

*Presented by Angela Smith with Davenport University*

# Reference Materials

Section 8

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# A. Basic Punctuation

- Per the manual, there are 16 rules



# 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.



# 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.

# 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?

An **independent clause** is a group of words with a subject and a predicate. It expresses a complete thought and can stand alone as a sentence.

For  
And  
Nor  
But  
Or  
Yet  
So

Coordinating  
Conjunctions

# 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.

# 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.

**Introductory clauses** are dependent **clauses** that provide background information or "set the stage" for the main part of the sentence, the independent **clause**.



# 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.

# 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.



# 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.

# A. Basic Punctuation

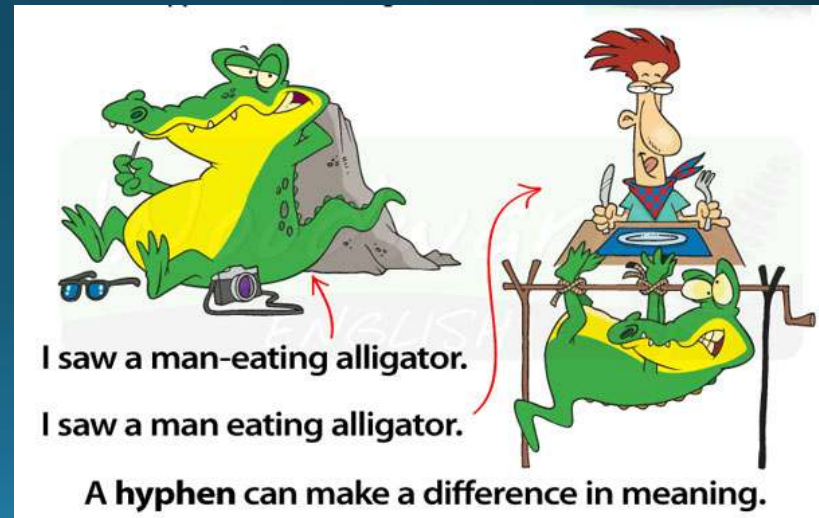
- Rule #10

- 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.

# 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.



# 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.

# 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?

# 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**



# 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.

# 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.

## 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

# B. Number Use

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



# B. Number Use

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

# B. Number Use

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



## B. Number Use

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

# B. Number Use

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



# B. Number Use

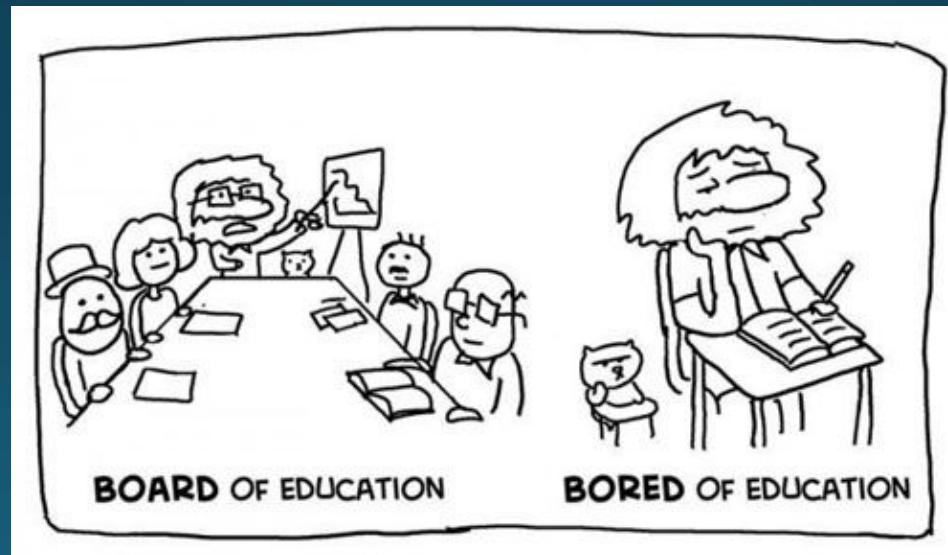
- Exception #6
  - Always use figures for dates
    - January 11, 2010
    - 17<sup>th</sup> of August (or the seventeen of August)

## B. Number use

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

# C. Commonly Used & Misspelled Words

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



# 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

# 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

- Additional Resources:

- <https://en.oxforddictionaries.com/spelling/common-misspellings>
- [http://grammar.ccc.commnet.edu/grammar/misspelled\\_words.htm](http://grammar.ccc.commnet.edu/grammar/misspelled_words.htm)
- [https://www.e-education.psu.edu/styleforstudents/c2\\_p13.html](https://www.e-education.psu.edu/styleforstudents/c2_p13.html)

# D. Commas and Semicolons

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

# 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?



# 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.

# 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



# D. Commas and Semicolons

- Rule #4

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

# 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.

# 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.

# 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.

# 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.

# 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.



# 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.

# 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.

# 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.

# E. Apostrophes

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

# 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.

# E. Apostrophes

- **Rule #4: Omission of Figures**
  - The music of the `gos was interesting.

# E. Apostrophes

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



# 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.



# 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.

# E. Apostrophes

- Rule #8

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

# F. Dash

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

# 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

# G. Capitalization

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

**Capitalization**

# 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

# 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.

# 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.





# 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?

# 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?

# 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.

# 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.

# 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

# 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/>

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# Questions

