a child still give me pleasure. 9. Honey a delicious and nutritious food is produced by bees. 10. The Smiths are willing to attend the party as long as they are invited. 11. The child then added 'I was also given a teddy bear as a present for my birthday.' 12. I am looking forward to 12 February 2015. 13. Arthur B. Gross Chairman of the Board is retiring this year half a century of service to the

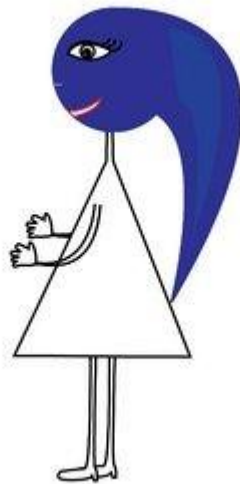
organization. 14. I discussed it with my brother who is a lawyer. 15. Ms Williams our headmistress congratulated us on the beginning of the school year. 16. Fred didn't study law. Instead he decided to become an actor. 17. The show was lovely expensive wonderfully staged. 18. The couple searched for the house which they reserved for their holiday. 19. The cabinet described the current economic crisis namely the inflation rate for the last quarter. 20. It was a hot sunny day. 21. Come in and make yourself comfortable. 22. It was an exhausting day but rewarding. 23. With his hands in his pockets Sam came up to his friends. 24. You don't know Chinese do you? 25. Some of my friends decided to go to the Crimea for their holidays; the others to the Carpathians. 26. The newly married couple decided to spend their honeymoon in Edinburgh Scotland. 27. Oops I've spelt that wrong. 28. No Jimmy don't touch that switch. 29. The girl who received a scholarship is my sister. 30. Could you please clean up the living room? 31. Sadly the business failed.



Exercise 4. Read the sentences and explain the use of punctuation marks.

1. It was a warm, windy day. 2. Susan left for home early but Jim stayed all evening. 3. Defeated, he decided to retire from politics. 4. Martin decided to find a remote place where he could think everything over. 5. With his hat on, Pall entered a dim room. 6. Gosh, it's cold. 7. Evergreen trees make a splendid hedge, are easy to maintain, and have long lives. 8. They had a holiday at Christmas, at New Year (,) and at Easter. 9. He found it increasingly difficult to read, for his eyesight was beginning to fail. 10. Sue was wearing jeans and an old blue jacket. 11. He liked to go for walks on warm, dry days. 12. Seeking interesting employment, the young couple moved to Germany. 13. Alexander Solzhenitsyn, poet and novelist, went to exile to protest conditions in the Soviet Union. 14. I will not take a long airplane flight as long as you refuse to go along with me. 15. I am looking forward to retiring to my parents' home in Siena, Italy. 16. Her favourite painters are Michelangelo, Goya (,) and Van Gogh. 17. Please be quiet! 18. They were equally fond of swimming, dancing, hiking (,) and riding. 19. Finally, I would like to thank the staff for their hard

work. 20. I don't remember David's address, but my roommate surely knows where he lives. 21. I would eagerly join you in the party, but I'm very busy. 22. I was born in Naples, Italy. 23. It's a nice coat, but it doesn't really suit you. 24. After my heart attack, the doctor advised me to get in shape and stay that way. 25. Taken together, these measures should ensure a rapid return to financial stability. 26. Prices range from £10,000 to over £100,000. 27. My neighbour often complains of high blood pressure, bad headaches (,) and frequent colds. 28. The company started to import diesel-powered automobiles, and motorbikes. 29. Despite the discrimination they suffered, my parents were fair, decent (,) and good. 30. Happily, his injuries were not serious.



Exercise 5. In the following letter insert commas where appropriate and comment on your choice.

Dear Mum and Dad

So my first week at university is over! No lectures this morning so I thought I'd drop you a line to let you know how things are going.

I'm glad to say that everything has worked out fine in the hall of residence. I remembered to ask for a room as far away from the lifts as possible (they really are noisy) and they found me a nice comfortable one on the second floor. The room's not very large and I was a bit shocked to find that ten people have to share one bathroom! And it's a good thing you recommended bringing my own portable TV set from home as the one in the TV lounge is permanently tuned to the sports channel. There's also a little kitchenette on our corridor so if I feel like cooking something for myself rather than eating in the canteen then that's no problem.

I think living in a place like this is going to be a lot fun. There are two other girls from my course here and I plan to make friends with them so that we can help each other with the course work. Everyone else seems very nice friendly and kind.

As Monday was the first day it was devoted to administration which involved filling in lots of forms. I got my student I.D. card and the timetable for this term. I've got a personal tutor and he's arranged to see me next week. The course coordinator

persuaded me to take some extra courses which should be interesting. On Tuesday I managed to open a bank account and I deposited my student loan cheque. I tried to cash the cheque but the bank said I will have to wait for it to clear. So I'll have to delay buying books and things until next week.

My first two lectures proved really fascinating. The lecturers really seem to know what they are talking about. Still there's a lot of work to do and I can't help wondering if I'll be able to keep up with it all especially with all the distractions here. There are so many clubs and societies it's incredible. I'm hoping to join the parachuting club I've always fancied learning how to do that!

Well I'd better stop now I'm going to attend my first seminar this afternoon so I've got some preparation to do.

Anyway I promise to write again soon

Love to everyone

Charlotte

Exercise 6. Choose an appropriate sentence for each rule.

A. We use a comma to set off adverbial clauses.	1. Of course I'd like to help, but things are not so simple.
B. When a direct quotation is punctuated with a question mark, no comma is used.	2. 'Can I ring you back in a minute?' 'Yes, of course.'
C. We use a comma to separate independent clauses.	3. Things like glass, paper, and plastic can be all recycled.
D. We use a comma to set off phrases that express contrast.	4. I'd like a cheeseburger, please.
E. We use a comma to set off words such as <i>yes</i> , <i>no</i> , <i>well</i> when one of these words is at the beginning of a sentence.	5. 'Did you enjoy the trip?' asked Jack, helping her out of the bout.
F. We use a comma to separate items in a list.	6. I discussed it with my brother, who is a lawyer.
G. We use a comma to set off "please" at the end of the request.	7. The dresses were lovely, and the colours were so pretty.
H. We use a comma to separate tag questions.	8. We need to rethink the way we consume energy. Take, for instance, our approach to transport.
I. We use a comma to set off an introductory phrase from the rest of the sentence.	9. When we worked in the same office, we would often have coffee together.
J. We use a comma to set off introductory adverbial elements.	10. 'What's your name?' she asked.

K. We use a comma to set off non-restrictive appositives.	11. You stayed the night at Carolyn's, didn't you?
L. We use a comma to set off verbal phrases.	12. Outside, the children were playing cowboys and Indians.
M. We use a comma to indicate the omission of a word.	13. Happily, his injuries were not serious.
N. We use a comma to set off interrupters.	14. Ooh, that's nice.
O. We use a comma to set off interjections.	15. In 1963 we moved to Boston, where my grandparents lived.
P. We use a comma to set off a subordinate clause.	16. Lonely, she was strolling along the riverbank.
Q. We use a comma to set off titles and degrees.	17. It's an old city with about 200,000 residents.
R. We use a comma to set off introductory modifiers.	18. My sister is Jacqueline Hope, PhD.
S. We use a comma to group the digits in thousands in figures of four digits or more.	19. Claire was young, lovely, but shy.
T. We use a comma to separate adjectives in predicative position.	20. Buy some tasty cheap biscuits.
U. We do not use commas between adjectives which give different kinds of information.	21. Peter, where are you going?
V. We use a comma to set off words in direct address.	22. Sincerely yours,
W. We use a comma to set off the salutation in correspondence and the complimentary close of a letter.	23. To Sam, Jane was very dear.
X. We use a comma to separate adjacent words or two identical words to avoid ambiguity.	24. I decided to spend my holidays in Germany and my sister, on the west coast of Africa.

UNIT 2

THE COLON



<p>1. A colon introduces an enumeration. A colon is needed when an enumeration is preceded by a noun or noun phrase.</p> <p>A colon is not needed when the word preceding an enumeration is either a verb or a preposition.</p> <p>Note:</p> <p>The requirements for a colon before lists are the same as those for enumerations.</p>	<p><i>The current curriculum includes five subjects: Mathematics, English, Geography, Biology and Literature.</i></p> <p><i>The girl's ambitions were money, fame and success.</i></p> <p><i>The farmers needed all kinds of agricultural equipment:</i> <i>tractors</i> <i>trucks</i> <i>combines.</i></p>
<p>2. A colon sets off expressions, quotations, and questions. The statement may be a direct quotation or a paraphrase. It may take the form of a question. In all these cases the first word after the colon is capitalized.</p>	<p><i>Soams lifted his eyes: "I won't have anything said against her."</i></p> <p><i>I am interested in only one question: "Am I ever going to get paid?"</i></p>
<p>3. A colon separates two independent clauses when no conjunction is used and the second clause explains, amplifies, expands, or illustrates the first one.</p>	<p><i>Familiarity breeds contempt: if people everywhere got to know each other better, the world would be torn apart.</i></p>

4. A colon directs attention to an appositive.	<i>He had only one pleasure: eating.</i>
5. A colon is used between hours and minutes in expressions of time, and in ratios.	<i>2:45 p.m.</i> <i>2:1</i>
6. A colon follows the salutation in formal correspondence.	<i>Ladies and Gentlemen:</i>
7. A colon is used after the speaker's name in a play.	<i>Napoleon: My dispatches: come!</i>
8. A colon punctuates headings in memorandums and formal correspondence.	<i>TO:</i> <i>SUBJECT:</i>

Exercise 1. Insert colons where appropriate and comment on their use.

1. Whether you are cultivating cabbages or grapes, care is needed to achieve a good harvest good grapes make good wine. 2. We went to the 7 30 showing at the theatre. 3. Payment may be made in any of the following ways cheque, cash, or credit card. 4. The ratio of nursing staff to doctors is 2 1. 5. You should buy the following ingredients butter, cream and flour. 6. Mix the milk and oil at a 1 2 ratio. 7. Mary set her alarm clock for 6 30 am. 8. There is only one way to pass the exams hard work. 9. I said 'Are you a chemist?' 10. George said that in that case we must take a rug each, a lamp, some soap, a brush and a comb. 11. He told the others that it was simple enough all they had to do was to follow him. 12. George got out his banjo after supper, and wanted to play it, but Harris objected he said he had got a headache, and did not feel strong enough to stand it. 13. Harris said "If you never try a new thing, how can you tell what it's like?" 14. He said that was the advantage of Irish stew you got rid of such a lot of things. 15. You see, it was in this way we were sitting in a meadow, about ten yards from the water's edge, and we had just settled down comfortably to feed. 16. Do you remember this old proverb 'When poverty comes in the door, love flies out of the window'? 17. He was a man of many parts writer, literary critic and historian. 18. The state has a dual role to support business on the one hand and to be the guardian of social welfare on the other. 19. The ratio of application to available places currently stands at 100 1. 20. I'll be home by 6 30, I promise. 21. They used helicopters, airplanes and mortars. 22. He was waiting for one thing to happen either for a drought, or for a storm. 23. Susan's hobbies include reading, cooking, and drama. 24. Alex has got one real problem lack of confidence. 25. Another help is selenium, a vital trace element one brazil nut will provide your daily needs. 26. In the morning, when she calls her parents, her eyes are red and moist from sleeplessness he assumed. 27. She is interested in cinema, music and sport. 28. Ask the men to meet here at 11 00 for a briefing. 29. I read the prescription. It ran

1 lb beefsteak, with

1 pt bitter beer

every 6 hours.

Exercise 2. Comment on the use of colons.

1. At night the ground is cold: - 8 C. 2. It goes together easily with onion, potato, carrots and broth. 3. Try to get things into prospective: how serious is the argument? 4. If you want to improve your English, you can do three things: read books, go to English classes, and practice speaking as much as you can. 5. Cartoon characters such as Mickey Mouse and Snoopy are still popular. 6. The winners are as follows: in third place, Mandy Johnson; in second place, Henry Garton; in first place, Sarah Parker. 7. Mozambique is facing a serious problem: perpetual drought. 8. Nina said to meet her at 4:30. 9. Try to avoid fatty foods like cakes and biscuits. 10. Water exists in three states: liquid, gaseous, and solid. 11. But as I went into the study, my mind was not on these wonders: my thoughts were entirely occupied by my uncle. 12. Then, raising his spectacles, he said: 'These are Runic letters.' 13. The pupils were taught Hebrew, English, French, and Danish. 14. Mix the water and vinegar at a 2:1 ratio. 15. He had only one passion in his life: fishing. 16. You'll need a variety of skills, including leadership and negotiating. 17. The country was in the grips of a crisis: the factories were shut down, people – out of work. 18. Things like glass, paper, and plastic can all be recycled. 19. This shop sells large electrical goods such as television sets and washing machines. 20. There was only one way out: escape. 21. He remembered making an appointment for 3:15, but who with? 22. Harry was happy: the examinations were passed, the invitations were received. 23. *Harris (with kindly encouragement)*: It's all right. 24. I have physics class at 9:30 on Tuesdays. 25. The letters formed this incomprehensible succession of words:

- *mm.rnlls*
- *sgtssmf*

UNIT 3

THE SEMICOLON



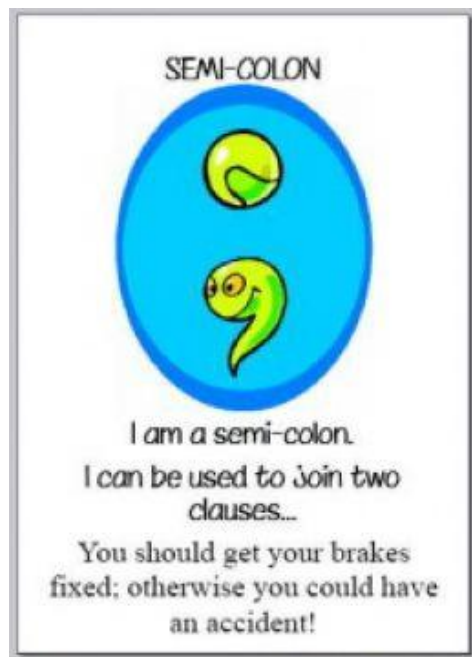
"We saved your life.
However, your colon is now a semicolon."

'We saved your life. However, your colon is now a semicolon'

1. A semicolon is sometimes used instead of full stops between independent clauses when the meaning is closely connected. Semicolons are considered a mark of formal style.	<p><i>We planted a peach tree in the backyard; Amelia went to fetch the water.</i></p> <p><i>We planted a peach tree in the backyard. Amelia went to fetch the water.</i></p>
2. A semicolon is used before a conjunctive adverb (however, therefore, thus, furthermore, consequently, nevertheless, etc.) that connects two independent clauses. When conjunctive adverbs are used to join clauses, they are followed by a comma.	<p><i>Speeding is illegal; furthermore, it is very dangerous.</i></p> <p><i>The closing date for applications had already passed; nevertheless, we decided to send the papers and hope for the best.</i></p>
3. A semicolon is used to sort out a complicated list. This often occurs when listing locations, names, dates, descriptions.	<p><i>I enjoy several types of films: westerns, primarily because I love simple stories that always end happily; romances, which take me out of the real world for ninety minutes; and detective mysteries, because I never can guess who the guilty person is.</i></p>
4. A semicolon occurs before expressions that introduce expansions or series (such as for example, for instance, that is, e.g., i.e.).	<p><i>As a manager, she tried to do the best job she could; that is, to keep her project on schedule and under budget.</i></p>
5. A semicolon is placed outside quotation marks and parenthesis.	<p><i>They again demanded "complete autonomy"; the demand was again rejected.</i></p>

Exercise 1. Read quotations and comment on the use of punctuation marks.

1. "Never marry at all, Dorian. Men marry because they are tired; women, because they are curious: both are disappointed." (Oscar Wild *Picture of Dorian Gray*)
2. Before I got married, I had six theories about bringing up children; now I have six children and no theories. (John Wilmot, Earl of Rochester)
3. There are three ways to get something done: do it yourself, employ someone, or forbid your children to do it. (Mona Crane)
4. If you chase two rabbits, you will lose them both. (native American saying)
5. When we love, we always strive to become better than we are. (Paulo Coelho *The Alchemist*)
6. If you have nothing to say, say nothing. (Mark Twain)
7. A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty. (Winston Churchill)
8. Friendship often ends in love; but love in friendship – never. (Charles Caleb Colton)
9. All human actions have one or more of these seven causes: chance, nature, compulsion, habit, reason, passion, and desire. (Aristotle)
10. Happiness is when what you think, what you say, and what you do are in harmony. (Mahatma Gandhi)
11. I count him braver who overcomes his desires than him who conquers his enemies; for the hardest victory is over self. (Aristotle)
12. I don't know who my grandfather was; I am much more concerned to know who his grandson will be. (Abraham Lincoln)
13. Children find everything in nothing; men find nothing in everything. (Giacomo Leopardi)
14. I'm a slow walker, but I never walk back. (Abraham Lincoln)
15. Some books are to be tasted, others to be swallowed, and some to be chewed and digested. (Sir Francis Bacon)
16. The meeting of two personalities is like the contact of two chemical substances: if there is any reaction, both are transformed. (Carl Jung)
17. To accomplish great things, we must dream as well as act. (Anatole France)
18. When you want something, all the universe conspires in helping you to achieve it. (Paulo Coelho *The Alchemist*)
19. There is only one thing that makes a dream impossible to achieve: the fear of failure. (Paulo Coelho)
20. Little children, little sorrows; big children, great sorrows. (Danish proverb)
21. Every time you wish something, keep your eyes wide open, focus and know exactly what you want. No one hits the target with eyes closed. (Paulo Coelho *The Devil and Miss Prym*)



Exercise 2. Put colons and semicolons where appropriate (based on Jerome K. Jerome "Three men in a Boat").

1. So I went straight up and saw him, and he said "Well, what's the matter with you?" 2. It is difficult enough to fix a tent in dry weather in wet, the task becomes herculean. 3. I used to sit down and look at him, as he sat on the rug and looked up at me, and think "Oh, that dog will never live. He will be snatched up to the bright skies in a chariot, that is what will happen to him." 4. The barometer is useless it is as misleading as the newspaper forecast. 5. There was only one reputed case in the whole parish that case was young Stivvings. 6. We, in this age, do not see the beauty of that dog. We are too familiar with it. It is like the sunset and the stars we are not awed by their loveliness because they are common to our eyes. 7. We stopped under the willows by Kempton Park, and lunched. It is a pretty little spot there a pleasant grass plateau, running along by the water's edge, and overhung by willows. 8. You took five iron arches, like gigantic croquet hoops, and fitted them up over the boat, and then stretched the canvas over them, and fastened it down it would take quite ten minutes, we thought. 9. In the sitting-room, all was dark and silent there was no fire, no breakfast. 10. George pulled out his watch and looked at it it was five minutes to nine! 11. You see, it was in this way we were sitting in a meadow, about ten yards from the water's edge, and we had just settled down comfortably to feed. 12. And then he added, with a touch of sadness in his voice "I wish he hadn't been carving that pie." 13. For an instant I thought of ghosts it was such a shadowy, mysterious light. 14. I like work it fascinates me. 15. George said "Let's go up the river." 16. I believe that if you met Harris up in Paradise (supposing such a thing likely), he would immediately greet you with "So glad you've come, old fellow I've found a nice place round the corner here, where you can get some really first-class nectar." 17. The hotel bill came to fifteen guineas and my friend, after reckoning everything up, found that the cheeses had cost him eight-and-sixpence a pound. 18. After a six weeks' period of

drought, he would be stricken down with rheumatic fever and he would go out in a November fog and come home with a sunstroke. 19. He was never without a cold, except once for nine weeks while he had scarlet fever and he always had chilblains. 20. He had to stop in bed when he was ill, and eat chicken and custards and hot-house grapes and he would lie there and sob, because they wouldn't let him do Latin exercises, and took his German grammar away from him. 21. "Now, silence, please, everybody" says the hostess, turning round "Mr. Harris is going to sing a comic song!" 22. I woke at six the next morning and found George awake too. 23. We looked at the picture on the tin we thought of the juice. 24. I like cats Montmorency does not. 25. We found ourselves short of water at Hambledon Lock so we took our jar and went up to the lock-keeper's house to beg for some.

UNIT 4

THE PARENTHESES

1. Parentheses are used within sentences, around entire sentences, and even around entire paragraphs. Parentheses are used to enclose words, numbers, or clauses that provide examples, personal comments, explanations, or supplementary material that does not essentially alter the meaning of the sentence.	<i>Germany (I am not speaking about the Nazi Germany) has always been at the forefront of European cultural development.</i>
2. Parentheses are used to enclose numerals that confirm a written number in a text.	<i>The check must be made out in the amount of one hundred pounds (£100) and must be certified by the bank on which it is drawn.</i>
3. Parentheses are used to enclose numbers or letters in a series.	<i>In order to keep fit, one has (1) to have good nutrition, (2) do a lot of exercise, (3) refrain from smoking.</i>
4. Parentheses are used to enclose abbreviations that follow the spelled-out forms or spelled-out forms that follow their abbreviations.	<i>The successful acquisition of a second language (L2) depends on a number of attitudinal factors.</i>
5. Parentheses are used to indicate alternative terms.	<i>Most researchers differentiate between mental (conscious) grammar, descriptive grammar and prescriptive grammar.</i>

For exercises, see Unit 5.

UNIT 5

THE BRACKETS

1. Brackets are used to enclose explanations, corrections, or comments we wish to make in material we are quoting.	<i>From the very date the war began [June 22, 1941], there was a tremendous opposition by the people who took great pains to liberate their country.</i>
2. Brackets are used to enclose parenthetical material within parenthetical material already enclosed in parentheses.	<i>For further reference, see works on affective variables (Krashen S. [Prentice Hall, 1981]).</i>
3. Brackets are used to set off phonetic symbols and transcriptions.	<i>The word 'often' is sometimes pronounced as [ɔ f t ə n].</i>
4. Brackets are used to help orient the reader.	<i>"He [John] stood up next and spoke."</i>

Exercise 1. Comment on the use of brackets and parentheses.

1. The witness said: 'He [the policeman] hit me.' 2. The two teams in the finals of the first FIFA Football World Cup were both from South America [Uruguay and Argentina]. 3. Mount Everest (in the Himalayas) is the highest mountain in the world. 4. There are several books on the subject (see page 120). 5. Margaret Thatcher (the former British prime minister) resigned from office in 1990. 6. Many people like travelling (I don't). 7. When the anger recedes it has often paved the way for other painful emotions, which tend to linger (anxiety, sadness and guilt). 8. Use percent only with a number (30 percent, 9 percent etc.). 9. But bulling (which is what it sounds like) is unacceptable anywhere. 10. Indicate to which extent each statement applies to you (where 0 = never, 1 = occasionally, 2 = sometimes, 3 = often, and 4 = always). 11. Others tend to put their children down ("your sister was a much better swimmer at your age"), without realizing they are trapping them in self-fulfilling negative beliefs. 12. The flower's common name (name that is used by ordinary people, not its scientific name) is forget-me-not. 13. You need to explore your conflicted feelings (therapy might help you find the space to do this) and make a decision based on what you discover are your priorities in life. 14. 'Holidays should be guilt-free time out from the worries that plague us at home,' says psychologist and stress expert Felix Economakis (healththerapy.co.uk). 15. Bruno took charge and was (and still is) the most devoted and outstanding father. 16. For me, food used to be split into two categories. It was either bad (chocolate, coleslaw, pizza) or good (vegetables, low-fat mayo, soup). 17. Critical discourse analysis (CDA) is a type of discourse analytical research that primarily studies the way social power abuse, dominance, and inequality are enacted, reproduced, and resisted by text and talk in

the social and political context. 18. The building society agreed to lend us sixty thousand pounds (£60,000). 19. Past Simple (Past Indefinite) is used to denote a single action in the past. 20. The holiday costs £7,976 for a family of four (children under 12 from £1,534, adults from £2,454 each) full board, including all flights, transfers and activities (01980 849160, aardvarksafaris.co.uk). 21. Three broad types of representation are found in the ads, which I will examine in turn: (1) the harmonious co-existence of a man's career with family life; (2) absenteeism of fathers on account of their careers as excusable; and (3) a family as beneficial to men's own self-interests.

Exercise 2. Insert brackets and parentheses where appropriate.

1. He is the author of 14 novels and nine non-fiction books which might explain why he needed to slow down a little. 2. The problem is, we still want to go shopping, whether for summer basics suntan lotion and swimsuits or frivolous luxuries posh dresses and holidays. But technology should be your friend – it can simplify your life in many ways if you engage with it see page 70. 3. Pay attention to those times when your energy is at its peak for most people it is late morning and those times you are flagging often late afternoon. 4. Although there are 64 rules 'don't eat any products containing more than five ingredients', 'don't eat anything your Grandma wouldn't recognize', and so on , the basic premise is simple: eat real food, not processes junk. 5. My daughter aged eight and I are going on holiday this year. 6. Participle 2 Past Participle is used to form Present Perfect. 7. The word 'director' is sometimes pronounced as dai'rektə. 8. Many students do not prepare for the TOEFL Test of English as a foreign language before they take the exam. 9. For example, when water evaporates from a glass and disappears, it has changed from a liquid to a gas called water vapor, but in both forms it is water. This is a phase change liquid to gas, which is a physical change. 10. Thank you for your letter of 3 February in which you said that you had received a wrong delivery to your order No.1695. 11. If telegraphed, the transfer is known as a telegraphic transfer TT, and if mailed, a mail transfer MT. 12. I work with a friend Andy Garcia. 13. The Discourse of Egalitarianism in the ads is identifiable in terms of three types of representation: 1 the representation of parenthood as symmetrical for women and men; 2 the depiction of men in the domestic sphere as devoted, nurturing fathers; and 3 the portrayal of women as mothers as well as successful careerists outside the home.

UNIT 6

THE DASH



Dashes are especially common in informal writing.

<p>1. A dash is used to indicate an abrupt break in thought within a sentence.</p> <p>By breaking off at the dash, the writer of these sentences implies there is much more to be told. The reader may fill in the rest.</p>	<p><i>I called to him again and again, 'Please, John, don't go. Please, John, don't go. Please, John –' but I could not get him back.</i></p> <p><i>What she really meant was – you know what she meant.</i></p>
<p>2. Dashes are used to set off non-restrictive appositives worthy of greater emphasis than is achieved with commas.</p>	<p><i>The problems – unemployment and inflation – perplex economists and mystify the public. (Use of dashes gives greater emphasis to the non-restrictive appositive <i>unemployment and inflation</i> than would be achieved through use of commas.)</i></p>
<p>3. A dash can introduce an afterthought, or something unexpected and surprising.</p>	<p><i>We'll be arriving on Monday morning – at least, I think so.</i></p> <p><i>And then we met Bob – with Lisa, believe it or not!</i></p>
<p>4. A dash is used to set off a summary, explanation.</p>	<p><i>There are three things I can never remember – names, faces, and I've forgotten the other.</i></p>

Exercise 1. Comment on the use of dashes.

1. Button up your coat, Nina – it's cold. 2. The view was spectacular – I'll never forget it. 3. Watch your fingers – I'm closing the door. 4. Dave's been working really hard – he needs a holiday. 5. It's cold outside – you'll need a coat. 6. Nancy is going to the store – do we need any milk? 7. She's had a lot of personal problems – her mother died when she was 9. 8. Time's up – stop writing now. 9. There is no need to dress up – come as you are. 10. I've put on weight – I can't get into these jeans any more. 11. I'm warning you – I have a bad cold. 12. I've been sneezing and coughing all day – I must be coming down with something. 13. He's expecting us to work on Sunday – without him, believe it or not! 14. No cream for me – I'm on a diet. 15. I don't want children – I'm married to a child and that's enough. 16. Milk, cereal, juice – oh, and put lettuce on the list too. 17. He's not in the office today – he's ill. 18. I don't recognize this part of town – we must have come the wrong way. 19. The bear went that way – you can see its tracks in the snow. 20. Get me a measuring tape – I'll show you how long I want the skirt. 21. It's a long flight – 15 hours. 22. Hector – I think that was his name – went on pulling while I unrolled the sail. 23. There's no point in taking two cars – let's go together. 24. Rosie's a really together person – she'll be great as the coordinator. 25. Don't be so hard on him – he's just a kid. 26. We're going to tell her on her birthday – that's two weeks from today. 27. The dress is lambswool – pure luxury. 28. More commonly shame is a sleeper emotion – painful and subconsciously sunk – invisible, but a powerful influencer of all our other emotions and how we think about our sense of self.

Exercise 2. In the following sentences insert dashes where appropriate and comment on your choice.

1. Three dogs an Irish setter, a Russian wolfhound, and a German shepherd were the scourge of the neighborhood. 2. 'Can I do anything for you?' 'No no, thanks.' 3. It's nothing serious just a small cut. 4. I'm just finishing my homework it won't take long. 5. Here's your steak enjoy! 6. Mike's got married to Jennifer, believe it or not! 7. Change your dress that one looks dirty. 8. I can't run around like I used to I must be getting old. 9. Today's date is let me see, March 20th. 10. Wait a minute I'm thinking. 11. It's a good idea I'll keep it in mind. 12. Nice house, good job, lovely family you've got it made! 13. Jazz just isn't my cup of tea I prefer classical music. 14. Don't just stand there do something! 15. We don't have to rush there's plenty of time. 16. It was a trying situation for us very trying. 17. Don't worry she'll come round eventually. 18. Her perfume is so strong it makes me gag. 19. My overall health was poor fatigue, allergies, poor digestion. 20. Don't miss it subscribe today! 21. I made everything perfectly clear or at least I thought I did. 22. There are an estimated 1,354,000 people one in 44 in the UK with disfigurements from various causes. 23. Consider what you want to achieve and the steps to reach this goal. 24. Congratulations on your promotion we must go out and celebrate! 25. He said, 'Will you marry me?' The entire room we were at a party applauded. 26. You don't have to pay for your flights they're included in the price of your holiday. 27. I'm playing golf this afternoon weather permitting. 28. 'Is something the matter?' 'Just a headache I'll

be fine in a minute.' 29. It's a good sign let's hope it will bring us some luck. 30. The natural phenomena hurricane and earthquake perplex scientists and terrify people.

UNIT 7

THE HYPHEN



1. The hyphen is used to indicate that a long word has been broken off at the end of a line. (You should avoid such word splitting whenever possible. If it is unavoidable, try to split the word into two roughly equal parts, and make sure you split it at an obvious boundary).	<i>His pass- port being lost, John could not avoid deportation.</i>
2. The hyphen is often used between a prefix and root to avoid possible confusion.	<i>anti-aircraft pre-Renaissance</i>
3. The hyphen is used in writing some compounds which, without the hyphen, would be ambiguous, hard to read or overly long, and which contain prepositions.	<i>president-elect over-the-counter sister-in-law</i>
4. The hyphen is used to suspend the first element and the hyphenated compound or a prefix when the second element or base word is part of a following hyphenated compound or derived form.	<i>a two- or three week holiday pre- and post-war Berlin</i>
5. The hyphen is used in writing out compound numbers between 21 and 99 and fractions.	<i>twenty-four one hundred and fifty-nine three-fourths one-half</i>
6. The hyphen is used to indicate a range.	<i>Alan earns £ 500-£800 a month.</i>

Exercise 1. In the following sentences find out words with a hyphen and translate them into Ukrainian.

1. I do mostly secretarial type work. 2. Chop potatoes into bite sized pieces. 3. The bicycle is an environment friendly form of transport. 4. Just mentioning his ex wife's name was like a red rag to a bull. 5. She is an elderly, pale faced woman. 6. My parents have a five bedroom house. 7. His ex wife had kept him from seeing his children. 8. The temperature of the lake is always below fifty five degrees. 9. The flowers' white petals contrast handsomely with their lemon yellow cups. 10. The first indications were that the life saving operation had gone well. 11. She was once married to a well known football star. 12. This plant likes sun and water as well as a fertile, well draining soil. 13. He was clean shaven and wore glasses. 14. The two leaders chattered together for fifty four minutes. 15. Becoming self employed meant giving up a secure salary, together with sick leave and long vacation time. 16. They retailed around £38 £45, depending on the model. 17. I can't get these marks out of my T shirt. 18. A full body massage lasts around one hour. 19. Use a matter of fact tone when disciplining your children. 20. The theatre going public are very demanding. 21. It is made in Northumberland with English grown lavender. 22. New born birds stay in their nest while their mother goes out in search of food. 23. He works part time. 24. Over half of the children live in one parent families. 25. She moved to London after the break up of her marriage. 26. In May, the price of cocoa fell to its lowest level since 1975 76. 27. I work a ten hour day. 28. She wears really old fashioned clothes! 29. We ensure that you have a trouble free and enjoyable holiday. 30. I've got two grown up sons. 31. I don't usually wear much make up. 32. All the hotel's bedrooms have a mini bar, telephone and radio. 33. The first petrol driven car was produced as far back as 1883. 34. The X ray showed that her leg was not broken. 35. No other company had the technical know how to deal with the disaster.

Exercise 2. Make up sentences using the following phrases.

The need for low-cost housing; low-alcohol beer; a stress-free life; a fat-free yoghurt; an opportunity to buy duty-free goods; tax-free earnings; twenty-sixth birthday; people suffering from tobacco-related illnesses; reddish-brown lipstick; eco-friendly washing powder; no-smoking areas; her low-heeled blue shoes; old-fashioned; sugar-free colas; brother-in-law; be sea-sick; a true-to-life film; carry a 12-month guarantee; to install anti-virus software; a well-known writer on astrology; a fish-and-chip shop; a four-year-old child; go window-shopping.

UNIT 8

THE INVERTED COMMAS

<p>1. Single inverted commas are more common in British English for quotes.</p> <p>The punctuation should be inside the inverted commas when the quotation forms a complete sentence.</p>	<p><i>'It's much too cold to swim,' said Frank.</i></p> <p><i>He said, 'I came by bus.'</i></p> <p><i>'Can you remember what she asked you?' Richard said.</i></p> <p><i>She went upstairs and shouted: 'Time to get up!'</i></p> <p><i>Did Father really say, 'I would buy a motorbike when I had enough money'?</i> (The question mark doesn't form part of the quoted sentence.)</p>
<p>2. Single inverted commas are used to mark off a word that is being discussed, or that's being directly quoted from somewhere else, or round words when we use them as titles of certain works.</p> <p>We use inverted commas around a word or phrase that we want to make 'special' in some way.</p> <p>Note that when inverted commas are used around the title of a book, film, song etc, we may use 'italics' in print.</p>	<p><i>Inverted commas are also called 'quotes' or 'quotation marks'.</i></p> <p><i>In the Cambridge Encyclopedia of The English Language, David Crystal argues that punctuation 'plays a critical role in the modern writing system'.</i></p> <p><i>Have you ever read 'War and Peace'?</i></p> <p><i>Note that sometimes we use 'italics' instead of inverted commas.</i></p> <p>Robinson Crusoe is the main character in the book <i>Robinson Crusoe</i> by Daniel Defoe.</p>
<p>3. Double inverted commas are used inside single inverted commas for quotations inside quotations.</p>	<p><i>'His last words,' said Albert, 'were "Get the woman out of here".'</i></p> <p><i>The witness said, 'I distinctly heard him say, "Don't be late," and then heard the door close.'</i></p>

Exercise 1. Comment on the use of inverted commas.

1. The sign said, 'Ring for service'. 2. The sign said 'Back in 10 minutes'. 3. Margaret Thatcher was a strong and determined leader who would not change her mind easily and would not accept disagreement among her ministers. For this reason, she was sometimes called 'the Iron Lady'. 4. There is an element of 'jam tomorrow' about some of the government's policies. 5. There was a sign saying 'Private Property. Keep Out'. 6. 'Hamlet' was written by Shakespeare. 7. He writes for the 'Washington

Post'. 8. 'Gone with the Wind' is a really long book. 9. Only 'The Times' printed the full text of the President's speech. 10. The band was playing music from the show 'South Pacific'. 11. Mary Shelley was just 18 when she wrote the horror masterpiece 'Frankenstein'. 12. Dial '9' before the number when making outside calls. 13. The red light means 'Stop'. 14. What does 'patronizing' mean? 15. The report fails to define what is meant by the term 'key issues'. 16. Certain psychologists believe lies – even white ones – create an 'emotional stain' on our relationships. 17. There was a 'for sale' sign in the yard. 18. The look on her face said 'I love you'. 19. His teaching was what the German philosophers would call 'subjective': that is to say it was intended for himself and not for others. 20. 'What we want is rest', said Harris. 21. 'Healthy shame is psychological foundation of humility,' writes John Bradshaw in *Healing The Shame That Binds You*. 22. Their album *Blue Horse* has great vocal harmonies for women. 23. Everyone wants to feel secure in their relationship. But not everyone does. Some are what, in classic psychological terms, we call 'anxious', others 'avoidant'. Only about half of all adults can be described as 'secure'. 24. 'How's your steak?' 'Mmm, it's good.' 25. He at once fished out his instrument, and commenced to play *Two Lovely Black Eyes*. 26. So it was an accident, an 'act of God' if you want to put it like that. 27. 'Vater' is the German word for 'father'. 28. Jones was, in the judge's words, 'an evil man'. 29. She has been nominated as Best Actress for her part in the film 'Forever Together'. 30. Carl replied with a polite but firm 'no'.

UNIT 9

THE EXCLAMATION POINT



1. The exclamation mark (the exclamation point) is used at the end of a sentence or a short phrase which expresses very strong feeling.	<i>That's fantastic!</i>
2. The exclamation mark is used after an exclamation beginning with <i>what</i> or <i>how</i> .	<i>What a wonderful surprise!</i>
3. The exclamation mark is sometimes used to show that a statement is very surprising.	<i>We carefully opened the parcel. It was empty!</i>

Exercise 1. Insert punctuation marks where appropriate.

1. Keep your hands off me 2. He's a troublemaker Always was and always will be 3. Happy Thanksgiving everyone 4. Never was he as happy as that day 5. You really are something else 6. You've got to believe me 7. From out of nowhere he asks me to marry him 8. Come along We're all waiting for you 9. Good night Jenny Sleep tight 10. 'You're always complaining about work' – 'No, I'm not' 11. 'Another jolly evening' murmured George 12. Are you a student – No I am not 13. Hi How are you 14. Stop come back 15. Don't spend all your money on the first day of your holiday 16. We wish you a Merry Christmas and a Happy New Year 17. What a nice surprise 18. What is it you are waiting for 19. It is a fine tradition and long may it continue 20. 'Do we get paid this week' 'I certainly hope so' 21. Happy Birthday Michael 22. I hope he will come later 23. Good luck in your new home 24. Mmm This tastes good

Exercise 2. Match interjections (see grammar commentary) with their meaning.

A. Yuck (Yuk)	1. used when you think something is very impressive or surprising
B. Wow	2. used to show that you think something is very unpleasant

C. Ah	3. used to show that you understand or realize something
D. Phew	4. used to show surprise, happiness, agreement etc
E. Aha	5. used when you feel tired, hot, or relieved
F. Whoops	6. a sound that you make when you feel sudden pain
G. Alas	7. said when someone has fallen, dropped something, or made a small mistake
H. Ouch	8. said when you think something is very beautiful, unpleasant, surprising
I. Ooh	9. a shout used to get someone's attention or to show surprise, interest, or annoyance; hello (informal)
J. Hey	10. used when you want to get someone's attention or continue what you are saying; used when you are giving an answer to a question; used to make a slight pause when you are speaking; used to show that you are very happy, angry, disappointed etc about something; used to show that you are surprised about something
K. Oh	11. used to express sadness, shame, or fear (literary use)
L. Hello (also hallo, hullo)	12. used to show that you are surprised, upset, or annoyed because something bad has happened
M. Oh dear	13. used when calling to get someone's attention; used when you think someone is not acting sensibly or has said something stupid; used to show that you are surprised or confused by something
N. Hooray	14. shouted when you are very glad about something

Exercise 3. Read and translate the following sentences.

1. Oh yuck! I hate mayonnaise. 2. Wow! Look at that! 3. Ah! There you are! 4. Phew! I'm so glad it's Friday. 5. Aha! I knew you were trying to trick me! 6. Whoops! I nearly dropped it. 7. Ouch! That hurt! 8. Ooh, that's nice! 9. Hey, wait a minute! 10. Oh, aren't those flowers gorgeous! 11. Phew! We finally did it. 12. Aha! So you planned all this, did you? 13. Oh, look, I think that's Harry over there. 14. Wow! That's a great car! 15. 'Have you met his wife?' 'Oh, yes, I know her quite well.' 16. For many people, alas, hunger is part of everyday life. 17. I met your friend in town, oh, what's her name? 18. 'I think I'm getting a cold.' 'Oh dear!' 19. Hello! What's happened here? 20. Oh, no! I've left my keys in the car! 21. Hello! Is there anybody home? 22. 'Frances has left her husband, you know.' 'Oh, has she?' 23. Oh dear, I've broken the lamp. 24. You didn't remember her birthday? Hello! 25. Ouch!

You trod on my toe! 26. Phew! That was close – that car nearly hit us. 27. Hey, what's up? 28. Hooray! No more work till Monday!

UNIT 10

THE FULL STOP



1. The full stop (the period) is used to mark the end of a sentence expressing a statement.	<i>She was treated by her local doctor.</i>
2. We usually write abbreviations without full stops in British English. Full stops (US 'periods') are normal in American English.	<i>BC</i> (British English) <i>796 B.C.</i> (American English) <i>etc.</i> (et cetera), also <i>etc</i> (British English) <i>Mr</i> (British English) <i>Mr.</i> (American English)
3. The full stop is used with an individual's initials.	<i>K.M. Baily</i>
4. The full stop is used after numerals and letters in vertical enumerations.	<i>Documents to be submitted are:</i> <i>1. Transcript</i> <i>2. Personal record</i> <i>3. Medical certificate</i> <i>University departments:</i> <i>A. Philology</i> <i>1. English</i> <i>2. French</i> <i>B. Mathematics</i> <i>1. Fundamental</i> <i>2. Applied</i>
5. The full stop is used to separate pounds from cents, hours from minutes, etc.	<i>£9.19</i> <i>15.35</i>

Exercise 1. Insert full stops and comment on their use.

1. The Great Pyramid dates from around 2600 BC. 2. Can you lend me £1020 until tomorrow? 3. No 11 Downing Street is the official home of the British Chancellor of the Exchequer (the chief financial minister). 4. Mrs Meddeman heads

the fund-raising committee. 5. The great science fiction writer Arthur C Clark wrote: 'The reason Verne is still read by millions today is simply that he was one of the best storytellers who have ever lived.' 6. Water boils at 100°C. 7. Gone to hairdresser. Back 1230 (an informal note). 8. Have you ever heard of General Motors Inc? 9. I like citrus fruits, eg oranges and grapefruit. 10. According to the timetable, the train gets in at 827. 11. Julius Caesar first came to Britain in 55 BC. 12. The emperor Trajan was born in 53 AD. 13. The month in the date should not be written in figures as they can be confusing; for example, 11193 means 11th January 1993 in the UK but 1st November in the USA. 14. Do you like Mozart's piano concerto no 27? 15. Add water to the cake mix and bake at 375°F. 16. They had risen at 530 to do the milking. 17. Support for Mr Thompson is growing. 18. Work starts at 9 am.

UNIT 11

THE QUESTION MARK

Snapshots at jasonlove.com



"Do you always have to shout?
Well? Do ya? Huh?"

1. The question mark is used to end a direct question.	<i>What is the capital of Spain?</i>
2. The question mark is used to end a question that is part of a larger sentence, but not an indirect question.	<i>'Have you done your homework?'</i> <i>inquired the teacher.</i>
3. The question mark is used to indicate the writer's ignorance or uncertainty.	<i>This famous author (1643? – 1699) created masterpieces that are still staged.</i>

Exercise 1. Insert punctuation marks and comment on their use.

1. Do you have a clear picture in your mind of what you want
2. Can you find a home for the piano
3. How about a game of chess
4. Will you stay for a cup of tea
5. Would you like another cup
6. What time does the plane arrive in New York
7. What are you staring at
8. How much did you spend on groceries A hundred and twenty something
9. Morning Dave How are you
10. Last I heard she was teaching in Mexico How come
11. How do you spell your name
12. How can I help you
13. How on earth did you find out
14. Not a bad little place huh
15. This famous poet (1918

1900) wrote masterpieces that are still recited 16. Is this Mr Rochesters house asked Emma 17. Carly are you listening to me Huh 18. The class of 69 spent almost as much time protesting as learning



UNIT 12

THE SLASH



1. The slash is used to separate alternatives.	<i>Each applicant must produce his/her passport.</i>
2. The slash is used to represent a period of time.	<i>The shop is open 24 hours Monday/Saturday.</i>
3. The slash is used to divide elements in dates.	<i>9/5/1945</i>
4. The slash is used to represent the word <i>per</i> in units.	<i>The allowed speed on this road is 45 miles/hour.</i>
5. The slash is used in writing fractions.	<i>$\frac{1}{2}$, $\frac{3}{4}$</i>
6. The slash is used in writing certain abbreviations.	<i>c/o (for 'care of' in addresses)</i>
7. The slash is used to set off phonemes and phonemic transcriptions.	<i>/ə/ as in teacher</i>



Exercise 1. Comment on the use of slashes.

1. The offer on the table is a 10% wage increase. 2. Cornish Rattler, £2.50/500ml, is a strong, cloudy apple cider. 3. Club members can stay from just £100 per night B&B (until 30/12/10). 4. The pass mark was 75 %. 5. His blood alcohol level was 50% above the legal limit. 6. No one may own more than 10% of the shares. 7. The Esalen Institute, founded in 1962, could reasonably claim to be one of the most influential institutions of the past 50 years. It more or less created the

whole mind/body/spirit movement and the team-building/personal development culture now commonplace in the workplace. 8. The employee usually signs the memorandum to acknowledge that he/she has read it. 9. Fractions should be typed with a 'shilling stroke': $1/2$ for $\frac{1}{2}$; $1/4$ for $\frac{1}{4}$. 10. *Letters of credit* (L/C) have been used for centuries is one form or another to enable travellers to obtain money from overseas banks. 11. The abbreviation B/E for bill of exchange and d/s for days after sight are often used. 12. If the sugar /chocolate craving is overwhelming, get yourself something special and enjoy it with utter pleasure and awareness – you'll probably eat less. 13. *Esq* (with or without full stop; abbreviation for *Esquire* and pronounced /es'kwɪə/ is seldom used now. If used, it can only be used instead of *Mr* and is placed after the name.

UNIT 13

THE APOSTROPHE



1. The apostrophe is used to indicate the possessive case of nouns and indefinite pronouns. The possessive case of almost all singular nouns may be formed by adding <i>'s</i> . The possessive case of plural nouns is generally formed by adding an apostrophe only. The possessive case of irregular plurals is formed by adding <i>'s</i> .	<i>Mr. Brown's house</i> <i>the girl's mother</i> <i>the children's toys</i>
2. The apostrophe is used in writing contractions.	<i>don't</i> <i>they've</i> <i>he'd</i> (for he would or he had)
3. The apostrophe is used to mark omission of digits in numbers.	<i>Expired in '97</i> (for 1997)
4. The apostrophe is used to form plurals of letters, figures, punctuated abbreviations, symbols, and words to as words.	<i>Mind your p's and b's.</i> <i>His l's can be confused with 7's.</i> <i>Many students have difficulty with pronouncing their the's.</i>

Exercise 1. Comment on the apostrophe use.

1. MTV's core audience is 18 to 24 years old.
2. There's something in my eye.
3. The booklet lists the dos (do's) and don'ts of caring for dogs.
4. The meeting is at 10 o'clock.
5. Vegetables are sold at the greengrocer's.
6. *Vogue* is a popular women's magazine.
7. The usual word for a shop where medicines are prepared and sold is a chemist or a chemist's.
8. It's already 9 o'clock.
9. You can swim, can't you?
10. Your 4's can be confused with 7's.
11. You know Tony, don't you?
12. She's married to a man a good deal older than herself.
13. I was searching for CD's (CDs) for Mark.
14. Let's go and have coffee at Marcel's.
15. You are always at the hairdresser's.
16. A spider's got eight legs.
17. This year's exam was much harder than last year's.

Exercise 2. Change to contracted forms.

1. We have been spending too much money. 2. We do not have much time left.
3. You had better phone to say you'll be late. 4. Yes, please, I would love a coffee. 5.
I hope they will not be late. 6. We had better not tell Jim about our plans just yet. 7. It
may not be true. 8. He is in his office. 9. Hello! You are back! 10. She is not up yet.
11. Let us go and see the Robinsons next week. 12. I like Betty and Maud, but I think
Maud is the nicer of the two. 13. Polly has gone out. 14. She is writing a letter.

UNIT 14

THE ELLIPSIS



1. The ellipsis (...) indicates the omission of one or more words within a quoted passage.	<i>The officer leered at the prisoner: 'I want those papers now. If I don't get them...'</i>
2. When four dots are used, the ellipsis indicates the omission of one or more sentences within the passage. The first or the last of the four dots is a full stop.	<i>Security is mostly a superstition. ... Avoiding danger is no safer in the long run than outright exposure.</i>

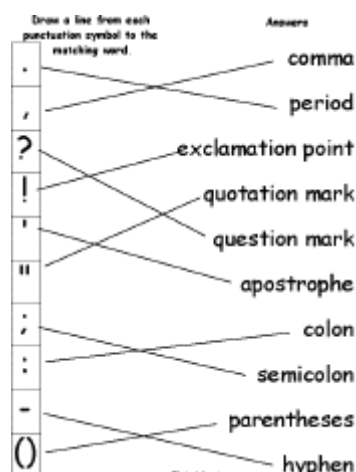


Exercise1. Comment on the punctuation marks.

1. "To think you might have been..." Carlos didn't finish his sentence.
2. Emotions – such as shame – are bodily preparations, physical things telling us to act – to flee, fight, laugh...
3. Revive happy memories of when you felt you had achieved something: a swim in the sea, a lovely conversation...
4. All this is very theoretical...
5. 'Yes, if you start reading at the beginning, but if you read backwards...' Before I had finished the sentence the Professor uttered a cry, or rather more than a cry, a positive roar.
6. This is a serious matter. If I do not get paid in time...
7. To think of you having been humiliated like this!
8. To make this refreshing drink we need three things: water, fruit, sugar.

9. The first item in the instruction is as follows: never go out bareheaded....
The last – watch out in all situations.
10. You ask where she lives. It is none of your concern!

REVISION EXERCISES



Exercise 1. Decide which punctuation mark matches each definition.

1. The mark that shows the end of a sentence or the short form of a word.	A) comma
2. The mark used in writing and printing to show a short pause or to separate things in a list.	B) question mark
3. The mark that is used at the end of a question.	C) full stop
4. The sign that is used in writing to show that numbers or letters have been left out.	D) quotation mark
5. One of a pair of marks that are used in writing to show that you are recording what someone has said.	E) apostrophe
6. The mark used to separate different parts of a sentence or list.	F) exclamation mark
7. The mark that you write after a sentence or word that expresses surprise, anger, or excitement.	G) semicolon

8. A line used in writing to separate two closely related parts of a sentence.	H) hyphen
9. A short written or printed line that joins words or syllables.	I) colon
10. The sign that is used in writing and printing to introduce an explanation, example, quotation, etc.	J) dash
11. A line (/) used in writing to separate words, numbers, or letters.	K) ellipsis
12. The sign (...) used in writing to show that some words have deliberately been left out of a sentence.	L) slash

Exercise 2. Complete the sentences with terms connected with punctuation.

To form a contracted form of the verb "don't", use an _____.

When giving a list of objects such as "hat, jacket, scarf and gloves", you need to separate each object by inserting a _____.

If you want to show that you are really excited in a sentence, use an _____.

It is necessary to use a _____ after "http" when typing a URL.

Additional information within a sentence is often surrounded by _____.

Indirect questions end with a period, not with a _____.

When reporting what another person says, the author can use reported speech or direct speech, which is signaled by the use of _____.

Long lists of items are often introduced by the use of a _____.

The vast majority of sentences end in a _____.

Names of books, plays and other artistic creations are often put into _____.

Exercise 3. Comment on the use of punctuation marks.



Jessica Parker doesn't care about big New Year's Eve parties.

The *New Year's Eve* actress — who has children James, nine, and two-year-old twins Marion and Tabitha with husband Matthew Broderick — insists she is only concerned about being with her loved ones to mark the turning of the year, rather than being part of a big celebration.

"It's not radical, no big celebrations, just being with people that you know and love," she said.

"It's just friends and sometimes family, not always."

Despite her fame, the 46-year-old actress insists she is still able to lead a normal life.

"My life has changed in some ways, but living in New York, you're out on the street every day," she said.

"I go to the grocery store on my own, I take my children to school, I find a cab, I jump on the subway..."

In *New Year's Eve*, Sarah Jessica plays a single mother and while she relates to some aspects of her character, others were very different.

"I can certainly relate to the kind of care and concern that she feels about her daughter but right now my children very much want me around," she said.

"They're interested in my presence, whereas my character's daughter is really illustrating quite clearly that she wants to be an independent person."

Music stars prepare for Jubilee concert



Sir Elton John, Kylie Minogue and Sir Paul McCartney are among the stars getting ready to perform for the Queen as she celebrates her Diamond Jubilee. The musicians will play on a specially-constructed £200,000 stage built around the Queen Victoria Memorial outside Buckingham Palace in London.



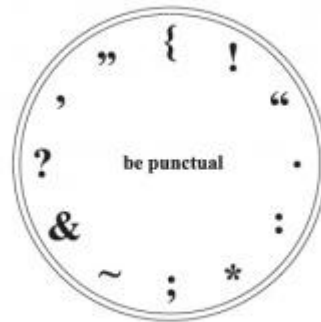
The show starts at 19:30 BST and will be broadcast on BBC One. Other artists taking part in the show include Jessie J, JLS, Robbie Williams, Dame Shirley Bassey, Ed Sheeran and Sir Cliff Richard. "This is the only time in our lives we're going to be involved in something like this," said JLS member Aston Merrygold. Sir Tom Jones, who first performed for the Queen at the 1967 Royal Command Performance, said he was looking forward to appearing before her again. "It does make you feel different," he told the BBC. "It keeps you on your toes." Classical music will be represented by the BBC Concert Orchestra, Bryn Terfel and pianist Lang Lang. "I always wanted to play at Buckingham Palace and this is actually the first time," Lang Lang told the BBC, saying he would "need to keep his fingers warm" in order to perform. "It just feels really English and pleasant... apart from the fact it's just started to rain," said singer Cheryl Cole. More than 10,000 people won tickets to the show in a public ballot and attended a Jubilee picnic in the Buckingham Palace Garden ahead of the event. Thousands more will watch the concert on big screens set up in Hyde Park, St James's Park and on The Mall. The show is a joint venture between the BBC and Barlow, who co-wrote Sing, the official song for the Queen's Diamond Jubilee celebrations. More than 200 people will take to the stage to perform the track later.



"The Royal household just wants the public to have a great time," Barlow told ITV earlier. "We tried to pick artists from right across [the Queen's] reign - from the '50s and '60s right up to the modern day." As well as BBC One, the concert will be broadcast live on BBC One HD and BBC Radio 2 in the UK, and to millions around the world.



GRAMMAR COMMENTARY



Adverbial clause is a clause which begins with a conjunction and makes the clause dependent.

E.g. *If you lose weight during an illness, you'll soon regain it afterwards.*

Appositives are noun repeaters which identify the nouns with which they are in apposition. Appositives are either restrictive or non-restrictive. Non-restrictive appositives are noun repeaters that point out or identify the nouns with which they are in apposition. Non-restrictive appositives are appositives that can be omitted without damaging the meaning of a sentence. Restrictive appositives are a part of a sentence that says which particular person or thing you are talking about. For example, in 'the man who came to dinner', the phrase 'who came to dinner' is a restrictive clause. A restrictive modifier cannot be removed from the sentence in which it appears without significantly changing, even destroying the intended meaning of the sentence.

E.g. *This is the woman who tried to steal your cat.*

To test whether a modifying phrase or clause is restrictive or non-restrictive, read the entire sentence. Ask yourself whether the phrase or clause can be omitted without endangering the sense of the sentence. If it cannot, the modifier is restrictive and requires no punctuation. If it can be omitted, the modifier is non-restrictive and must be set off by commas.

Appositives are usually:

- nouns

My sister Mary goes to school. (The implication is that I have more than one sister. Without the appositive *Mary*, the reader cannot tell which sister I am discussing.)

My oldest sister, Mary, has graduated from the university. (I have only one oldest sister. The appositive *Mary* can be omitted from the sentence without damaging its meaning.)

- noun phrases

The book Oliver Twist remained on the best-seller list for many years.

War and Peace, Tolstoy's greatest novel, is read by every generation of lovers of literature.

We look forward to visiting Paris, the most romantic city in the world.

- noun clauses

My sister, who received a scholarship, will attend Harvard.

The girl who received a scholarship is my sister.

Coordinate adjectives appear before a noun and often describe age, colour, or number. If there is a difficulty in determining whether adjectives are coordinate, use the **and test**. When **and** can be used between adjectives, the adjectives are coordinate.

Right: *cold and humid summers*

hot and sunny day

Wrong: *many and intelligent children*

friendly and little boy

Independent clause is a clause which can make a sentence by itself.

E.g. *She went home because she was tired.*

Interjections are words or phrases used to express a strong feeling such as shock, pain, or pleasure.

Interrupters are little thoughts that add an important secondary idea or emphasize a point.

Expressions of direct address (*Doctor, ladies and gentlemen, madam, Mr Smith, my friends, no, please, sir, well, yes*) are interrupters and require commas.

Here are some more interrupters: *in fact, to say the least, however, generally speaking, sadly, happily, unfortunately.*

E.g. *Unfortunately, you were out when we called.*

Conjunctive adverbs are one category of single-word interrupters. The most frequently encountered conjunctive adverbs are:

<i>accordingly</i>	<i>furthermore</i>	<i>instead</i>	<i>notwithstanding</i>
<i>also</i>	<i>hence</i>	<i>likewise</i>	<i>otherwise</i>
<i>anyhow</i>	<i>henceforth</i>	<i>meanwhile</i>	<i>still</i>
<i>besides</i>	<i>however</i>	<i>moreover</i>	<i>therefore</i>
<i>consequently</i>	<i>indeed</i>	<i>nevertheless</i>	<i>thus</i>

Notice that conjunctive adverbs function either as adverbs or as conjunctions. When they function as adverbs, they require no punctuation.

E.g. *However earnest the poor child is, we cannot afford to take the time to deal with her constant complaints.* (The adverb *however* modifies *earnest* and must not be punctuated.)

E.g. *A hyperactive boy may be a constant source of annoyance, however, and create ever greater disturbances as he grows taller and stronger.* (The conjunctive adverb, coming between the compound verbs **may be** and **create**, interrupts the movement of the sentence. Commas must be used.)

Modifier is a word or group of words that gives additional information about another word. Modifiers can be adjectives (such as ‘fierce’ in ‘the fierce dog’), adverbs (such as ‘loudly’ in ‘the dog barked loudly’), participles, participle phrases, or phrases (such as ‘with a short tail’ in ‘the dog with a short tail’).

Predicative position a position when words are placed after *be, seem, look, become, etc.*

E.g. *This car is new.*

Subordinate clause is a dependent clause which differs from an independent clause in that it cannot stand alone as a sentence.

E.g. *While his two passengers waited impatiently, the chauffeur worked as hard as he could to start the limousine again and drive the couple to the airport.*

Subordinate clauses are recognized by the words that they introduce them: subordinating conjunctions (*after, although, as, as if, as long as, because, before, how, if, in order that, since, so, so that, though, till, unless, until, when, where, wherever, while, why, yet*) and relative pronouns (*that, what, which, who*).

Note that **so** and **yet** function both as subordinating and coordinating conjunctions, but **so** is usually a subordinating conjunction.

Verbal phrase is a phrase that contains verbals, that is, infinitives, gerunds, and participles.

E.g. *Defeated at last, the army withdrew toward France.*

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