

1 **Reference Materials****Section 8**

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2 **Chapter Two Table of Contents**

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3 **A. Basic Punctuation**

- Per the manual, there are 16 rules

4 **A. Basic Punctuation**

- Rule #1
 - With three or more items joined by a conjunction, include a comma before the conjunction
 - He went to the store, library, and bank.

5 **A. Basic Punctuation**

- Rule #2
 - When adding words or expressions, add a comma on both sides
 - She is, however, late for the meeting.
 - Tonight, surprisingly, Jerome has only fifty problems to solve as homework.
 - Queen Victoria was, as they say, a formidable woman.
 - Teachers do, in fact, change lives.
 -
 - Pattern:

THE FIRST PART OF THE SENTENCE + , + INTERRUPTER + , + THE REST OF THE SENTENCE.

6 **A. Basic Punctuation**

- Rule #3 (handout)
 - With two independent clauses joined by a conjunction, use a comma before the conjunction
 - What did the car look like, and how many people were in it?
 -

7 **A. Basic Punctuation**

- Rule #4 and #7 Appositives and Nonrestrictive Clauses or Phrases
 - Use commas on both sides of the appositive (added information or expression)
 - Please refer to page 3, section 8, in our handbook.
 - My tutor, Mrs. Johnson, does not smile.
 - The vinyl car seat, sticky from the heat, clung to my skin.
 -

8 **A. Basic Punctuation**

- Rule #5
 - When beginning a sentence with an introductory clause or phrase, use a comma.
 - If it is at the end of the sentence, there is no comma.
 - Muttering under his breath, Jeremy reviewed the terms he had memorized.
 - After the fire, we slogged through the ashes of the burned-out home.
 -
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9 **A. Basic Punctuation**

- Rule #6
 - When using two adjectives modifying the same noun, the word "and" is omitted between them and add a comma.
 - The dark, dingy hallway was illuminated by a bare bulb hanging from a wire.
 - The heavy, bulky box was left on the floor.

10 **A. Basic Punctuation**

- Rule #8: No conjunction with two Independent Clauses
 - Two closely related sentences whose meaning would be more clear if it read as a unit.
 - Use a semicolon instead of making two sentences
 - The baby wanted her mother; she cried a lot.
 - Johnny was at home alone; his wife was at the restaurant until late.

11 **A. Basic Punctuation**

- Rule #9: Singular Possessive
 - If the base word is singular, determine the singular spelling, then add 's
 - The client's lawyer called several times.

12 **A. Basic Punctuation**

- Rule #10
 - If the base word is plural, determine the plural spelling.
 - If it ends in s, add '
 - Several campers' tents collapsed during the storm.
 - If it ends in other than s, add 's
 - The children's father came on time.

13 **A. Basic Punctuation**

- Rule #11
 - Hyphenate a compound adjective before a noun
 - I saw a man-eating alligator.
 - Our office is in a twenty-story building.
 - I have just finished reading a 300-page book.
 - He is a well-known writer.

14 **A. Basic Punctuation**

- Rule #12: Yes or No Responses

- Always use a comma after the response yes or no.
- If the rest of the response adds something new to the information, use a period after the yes or no.
 - Yes, he stole the television.
 - No. We went back to the car to see what happened next.

15 A. Basic Punctuation

- Rule #13: Verification Question
 - If a statement is followed by a question that asks for a verification of the statement, use semicolons before the question (hint: think about a unit)
 - You saw the man take off his mask; isn't that correct?

16 A. Basic Punctuation

- Rule #14: Direct Address
 - Use commas to set off words of direct address
 - I would like to request a recess, your Honor, if at all possible.
 - Other examples:
 - Ladies and gentlemen, may I have your attention?
 - (*Direct address at beginning of sentence*)
 - It was a pleasure to meet you, sir.
 - (*Direct address at end of sentence*)
 - Thank you, my fellow grammarians, for remembering to use correct English.
 - (*Direct address in middle of sentence*)
- Red – talk about exam

17 A. Basic Punctuation

- Rule #15: Interruption by Another
 - Use a dash to show an interruption of a speaker by another speaker.
 - *Answer:* I was walking down the street and --
 - *Question:* Please answer the question that was asked.

18 A. Basic Punctuation

- Rule #16: Self Interruption
 - Use a dash when a speaker interrupts himself or herself and finishes the sentence with a new thought
 - We could not see the car -- the truck until we were in the intersection.
 - If the speaker resumes his original thought, use a pair of dashes.
 - We have been married eight years -- well, just a little bit less -- and we have four children.

19 B. Number Use

- Basic rules or things to remember:
 - Numbers one to ten should be expressed in words
 - Numbers larger than ten should be expressed in figures (actual numbers)

- Per the manual, there are seven exceptions

20 **B. Number Use**

- Exception #1
 - Always use figures in amounts of money
 - \$1,550.50
 - 5 cents
 - \$40

21 **B. Number Use**

- Exception #2
 - Always use figures in percentages
 - 12 percent
 - 250 percent

22 **B. Number Use**

- Exception #3
 - Always use figures in measurements
 - 11 feet
 - 22 gallons
 - 15 degrees

23 **B. Number Use**

- Exception #4
 - Always spell out figures at the beginning of a sentence
 - "Twenty-two women ran the race."

24 **B. Number Use**

- Exception #5
 - Always use figures after a noun
 - Room 708
 - Number 15
 - Page 26

25 **B. Number Use**

- Exception #6
 - Always use figures for dates
 - January 11, 2010
 - 17th of August (or the seventeen of August)

26 **B. Number use**

- Exception #7
 - Always use figures with house numbers except with one
 - 125 North Elms Road

- One South Boulevard

27 C. Commonly Used & Misspelled Words

- Homonym Mini-Lesson
 - *Words that have the same sounds but different meanings and spellings*

28 Common Homonyms

1. Whose = belonging to whom
Who's = contraction of "who is" and "who has"
 2. To = preposition
Too = adverb and also
Two = number
 3. Than = used in comparisons
Then = at that time
 4. Passed = went by; succeeded in; handed to
Past = a time before the present; by, as in "I drove past the house"
 5. All ready = completely prepared
Already = previously; before
-

29 Other Words Frequently Confused

1. Accept = to receive; agree to
Except = excluding; but
 2. Quiet = peaceful
Quite = entirely; really; rather
 3. Teach = to give knowledge
Learn = to gain knowledge
 4. Less = refers to amount, value, or degree
Fewer = used with things that can be counted
 5. Among = implies three or more
Between = implies only two
 6. Affect = verb meaning "to influence"
Effect = verb meaning "to cause something"; noun meaning "result"
 7. Beside = along the side of
Besides = in addition to
-

30

- Additional Resources:
 - <https://en.oxforddictionaries.com/spelling/common-misspellings>
 - http://grammar.ccc.commnet.edu/grammar/misspelled_words.htm
 - https://www.e-education.psu.edu/styleforstudents/c2_p13.html
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31 D. Commas and Semicolons

- Per the manual, there are 11 rules to remember.

32 **D. Commas and Semicolons**

- Rule #1
 - A short question which asks for a verification of the statement.
 - Use a comma before the word or phrase
 - We are going to dinner tonight, right?
 -

33 **D. Commas and Semicolons**

- Rule #2
 - To separate items in a list or series
 - A complicated series may call for semicolons
 - I need milk, garlic, and cheese from the store.
 - I know Sharon; her mother, Rose; and Beatrice.

34 **D. Commas and Semicolons**

- Rule #3
 - Use commas to separate each line of an address which would be placed on separate lines of the envelope
 - The coupon refund address is 2120 Industrial Highway, Great Plains, Minnesota, 55455
 -

35 **D. Commas and Semicolons**

- Rule #4
 - Use commas to separate contrasting expressions from the rest of the sentence
 - I love pizza, not calzones.

36 **D. Commas and Semicolons**

- Rule #5
 - Abbreviations such as Inc., Jr., etc. must be followed by a comma
 - Include Richard Smith, Sr., in the email, please.

37 **D. Commas and Semicolons**

- Rule #6: Introductory Colloquial Words
 - Use a comma for short slang words used as an introduction to a statement that are complete sentences.
 - Use a period to mark the end of an elliptical expression that represents a complete statement or command.
 - These elliptical expressions often occur as answers to questions or as transitional phrases.
 - C'mon, really. Tell me what really happened.

38 **D. Commas and Semicolons**

- Rule #7
 - Use a semicolon before and a comma after the word or words which introduce an illustrative phrase
 - He was acting crazy, so we avoided him.
- Rule #8

- Use a semicolon to separate two independent clauses without a conjunction
- If the thoughts are not closely related, you can make two sentences
- List of transitional phrases: <http://writing.wisc.edu/Handbook/Transitions.html>
 - We need milk; therefore, we must go to the store.
 -

39 D. Commas and Semicolons

- Rule #9: Dependent "That" Clauses
 - A simple series of dependent clauses requires only commas, just like any other kind of series
 - We know that you were there, that you had driven a white car, that your sister was with you, and that you had a gun.
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40 D. Commas and Semicolons

- Rule #10
 - Use a semicolon to separate two independent ideas when the verb is missing in one and assumed to be carried from the first.
 - Use a comma in place of the missing verb.
 - I ran to the store; he stayed at home.
 - I ran to the store; Rich, to the diner.

41 D. Commas and Semicolons

- Rule #11
 - If no misreading is likely, use a semicolon to separate two independent clauses joined by a conjunction when there are other commas in the sentence.
 - List of conjunctions (FANBOYS) and subordinating conjunctions:
 - <http://www.marshall.k12.il.us/data/webcontent/245/file/realname/files/List-of-Conjunctions.pdf>
 - In the first place, we should know better; but the temptation was there.
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42 E. Apostrophes

- There are two main uses of the apostrophe:
 1. Show omission of one or more letters in a contraction
 2. To show ownership or possession
- Per the manual, there are 8 rules to remember.
-

43 E. Apostrophes

- Rule #1: Singular Possessives Ending in "s"
 - Still add 's to the singular spelling
 - If you do not pronounce the extra syllable, you may just add '
 - Charles Dickens's novel is exceptional.
 - Or
 - Charles Dickens' novel is exceptional.

44 E. Apostrophes

- Rule #2: Possessives when not immediately followed by a noun
 - We travelled to my grandma's. (house is assumed)
 -

45 E. Apostrophes

- Rule #3: Plurals of figures, symbols, and letters
 - An apostrophe should NOT be used
 - I hope to get all As.
 - The 1980s were the best years of my life.
 -
 -

46 E. Apostrophes

- Rule #4: Omission of Figures
 - The music of the '90s was interesting.

47 E. Apostrophes

- Rule #5: Joint Possession
 - Bill and Ted's adventure was strange. (one unit)
 - John and Sally's house was dirty. (one unit)

48 E. Apostrophes

- Rule #6: Possession of Compound Words
 - Singular possessive use 's
 - Plural possessive use 's
 - Plural spelling requires the first word of the compound to be made plural. not the last word
 - Members of my father-in-law's firm voted on the new bill.
 - My sister-in-law's children were well-behaved.

49 E. Apostrophes

- Rule #7
 - Don't confuse adjectives with possessives
 - The sales meeting was held yesterday.
 - Many cities' subways and bus systems provide inexpensive and efficient transportation.

50 E. Apostrophes

- Rule #8
 - Use an apostrophe only if the official name includes one
 - The National Shorthand Reporters Association met.

51 F. Dash

- There should be a space before and after a pair of dashes.
- Per the manual, there are 4 rules.

52 F. Dash

(Let's Explore in Groups; Provide Two Sentences: One Correct & One Incorrect)

- Rule #1: Interruption
 - Use a pair of dashes to show the interruption of one speaker by another.
- Rule #2: Self-Interruption

- Use a pair of dashes to show an interruption -- a change of thought -- of a speaker
- Rule #3: Parenthetical Interruption
 - Use a pair of dashes to set off a self-interruption which is a parenthetical to the thought
- Rule #4: Interruption/Second Speaker/Resumption
 - Use a pair of dashes to show the continuation of the thought
-

53 G. Capitalization

- Per the manual, there are 30 rules to remember.
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54 G. Capitalization

- Rule #1
 - Capitalize the first word of a sentence or sentence fragment which represents a sentence
- Rule #2
 - Capitalize the names of specific persons, places, or things
- Rule #3
 - Capitalize the days of the week, months of the year, and holidays or special days
- Rule #4
 - Capitalize seasons of the year only if they are made proper nouns by their use

55 G. Capitalization

- Rule #5
 - Capitalize adjectives which are derived from proper nouns.
 - Exceptions to this rule include congressional, constitutional, and senatorial
 - He is of Brazilian descent.
 - He is a Michigander.
-

56 G. Capitalization

- Rule #6
 - Capitalize the names of institutions such as colleges, universities, hospitals, churches, and libraries.
 - Capitalize the name of a division within those institutions when it represents the official name of the division
 - I work at Davenport University.
 - I work within the College of Arts and Sciences.

57 G. Capitalization

- Rule #7
 - Capitalize the names of companies, unions, associations, societies, independent committees and boards, political parties, conventions, foundations, fraternities, sororities, clubs, and religious bodies.
- What are some examples other than what is in the manual?

58 G. Capitalization

- Rule #8

- Capitalize common organization names such as advertising department, board of directors, and finance committee when they are actual names within units of the speaker's organization.
- Do not capitalize them when they are used to refer to some other organization unless there is some reason the speaker is giving them special importance or distinction.
 - Huh, what does this mean?
 - What are some examples?

59 **G. Capitalization**

- Rule #9
 - Capitalize the names of relatives when used as a substitute for the individual's name
 - My brother went to work before the store.
 - I worked with my mother.
 - I asked Dad to come to work.
-

60 **G. Capitalization**

- Rule #10
 - Capitalize personal or corporate titles that precede a name
 - Sheriff Martin, please come to the stand.
 - Will Sheriff Martin please come to the stand.
 - The professor needs to come forward.

61 **G. Capitalization**

- Rules 11-30
 - Group 1
 - 11-14
 - Group 2
 - 15-18
 - Group 3
 - 19-22
 - Group 4
 - 23-26
 - Group 5
 - 27-30

62 **Additional Grammar/Mechanics Resources**

- Grammar Bytes
 - <http://www.chompchomp.com/menu.htm>
- The Blue Book of Grammar and Punctuation
 - <http://www.grammarbook.com/>
- Grammarly
 - <https://www.grammarly.com/>
- Purdue Owl
 - <https://owl.english.purdue.edu/owl/section/1/5/>

63 **Contact Information**

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64 **Questions**