

Appendix

PUNCTUATION

While speaking, we use intonation, pauses and voice modulation to help the listener grasp exactly what we try to communicate. In writing, this is achieved with the help of punctuation.

Punctuation is the system of symbols that we use in order to communicate efficiently and effectively what we actually wish to convey. The purpose is to make the meaning of what we write, clear to the reader. Punctuation marks are tools that have set functions. They are not just an optional frill, but are indispensable to exchange written information accurately.

The correct usage of punctuation marks expresses the intended meaning of the sentence. At times, wrong punctuation marks can present just the opposite of what you try to say. At times, serious sentences without proper punctuation become jokes, leading to confusion and misunderstanding.

For e.g. Read these two sentences below:

- a) The hostel warden said, “Come on, let’s eat lovely ladies.”
- b) The hostel warden said, “Come on, let’s eat, lovely ladies.”

The meaning of these sentences depends on the presence or absence of a comma before ‘lovely ladies’. The

absence of comma in the first sentence portrays the hostel warden as a wicked cannibal. Therefore, it is imperative that the rudiments of punctuation are properly understood, precisely applied and sensibly positioned.

You have been introduced to the concept of punctuation right from the primary classes. Accurate and appropriate use of punctuation is an important aspect of language use. Let’s recall the salient features of some commonly used punctuation devices.

The following are the punctuation marks commonly used in English language.

1.	Full stop / period	.
2.	Comma	,
3.	Semicolon	;
4.	Colon	:
5.	Question mark	?
6.	Exclamatory mark	!
7.	Apostrophe	'
8.	Quotation marks	“....”
9.	Hyphen	-
10.	Dash	—
11.	Parentheses	()
12.	ellipsis	...
13.	slash	/
14.	asterisk	*



Important points to remember

- a) Every sentence begins with a capital letter.
- b) Assertive and imperative sentences end with a full-stop or a period. A full-stop is also used to mark abbreviations, titles and initials. (e.g. Dr. P.Rukmangadhan, M.S.)
- c) Sentences that ask something end with a question mark.

- d) Sentences that express excitement or strong feelings end with an exclamatory mark.

e) Capitalization:

- ❖ the first letter of the first word in each line of poetry (normally)
- ❖ the single-letter word 'I'
- ❖ proper nouns
- ❖ initials, abbreviations and acronyms
- ❖ names of months of the year, days of the week, and holidays
- ❖ names of god and specific deities
- ❖ words that refer to religious figures and holy books
- ❖ titles preceding a person's name
- ❖ titles applied to one particular person
- ❖ names of places, cities, states, countries, districts, towns, villages, streets, roads and buildings
- ❖ adjectives derived from places
- ❖ names of races, religions, nationalities, languages and geographical names

- ❖ the words 'east, west, north and south' when they refer to a section of a country
- ❖ names of institutions, organisations, clubs, associations, brand names of products and business firms
- ❖ the first words and all other major words in titles of stories, articles, poems, plays, essays, books and magazines

f) Uses of Comma: ('comma' indicates a brief pause)

- ❖ to separate a series of words of the same class in the same sentence
- ❖ after the words 'yes', 'no' and 'well' when they start a sentence
- ❖ after an introductory phrase or clause
- ❖ before the question tags at the end of the statements or imperatives they are attached to
- ❖ to denote the omission of a word, especially a verb
- ❖ before coordinating conjunctions (and, yet/but, or/otherwise, so/otherwise, nor) in compound sentences

g) Use of Semi-colon:

- ❖ links two independent clauses without a co-ordinating conjunction
- ❖ instead of a full-stop, to denote that the sentences are somewhat connected

h) Uses of Colon:

- ❖ used to separate two independent clauses, when the second explains,



illustrates or follows from the first.
Never use a colon after a sentence fragment.

- ❖ to introduce a list
- ❖ before a quotation, and sometimes before direct speech

i) Uses of Apostrophe:

- ❖ in the possessive forms of nouns before the letter 's' when the words do not end in 's' and after the letter s, when the nouns end in 's'
- ❖ in contracted forms, in place of the letter that is left out

j) Uses of Quotation Mark or Inverted Commas:

- ❖ to enclose the words of a speaker verbatim in direct speech
- ❖ with titles of minor works and parts of whole
- ❖ around words and phrases to indicate a special sense of use or being misused
- ❖ purposely or ironically
- ❖ for the translation of a foreign word or phrase

k) Uses of hyphen:

- ❖ to join words or parts of words
- ❖ in a compound word, where two words work together to function as one adjective before the noun they describe
- ❖ in a compound word, when a noun or adjective and a present participle is combined
- ❖ in a compound word with a noun

and past participle

- ❖ in numbers between twenty-one and ninety-nine, when they are written in words
- ❖ in compound adjectives with fractions (e.g. one-third / quarter-million / half-boiled)
- ❖ with prefixes ex- , self-, all- (e.g. ex-minister / self-satisfied / all-over)
- ❖ in compound adjectives using high and low (e.g. high-level, low-tide)

l) Uses of Dash: (the dash is longer than hyphen)

- ❖ to set off a word or phrase after an independent clause or a parenthetical remark (words, phrases, or clauses that interrupt a sentence)
- ❖ to signal an abrupt change in tone and to introduce or emphasize information
- ❖ to set off a series within a phrase
- ❖ before attribution to an author or composer in some formats
- ❖ after datelines
- ❖ to start lists
- ❖ to indicate hesitation in speech

Quotable Quote

"A Dash is a mark of separation stronger than a comma, less formal than a colon, and more relaxed than parentheses."

William Strunk Jr. & E.B. White

m) Uses of Parentheses or Round Brackets:

- ❖ within a sentence to provide supplementary or additional information, not essential to the main point



- ❖ to enclose numbers or letters used in numbered or lettered lists (e.g. (1) (2)/ (a) (b).....)
- ❖ to enclose time zones following the time (e.g. 6 a.m. (IST))
- ❖ to enclose abbreviations/acronyms or their expansions upon their first use for the readers' understanding

n) Uses of Ellipsis (dot-dot-dot):

- ❖ to denote omission of a word, phrase, line, paragraph, or any missing piece of a text passage
- ❖ to shorten the quote without changing the meaning
- ❖ to avoid unnecessary repetition of words
- ❖ to show a pause in a thought or to create suspense

o) Uses of Slash or Oblique Stroke:

- ❖ to signify alternatives (and/or)
- ❖ to denote division and separate parts of a fraction
- ❖ to mark line divisions in poetry quoted with running text

p) Uses of asterisk:

- ❖ to show that a footnote like reference or comment has been added at the bottom of a page (in case of many footnotes, use one star * for the first one, two stars ** for the second and so on)
- ❖ in advertisements to indicate that there is extra information

Punctuate the following.

1. Indias prime minister lal bahadur shastri who coined the slogan jai jawan jai kisan was a man of humble origin
2. When were stressed we eat a lot of sweets chocolates and ice creams because the word stressed when spelled backwards becomes desserts
3. To lead a healthy life man needs three things clean water unpolluted air and bright sunshine
4. The notice displayed on the pin-board read those who can do those who cant do learn those who cant learn quit
5. When we transport something by car its called a shipment but when we transport something by ship its called cargo
6. If i remember right i was studying in tagore middle school at that time one day my english teacher looked at me and said name two pronouns i said who me
- 7 What is punctuation To quote lynne truss punctuation marks are the traffic signals of a language they tell us to slow down notice this take a detour and stop
8. Behold how beautiful these flowers are they dont blossom for their own sake rather they take pride in spreading fragrance around and making people happy
9. Edison built a huge plant at ogdensburg new jersey to process iron ore this venture was one of edisons few failures however Tom shrugged off the losses incurred well its gone he said of the money but we had a good time spending it



10. Alexander the great was eagerly awaiting the arrival of his mother while he was on his deathbed fearing that he may not live to see her he said take my entire kingdom oh god i wish

i knew beforehand that my entire strength of men and material cant be exchanged for a single breath of life for then i wouldnt have wasted my life in amassing this empire

SPELLING

What is spelling?

Spelling is the art of assembling letters in the right order to form words. This is one of the most essential components of successful writing. Spelling aids in pronouncing words properly and reading perfectly. Learning to spell helps to cement (fuse/link) the connection (correlation) between letters and their sounds.

Spelling in English is tricky. It is because there are twenty six letters in the English alphabet, but there are about forty-four basic sounds. Moreover, the letters often do not match with the sounds. We should never hesitate to refer a dictionary, whenever there is confusion or doubt related to spelling.

Here are a few simple ways to improve our spelling skills:

- ❖ playing word games like scrabble and trying to solve crossword puzzles
- ❖ splitting long words into short chunks
- ❖ learning syllabification of words
- ❖ making a list of tricky words and memorizing them
- ❖ knowing the rules of spelling

There are certain spelling rules in English. If we observe those rules, we will be able to avoid spelling mistakes while writing. Let's have a quick recap of some spelling rules that you have already learnt in your earlier classes.

1. Final 'e'

a) When a suffix is added to words ending in silent 'e', the letter 'e' is normally dropped before a vowel.

e.g. drape + ed – draped / hope + ed – hoped / close + ed - closed
strike + ing – striking / like + ing – liking / fine + er – finer / wise + \ er – wiser / large + er - larger
brave + est – bravest / safe + est – safest / nice + est - nicest / love + able – lovable / move + able – movable

b) The final 'e' is not normally dropped before a consonant.

e.g. hope + full – hopeful / shame + full - shameful like + ness – likeness / tire + some – tiresome / use + less - useless / move + ment – movement / sure + ly – surely / nine + ty - ninety

c) Exceptions to the rule

e.g. true + ly – truly / due + ly - duly / awe + ful – awful / nine + th –



ninth / wise + dom – wisdom /
argue + ment – argument

- d) In the following words, the final 'e' is retained to keep 'c' or 'g' soft before 'a' or 'o'.

e.g. change + able – changeable /
manage + able – manageable /
courage + ous – courageous / trace
+ able – traceable / notice + able –
noticeable

2. Final 'y'

- a) In words ending in a consonant + 'y', the letter 'y' changes to 'ie' before '-s' and to 'i' before -ed, -er, -est and -ly.

e.g. lady + s – ladies / carry + s – carries
/ fairy + s – fairies / worry + ed –
worried fry + ed – fried / marry +
ed – married / lucky + er – luckier
/ funny + er – funnier / happy +
er – happier / easy + est – easiest /
funny + est – funniest / busy + est
– busiest / easy + ly – easily / happy
+ ly – happily

- b) The letter 'y' does not change if it comes after a vowel letter.

e.g. pray + s – prays / pray + ed – prayed
/ pray + ing – praying / pray + er
– prayer

- c) Exceptions to the rule

e.g. pay + ed – paid / say + ed – said /
day + ly – daily

- d) The letter 'y' in the end does not change before '-ing'.

e.g. try + ing – trying / worry + ing –
worrying

- e) The final 'ie' changes to 'y' before -ing.

e.g. die + ing – dying / lie + ing – lying

3. The Final Consonant

- a) In short words ending in one vowel letter + one consonant letter, the consonant is doubled before an ending with a vowel. (-ed, -ing, -er, -est)

e.g. drop + ed – dropped / bag + ed –
bagged / stop + ing – stopping /
plan + ing – planning / big – er –
bigger / hot + est – hottest

However,

clean + ed – cleaned / weak + er –
weaker (two vowels) / ask + ed – asked /
fast + er – faster (two consonants)

- b) In longer words, the final syllable is doubled if the last part of the word is stressed.

e.g. begin + ing – beginning / refer +
ed – referred / admit + ed – admitted

- c) The consonant is not doubled if the last part of the word is unstressed.

e.g. visit + ing – visiting / suffer + ing
– suffering / open + ed – opened

But if the words ends with 'l', the letter 'l' is doubled in British English, even if the last part of the word is unstressed.

e.g. travel + ed – travelled / travel
+ er – traveller / quarrel + ing –
quarrelling

(Note the exception: parallel + ed –
paralleled)

- d) If the word to which the suffix -ful is added ends in 'll', one 'l' is dropped in British English.

e.g. skill + ful – skilful



4. Use of 'ie' and 'ei'

a) When 'ie' or 'ei' is pronounced like 'ee' in 'bee', 'i' comes before 'e' except after 'c'.

e.g. 'ie' – field / achieve / believe
'ei' after 'c' – receive / deceive / receipt / deceit

(Note some exceptions: seize / surfeit / protein)

b) This rule does not apply to those words, where the two vowels 'ei' are not pronounced like 'ee' as in 'bee'.

e.g. height / weight / neighbour / leisure / fiery / friend

5. Use of 'oi' and 'oy'

'oi' is used in the middle of a word and 'oy' is used at the end of a word.

e.g. turmoil, soil, boil / destroy, boy, toy

6. Use of 'ou' and 'ow'

'ou' is used in the middle of a word, whereas 'ow' is used at the end of words, except those that end in letter 'n' or letter 'd'.

e.g. blouse, mount, found / borrow, sorrow

7. Confusing endings

-our, -or, -ar, -er, -re, -able, -ible, -ent, -ant, -ence, -ance, -ceed, -cede are often confusing because there are no rules to decide when to use one or another. We should learn them only through familiarity and by use.

Here is a list of some words with each of these endings. You can recall and add a few more.

-ar – beggar, burglar, circular, grammar, particular, popular, regular, scholar, secular

-er – adviser, beginner, courier, deliver, explorer, gardener, lecturer, manager, observer, promoter

-or – ancestor, bachelor, corridor, director, equator, governor, instructor, monitor, operator, traitor

-our – behaviour, endeavour, flavour, rumour, splendour

-re – agriculture, atmosphere, literature, millionaire, pressure, temperature, questionnaire

-able – acceptable, bearable, comfortable, durable, profitable, respectable, valuable, workable

-ible – audible, compatible, divisible, eligible, horrible, possible, responsible, sensible, terrible

-ent – adjacent, confident, different, excellent, obedient, intelligent, permanent, resident, sufficient

-ant – assistant, brilliant, dominant, elegant, ignorant, important, pleasant, reluctant, triumphant

-ceed – exceed, proceed, succeed

-cede – accede, concede, precede, recede

-sede – supersede (Note: This is the only word that ends with -sede)