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АНГЛИЙСКАЯ ПУНКТУАЦИЯ: В ТЕОРИИ И НА ПРАКТИКЕ

ENGLISH PUNCTUATION: IN THEORY AND USE

Утверждено Редакционно-издательским советом университета
в качестве учебного пособия

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Учебное пособие предназначено для ознакомления с правилами пунктуации английского языка и их отработкой. Пособие содержит описание знаков препинания, их функций в предложении, сравнение правил их использования в русском и английском языках, упражнения для закрепления навыков пунктуации и развития пунктуационной грамотности, упражнения для выработки редакторских навыков, а также вопросы для парных и групповых обсуждений, направленных на развитие критического мышления и понимания необходимости корректного использования знаков препинания в англоязычной письменной речи определённых функциональных стилей. Пособие адресовано студентам II курса направления «Лингвистика», а также студентам других специальностей, совершенствующим своё владение англоязычной письменной речью.

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ПРЕДИСЛОВИЕ

Целью данного учебного пособия является осуществление языковой подготовки студентов направления «Лингвистика» в рамках курсов «Практический курс первого иностранного языка» и «Практический курс английского языка» по аспекту «Практическая грамматика». Учебное пособие дополняет курс, вводя раздел «Пунктуация», без знания которого невозможно корректное оформление письменной речи на английском языке.

В настоящее время вызовы глобализации, стоящие перед научным сообществом и институтами высшего образования, требуют публикации результатов научных исследований в англоязычных международных журналах. При этом, если перевод русскоязычного текста и организация англоязычного текста рукописи в соответствии со строгими требованиями оформления конкретного журнала уже не представляют столь значительного труда благодаря современным компьютерным программам машинного перевода, следование правилам американской или британской пунктуации до сих пор не учитывается при таком переводе. Однако именно пунктуация является способом организации письменной речи во избежание ее некорректного понимания или двусмысленного толкования, что имеет особое значение в научной коммуникации. То же самое можно сказать и о составлении различной документации. Учёные чаще всего обращаются к профессиональным переводчикам или же сами вынуждены разбираться во всех тонкостях пунктуационного оформления письменного высказывания на английском языке. Тем не менее как людям, в разной степени владеющим английским языком, так и профессиональным переводчикам свойственно испытывать влияние межъязыковой интерференции при оформлении письменной англоязычной речи, т. е. переносить правила пунктуации родного языка на иностранный. Именно по этой причине как современные специалисты в области перевода, так и авторы англоязычных

публикаций для международных журналов и составители англоязычной документации не могут игнорировать эту проблему.

Тем не менее разделу «Пунктуация» до сих пор не уделяется должное внимание при освоении аспекта «Практическая грамматика английского языка». Настоящее учебное пособие ставит цель разрешить это досадное противоречие.

Авторская концепция заключается в использовании сравнительно-сопоставительного метода при введении правил англоязычной пунктуации и обильного использования примеров из русской письменной речи, а также британского и американского вариантов английского языка. Помимо сравнения и сопоставления, учебное пособие отличается наличием заданий на парные и групповые обсуждения, которые призваны пробудить личностное и критическое отношение студентов к строгим пунктуационным правилам, а также подчас удивить их и пробудить чувство юмора. Автором использованы аутентичные материалы авторитетных англоязычных учебных пособий по пунктуации и веб-сайтов, а также предложен перевод англоязычных примеров для сравнительно-сопоставительного анализа правил русской и английской пунктуации.

Учебное пособие построено по принципу модульного обучения, который предполагает чёткое структурирование учебного материала, систематизацию содержания обучения и организацию работы студентов с полными, логически завершёнными блоками (юнитами). Благодаря такой логической последовательности и преемственности модульный характер обучения способствует системному овладению лингвистическим материалом, расширению фоновых знаний об истории возникновения и эволюции знаков препинания, а также совершенствованию навыков выражения собственного мнения и ведения дискуссии на лингвистические темы.

Студенты могут изучать теоретический материал самостоятельно, выполнение упражнений возможно как в рамках аудиторной, так и внеаудиторной работы. Обсуждение же дискуссионных вопросов и проверку правильности выполнения упражнений и финальных заданий необходимо осуществлять на занятиях под руководством преподавателя.

Представляется, что изучение раздела «Пунктуация» может завершать освоение аспекта «Практическая грамматика английского языка».

Учебное пособие состоит из девяти юнитов. Каждый юнит включает в себя необходимый теоретический материал, состоящий из фоновой информации и свода правил пунктуации, а также несколько вопросов на

обсуждение и упражнений на закрепление изученного материала. Первый юнит содержит диагностический тест, позволяющий выявить уровень владения правилами англоязычной пунктуации. Упражнения в последующих юнитах направлены на определение функции знаков препинания в предложениях, развитие навыков корректуры и редактуры письменной речи и отработку грамотного использования знаков препинания в англоязычной письменной речи и при переводе предложений с русского языка на английский. Учебное пособие завершается финальными заданиями на применение всех правил английской пунктуации и глоссарием лингвистических терминов с их переводом на русский язык.

Автор выражает надежду на то, что предложенное учебное пособие будет способствовать повышению уровня владения грамотной письменной речью, что, в свою очередь, откроет новые горизонты для всех пользующихся им в целях формального образования и самообразования.

UNIT 1. Punctuation Matters

The Oxford Dictionary gives the following definition to punctuation:

Punctuation /pʌŋ(k)tʃʊˈeɪʃ(ə)n/ – the marks, such as full stop, comma, and brackets, used in writing to separate sentences and their elements and to clarify meaning.

As readers and writers, we are so used to the dots, strokes, and dashes in writing. These punctuation marks have their own linguistic names (*the period or full point*, *comma*, *colon*, *semicolon*, *hyphen*, *question mark and quotation marks*, *exclamation point*, *apostrophe*, *dash*, *etc*.) and are integral parts of writing, pointing out grammatical structures and helping us transform letters into spoken words and finally into mental images. It would be extremely confusing to perceive any written text without them.

However, the very early records of Old English language and other languages (for instance, Old Greek) show that the first writers had written their texts so that their letters ran together withnospacesorpunctuation and without any distinction between lowercase and capitals. So, it was up to the reader to pick their way through this unforgiving mass of letters to discover where each word or sentence ended and the next began. Speech was considered more important than written language, and the latter resembled it in its continuity.

In the 3rd Century BCE, in the Hellenic Egyptian city of Alexandria, a Greek librarian named Aristophanes decided to make things easier for the readers of the speeches from the scrolls in public and suggested relieving the unbroken stream of text with dots of ink aligned with the middle (·), bottom (.) or top (·) of each line. These dots corresponded to the pauses of increasing length between formal units of speech called the *comma*, *colon* and *periodos*. These marks represented simple pauses rather than grammatical boundaries, and thus cannot be called proper punctuation marks.

Aristophanes' invention was forgotten when the Rome took over Greece and was restored in 7th Century AD in Christian written tradition centuries ago in an updated version by an archbishop Isidore of Seville who rear-

ranged the dots in order of height to indicate short (.), medium (·) and long (·) pauses respectively. Moreover, it was Isidore who finally explicitly connected punctuation with *meaning* for the first time: the low point (.), no longer marked a simple pause but was rather the signpost of a grammatical *comma*, while the high point (·), stood at the end of a sentence.

Spaces between words appeared soon after this when the Irish and Scottish monks had been tired of distinguishing unfamiliar Latin words. And towards the end of the 8th Century what we now know as lowercase letters were introduced. Punctuation became an indispensable part of writing.

The question mark (?) made its way into standard usage in the 15th century, when according to one theory, the lowercase "q" and "o" from the Latin *qvaestio* ('question') were combined and eventually transformed into the swirl and dot that we know of today.

The first usage of the colon (:) dates back to the 1600s when it was introduced to denote a pause time greater than a comma but less than a full stop. The semicolon (;) has a much earlier history with its first written use in 1494 allowing the writer to produce new ideas and topics between phrases without producing a new sentence. Originally, the colon was simply an upside down semicolon but the single open inverted comma-like top eroded down to a single point.

One theory for the exclamation mark (!) suggests that the symbol comes from the Latin word for an exclamation of joy, *io*. The letter "i" was eventually moved above the "o," the dot and line of "i" connected, and the "o" shrunk to the size of a period today. It was first used in English in the 15th century but, interestingly, only had its own dedicated key on a typewriter from the 1970s.

The apostrophe ('), widely used starting in the 16th century, came into use in English for purposes of elision (or contractions such as *I'm* for *I am*) and to fill in where a grapheme or letter no longer reflected the actual pronunciation (e.g. *loved* became *lov'd*). This feature was borrowed from the French language. A standardized way of using the apostrophe wasn't finalized until the mid-1800s, and which is still in use today.

The slash (/) invented by the Italian Boncampagno di Sigla to indicate a pause was minimized over the years and eventually settled low on the text line as our modern day comma (,). Brackets; including parentheses, square brackets, pointy brackets, corner brackets, and angle brackets; made their first entry into English in the 14th century in the form of chevrons (< >).

And, finally, the single dot originally proposed by Aristophanes has become the full stop (.), or period. It also holds the title of the most common punctuation mark in English as it is used to denote the end of each sentence.

The system of punctuation marks in English has been more or less established and standardized since the invention of the printing press in the 1440s. Unfortunately, the rules for punctuation are still not completely uniform. They change over time and according to location. Also, punctuation sometimes varies depending on country or context. British and American writers follow different rules–and even use different names–for some punctuation marks. Scientists' customs differ from historians', and business has its own traditions.

There were even attempts to introduce new punctuation marks such as the interrobang (‽ or ?! or !?) combining the meaning of both a question mark and an exclamation mark. It was coined by Martin K. Speckter, the head of an advertising agency to ask a rhetorical question or to simply ask a question with excitement back in 1962. But today it can be found in just a handful of fonts available in Microsoft Office [1, 7].

Compared to spelling, punctuation rules are not so numerous. Nevertheless, they differ in languages; therefore it would be a mistake to apply Russian rules in English writing. Forgetting about that can contribute to rude mistakes in composing essays, articles, documents in English and translating all types of the texts to English. Any competent translator should be aware of the differences and mind his or her punctuation.

The aim of the book is to give the set of the rules regarding the usage of each punctuation mark in English, compare it to its usage in Russian language and master it in practice while doing the tasks.

Discussion: Now when you have already learnt the definition of punctuation and its history, can you make conclusion what is more important: spelling, punctuation, or both equally?

Agree or disagree with the following statement by Dr. Temple, ""Now spelling is one of the decencies of life, like the proper use of knives and forks, but if you are getting your commas, semicolons and full stops wrong, it means that you are not getting your thoughts right, and your mind is muddled."

NB: Truly good manners are invisible: they ease the way for others, without drawing attention to themselves. It is no accident that the word "punctilious" ("attentive to formality or etiquette") comes from the same original root word as punctuation.

Punctuation Pretest

To see how good you are at punctuation, correct any errors in the following sentences. Place a check mark in front of sentences that are correct. Then check it in class with the professor, or consult the Keys section.

1. Yes; madam, I will do it immediately.
2. ‘‘How,’’ – I asked – ‘‘Can you always be so forgetful’’?
3. The woman, who is standing there, is his ex-wife.
4. Although we have a competent staff; bottlenecks do occur.
5. I did not receive the order; therefore, I will not pay my bill.
6. We offer a variety of drinks, for instance, red wine.
7. Is that book your’s?
8. We have much to do, for example, the carpets need vacuuming.
9. Estimates for the work have been forwarded, and a breakdown of costs has been included.
10. Because of his embezzling the company went bankrupt.
11. A proposal that makes harassment of whales illegal has just passed.
12. You may; of course, call us anytime you wish.
13. Paolo hurried to the depot to meet his aunt, and two cousins.
14. Finish your job, it is imperative that you do.
15. Sofia and Howard’s house was recently painted.
16. ‘‘Stop it!’’ I said, ‘‘Don’t ever do that again.’’
17. I would therefore like to have an explanation for the missing cash.
18. ‘‘Would you like to accompany me’’? he asked?
19. He is a strong healthy man.
20. To apply for this post you must have work experience.
21. Marge, the woman with blonde hair will be our speaker this evening.
22. He thought quickly, and then answered the question in complete detail.
23. He asked if he could be excused?
24. It is hailing; not raining.
25. We will grant you immunity, if you decide to cooperate with us.
26. You signed the contract, consequently you must provide us with the raw materials.
27. I would like; however, to read the fine print first.
28. You are required to bring the following: Sleeping bag, food, and a sewing kit.
29. The three companie’s computers were stolen.
30. The womens’ department is upstairs and to your left.

31. Cat hurt it's paw.
32. One of the lawyer's left her briefcase.
33. ''What does it take to become a licensed architect,'' she asked?
34. I can't remember if her birthday falls on a Saturday, Sunday or Monday next year.
35. I need to locate four states on the map; Arkansas, Ohio, Illinois, and Utah.
36. The email read, ''Hi Camille. I haven't heard from you in two weeks.''
37. The veterinarian said: ''Unless its bleeding and doesn't stop, don't worry about it.''
38. In letting go of needing to discuss this with her mother anymore, Wendy declared, ''This is her karma not mine.''
39. You must study hard, to get good grades at a major university [6, p. 76–78].

Discussion:

1) Draw a conclusion on how much the rules of English and Russian punctuation coincide.

NB: The consequences of mispunctuation (and re-punctuation) have appealed to both great and little minds, and in the age of the fancy-that email a popular example is the comparison of two sentences:

A woman, *without her man*, *is nothing*.

A woman: *without her*, *man is nothing*.

2) What are the two ways these sentences can be understood?

Among the previous examples, were there the sentences where wrong punctuation could have caused troubles?

Can you come up with the examples of such texts, where punctuation really matters?

The following poem lists the most popular punctuation marks. Read it aloud and translate into Russian.

A Victorian Schoolmistress's 10 Golden Rules of Punctuation

Sentences begin with a ***Capital letter***,
So as to make your writing better.
Use a ***full stop*** to mark the end.
It closes every sentence penned.
The ***comma*** is for short pauses and breaks.

And also for lists the writer makes.
Dashes – like these – are for thoughts by the way.
They give extra information (so do ***brackets*** we may say).
These two dots are ***colons***: they pause to compare.
They also do this: list, explain, and prepare.
The ***semicolon*** makes a break; followed by a clause.
It does the job of words that link; it's also a short pause.
An ***apostrophe*** shows the owner of anyone's things,
And it's also useful for shortenings.
I'm so glad! He's so mad! We're having such a lark!
To show strong feelings use an ***exclamation mark!***
A ***question mark*** follows What? When? Where? Why? And How?
Do you? Can I? Shall we? Give us your answer now!
"Quotation marks" enclose w hat is said,
Which is why they're sometimes called "speech marks" instead.

Discussion: Is Russian punctuation difficult to you? Which of the marks cause most troubles in writing?

UNIT 2. Finishing a sentence

Period (American). Full stop. Full point (British)

Discussion: Read the following passage from James Joyce's novel *Ulysses* and discuss with the partner if it was an easy reading. Why didn't the author use periods at all?

"... a quarter after what an earthly hour I suppose they're just getting up in China now combing out their pigtails for the day well soon have the nuns ringing the angelus they've nobody coming in to spoil their sleep except an odd priest or two for his night office the alarm clock next door ..."

The rules regarding full stop usage in Russian and English language coincide [2, 6, 9, 10]. Consider:

Russian language	English language
Rule 1. Use a period at the end of a complete sentence that is a statement.	
Иван Петрович приехал из Крыма.	*Ivan Petrovich arrived from the Crimea.*
Rule 2. If the last word in the sentence ends in a period, do not follow it with another period.	
Сходи, пожалуйста, в магазин, приготовь еду и т. д. А я займусь стиркой.	*Please shop, cook, etc. I will do the laundry.*
Rule 3. Use a period, not a question mark, after an indirect question.	
Он спросил, где его чемодан.	*He asked where his suitcase was.*
Rule 4. Use a period to mark the end of a group of words that don't form a conventional sentence, so as to emphasize a statement.	
Я вновь переживаю то мгновение. Снова и снова.	*I keep reliving that moment. Over and over again.*
Rule 5. The periods are used in website and email addresses.	
Письмо.рф	www.oup.com

Discussion: Consider the following fragment from the article *Stop. Using. Periods. Period.* by Jeff Guo published in *The Washington Post* in 2016 and say if you agree with this claim. Do you skip periods while typing? Why / Why not?

"The period is no longer how we finish our sentences. In texts and online chats, it has been replaced by the simple line break.

You just hit send
Your words end up on a new line
a visual indication
that you have started
a new sentence,
phrase,
clause,
or unit of meaning

The period, meanwhile, has become the evil twin of the exclamation point. It's now an optional mark that adds emphasis – but a nasty, dour sort of emphasis. "It is not necessary to use a period in a text message, so to make something explicit that is already implicit makes a point of it," Geoffrey Nunberg, a linguist at the University of California at Berkeley, told the New York Times.

A few years ago, Ben Crair at the New Republic wrote a hilarious history of the period in age of instant messaging. "The period was always the humblest of punctuation marks," he began. "Recently, however, it's started getting angry." Crair noticed that in his text conversations, the period had stopped serving any grammatical purpose. Instead, it was mostly being used to express a certain tone or emotion. And that emotion was anger."

(https://www.washingtonpost.com/news/wonk/wp/2016/06/13/stop-using-periods-period-2/?utm_term=.ae16e1e78eb9)

More rules

1. When listing items in a vertical list, consider ending each item on the list with a period, or not. It is advisable to use periods if the items are complete and/or long sentences, and no periods if the items are just short phrases. Whatever you choose, remember to be consistent. If the items are numbered, use periods to separate the numbers from the text.

- *Ingredients for a salad*:

- *1. Cherry tomatoes*.
- *2. Mini cucumbers*.
- *3. Olive oil and vinegar*.

Or,

- *Ingredients for a salad*:
- *1. Tomatoes*
- *2. Mini cucumbers*
- *3. Olive oil and vinegar*

2. Use the period to set off headings, subheadings and in figure or table captions and identifiers.

- *The period. The period has the following uses*
- *Table 8. Summary of the Uses of the Period*

2. Use a period for the decimal point in English (a comma is used in other parts of the world).

There is a 46.6 % increase in sales and 5.8% decline in customer complaints.

3. Always use periods in people's names.

C.S. Lewis (*the author of 'The Chronicles of Narnia'*)

Franklin D. Roosevelt (*former U.S.A. president*)

4. Use periods with titles and honorifics.

- *Mr. Magoo*
- *Mrs. Smith* (*for a married woman*)
- *Dr. Seuss*
- *Main St.* (*street*)
- *Mount St. Helen* (*saint*)
- *William Park, Esq.*
- *WhiteSmoke, Inc.* (*incorporated*)
- *Sam Davis, Sr.* (*senior – the father*)
- *Sam Davis, Jr.* (*junior – the son*)

NB: Use Miss (an old-fashioned title for an unmarried woman or for referring to young women or waitresses) without a period. Miss. with a period stands for Mississippi.

Miss America comes from Miss.

Use Ms. (a modern title for women used regardless of their marital status) with or without a period.

Ms. Smith or Ms Smith

Note: The period is optional for academic degrees. Whatever you choose, remember to be consistent.

M.D. or MD (*Doctor of Medicine*)

B.A. or BA (*Bachelor of Arts*)

5. The use of the period in geographical names is optional. Whatever you choose, remember to be consistent.

- *U.S.A. or USA*
- *U.K. or UK*
- *N.Y.C or NYC*

Note: For American states and Canadian provinces use periods only for the shortened form and not for the two-letter postal abbreviation. For two-word names, only one abbreviated form applies, in which the period is optional.

- *CT Conn. Connecticut*
- *WA Wash. Washington*
- *N.S. NS Nova Scotia*

6. Use of periods in time indicators is optional. Whatever you choose, remember to be consistent.

- *A.M. or AM*
- *B.C. or BC*
- *A.D. or AD*

Note: written in lower case, a.m. is used with periods, not to be confused with "am"

7. Do not use periods in metric measurements.

- *200 km*
- *180 cm*
- *48 m^2*

8. Do not usually use periods in abbreviations for company and organization names, unless convention requires it.

- *NATO*
- *IBM*
- *CBS*

9. Pay attention to the use of the period in Latin abbreviations.

- *e.g. – exempli gratia* (*meaning for example*)
- *i.e. – id est* (*meaning that is*)
- *et al. – et alia*. (*meaning and others*)

10. If the abbreviation consists only of the first part of a word, then you should put a period at the end:

- *Wed*. (= *Wednesday*)
- *Dec*. (= *December*)

11. If a title or subtitle is centered on a title page or in a heading, no periods are needed even if the title sounds like a complete sentence.

The Sun Also Rises (centered title) [3, 10].

Discussion: Decide and discuss which of these rules apply to Russian punctuation as well.

Question Mark?

The function of a question mark is simple: it generally indicates a request or expresses doubt [2, 6, 9, 10].

Discussion: Gertrude Stein, a famously eccentric American author, believed that question marks were fine as "a brand on cattle" or "in decoration" but were not needed in sentences because "the question is already there in the writing." Do you agree?

Russian language	English language
Rule 1. Use a question mark only after a direct question, not in the indirect speech.	
Пойдёшь со мной? *Я спросила, пойдёт ли он со мной.*	*Will you go with me?* *I asked if he would go with me.*
Rule 2. Use a question mark when a sentence is half statement and half question and in tag question.	
Тебе ведь не всё равно, не так ли?	*You do care, don't you?*
Rule 3. Use the question mark to turn a statement into a question. This denotes that the speaker is assuming or hoping for a certain reply.	
Я следующий?	*I'm next in line?*
Rule 4. Use a question mark with a mild command or polite request instead of a period.	
Вы не отнесёте эти отчёты в бухгалтерию?	*Would you take these reports down to accounting?* [Polite request – It would be nice if you do.]
Rule 5. Use question marks for indicating rhetorical question with interested or surprised reaction.	
Не правда ли, его картины просто невероятны?	*Aren't his paintings amazing?*

More rules

1. In English language, if the inserted into a statement question comes in the beginning, put the question mark in the middle but do not capitalize the word following it.

Was she really doing her job the best she could? Her boss wondered.

Was she really doing the best she could? was the question.

2. When writing a series of questions, use a question mark for each item, even if items are not complete sentences. Capitalization of the question items is optional so be consistent with whatever option you choose.

The board members had to decide on a new course of action for the company. *Expand? Sell out? Consider new financial reforms?*

3. Use a question mark enclosed in parenthesis (?) if a date or another number is unknown or doubtful among the experts. Do not use a question mark to communicate that you are unsure of the information you write, as this weakens the authority of your writing [3, 4].

Joan of Arc, *1412* (*?*) *– 1431*, *is considered a French heroine*.

Discussion: How are the inserted questions punctuated in Russian language? Translate the examples from the additional rules (1 – 2) in writing.

Exclamation Mark!

The question mark and exclamation mark are both developments of the full stop. The exclamation mark consists of a hanging stroke pointing emphatically to the stop below it to make the reader screech to a halt [2, 6, 9, 10].

Discussion: Exiled in Guernsey during the 1860s and desperate to find out how his new novel *Les Miserables* was selling, the French writer Victor Hugo sent a telegram to his publisher bearing a single symbol: *'?'*. His equally frugal publisher replied in kind: '!'. What was meant by these punctuation marks?

Russian language	English language
Rule 1. Use exclamation marks to convey a high degree of any emotion – anger, joy, surprise, passion, hatred, etc. It is also used to imply irony, underlying insults and to command.	

Какая замечательная погода! *Убирайтесь отсюда немедленно!* *Она так отвратительно поёт!* *Иди сюда немедленно!* *Ну просто прекрасно, лучше и быть не могло!*	*What wonderful weather!* *Get out of here immediately!* *Her singing is so awful!* *Come here, right now!* *That's bloody lovely, that is!*
Rule 2. The exclamation mark may follow the salutation at the beginning of a letter, regardless of whether it is informal or formal.	**Rule 2.** Do not use the exclamation mark in formal business letters.
Уважаемый Николай Петрович!	*Dear Nickolay Petrovich,*
Rule 3. A question that should be read emphatically can be ended with a combination of question mark followed by exclamation mark.	
За кого ты меня принимаешь?! За богача?! За миллионера?!	*What do you take me for?**!** A reach man?**!** A millionaire?!*

NB: Don't use an exclamation mark unless you're certain it's necessary – and **never** use two or three of them in a row in formal writing:

This is a sensational result!~~!!~~

Discussion: Exclamation mark is discouraged, if not banned, by modern newspapers (where it is referred to as a 'startler', 'gasper', 'screamer', 'bang', or 'shriek'). Why is that?

…Ellipsis Marks…

Use ellipsis marks (points of omission) when omitting a word, phrase, line, paragraph, or more from a quoted passage [2, 6, 9, 10].

Discussion: Poet and social observer Alexander Pope commented on the ability of this punctuation mark to hide reality: "The ellipsis, or speech by half-words [is the peculiar talent] of ministers and politicians." Comment on his saying.

Russian language	English language
Rule 1. The points of omission stand at the end of a sentence to signify that an utterance has been left unfinished.	
Это совсем не так…	*That's not how it is at all . . .*

Rule 2. In quoting only a portion of a written work or a speech, insert ellipses at the spot where words are omitted.	
Пип осознаёт занимаемое им в обществе место только после посещения дома мисс Хэвишем. Он объясняет это так: «*Я верил, что наша гостиная не хуже самого изысканного салона… я верил, что кузница – сверкающий путь к самостоятельной жизни, к жизни взрослого мужчины*».	*Pip becomes aware of his status in society only after visiting Miss Havisham's house. He explains, "I had believed in the best parlour as a most elegant saloon . . . I had believed in the forge as the flowing road to manhood and independence".*
Rule 3. An ellipsis may indicate that the reader should continue the series, following the pattern laid down with the previous terms.	
Он изучил пианино, клавесин, лютню… и в конце концов решил, что музыкой заниматься не станет.	*He studied the piano, the harpsichord, the lute, . . . and finally decided that music was not for him.*
Rule 4. In dialogue, ellipses can be used to indicate speech that pauses and is either indecisive, or musing, or dreamy.	
«*Итак – как тебе это?*» «*Ну… Я не знаю…*»	*"So – that ok with you?"* *"Well . . . I don't know . . . "*
Rule 5. The points of omission can also follow a question mark or an exclamation point, but, in Russian language, only two points are used in this case.	
– Ну что? Как дела?.. *– Плохо… Беда!..*	*"Well? How is it going?. . ."* *"Bad! Real bad! . . ."*

NB: In English, leave spaces between the points to make ellipsis. Type them as (. . .), not as (. . .).

More rules

In fiction, ellipsis can stand for:

2) the swearing words

Get the . . . out of here!

3) or matter considered to be non-essential

Yesterday the shares stood at just over £4.65 which if you believe last night's closing statement . . . at that price the company is valued at almost £1.6 billion.

4) or an implied quotation or phrase which the reader is expected to know

So then she bought contact lenses: *you know*, *men don't make passes . . . And she actually believes that*, *too!*

5) or indicating an unfinished thought

The troubling question was, *would Mrs Benedict sue*, *or . . .*

6) or indicating a time lapse

Kimball crashed to the floor with eye-wincing force . . . only later, *much later*, *in the darkness*, *did the realization come to him that he was now a marked man*.

7) or indicating disjointed speech

She paced the room. I don't know. . . every way I look at it . . . what would you do, *Charles?' She drew deeply on her cigarette. I mean*, *surely he wouldn't do this to me . . . or would he?'* [3].

Discussion: In what functional styles are ellipses used more frequently?

Exercise 1. Read the following sentences and decide where a period separating them in two should be placed:

A. Bangladesh is one of the world's poorest countries its annual income is only $80 per person.

B. The British are notoriously bad at learning foreign languages the Dutch are famously good at it.

C. The proposal to introduce rock music to Radio 3 has caused an outcry angry letters have been pouring into the BBC.

D. Borg won his fifth straight Wimbledon title in 1980 the following year he lost in the final to McEnroe [2].

Exercise 2. Comment on the difference in meaning of the following sentences:

You're going.
You're going?
You're going!
You're going . . .

Exercise 3. Decide what punctuation marks should finish the sentences [2, 5, 10]. Explain your choice.

1. Get lost And don't ever come back
2. Are you from Canada
3. I wonder if I might borrow the car tomorrow

4. Do you fully realize the trouble you 're in
5. Isn't this just fantastic
6. Dear Nina Sergeyevna
7. Well, how can you not care in such situation
8. It's a great game, isn't it
9. You must be joking
10. Would you let me know if either Monday or Tuesday next week would be suitable
11. You bastard
12. I wondered, “How many people will be homeless this Christmas”
13. Don't do anything I wouldn't do
14. Roy Greenslade asks why should allegations that go unchallenged in America be the subject of legal action in Britain
15. My goodness
16. He muttered, “Why can’t I”
17. Look Look What enormous white seagulls
18. What would you like Mineral water Cola Juice

UNIT 3. Tricky comma

Comma (,)

More than any other mark, the comma draws our attention to the mixed origins of modern punctuation, and its consequent mingling of two quite distinct functions:

1 To illuminate the grammar of a sentence.

2 To point up – rather in the manner of musical notation – such literary qualities as rhythm, direction, pitch, tone and flow.

Discussion: Read the punctuation joke:

"A panda walks into a cafe. He orders a sandwich, eats it, then draws a gun and fires two shots in the air.

"Why?" asks the confused waiter, as the panda makes towards the exit. The panda produces a badly punctuated wildlife annual and tosses it over his shoulder.

"I'm a panda," he says, at the door. "Look it up."

The waiter turns to the relevant entry and, sure enough, finds an explanation.

Panda. Large black-and-white bear-like mammal, native to China. Eats, shoots and leaves."

– Lynne Truss,

Eats, *Shoots & Leaves*: *The Zero Tolerance Approach to Punctuation*

Did you get the joke about panda?

There are four types of comma: **listing comma,** the **joining comma,** the **gapping comma** and **bracketing commas** [2].

Listing commas

The listing comma is used as a kind of substitute for the word *and*, or sometimes for *or* in a series. A series is a list of three or more items inserted into a sentence [2, 6, 9, 10].

Russian language	English language
Rule 1. To avoid confusion, use commas to separate words and word groups with a series of three or more. In Russian language the last element in the series is not set off by a comma.	**Rule 1**. To avoid confusion, use commas to separate words and word groups with a series of three or more. The last element in such series is preceded by *and* with a comma. The last comma is called the Oxford (serial) comma.
Моё недвижимое имущество стоимостью в 10 миллионов долларов будет разделено на равные части между моим мужем, дочерью, сыном и племянником.	*My $10 million estate is to be split among my husband, daughter, son, and nephew.* Omitting the comma after son would indicate that the son and nephew would have to split one-third of the estate.
Канатоходец накренился влево, согнулся, медленно выпрямился и уверенно сделал шаг вперёд.	*The tightrope walker leaned left, bent from the waist, slowly straightened up*(,) *and stepped forward confidently.* The comma before and is optional because the word and signals the end of item three and the beginning of item four. In Britain, writers tend to omit the comma preceding *and*.
Rule 2. Use a comma to separate two adjectives when the word *and* can be inserted between them.	
Он сильный, здоровый мужчина. *НО* *Мы остановились в недорогом летнем санатории.*	*He is a strong, healthy man.* BUT *We stayed at an expensive summer resort.*
–	**Rule 3.** Use a comma when an *-ly* adjective is used with other adjectives.
Феликс был одиноким молодым человеком.	*Felix was a lonely, young boy.*

Rule 4. If all items in a series are linked by *and*, no comma is needed only before the first conjunction. However, this construction is rare.	**Rule 4.** If all items in a series are linked by *and*, no commas are needed.
Она сказала, что хочет молоко и печенье, и конфеты.	*She said that she wanted milk and cookies and candy.*
Rule 5. When a series separated by commas ends in и *т. д.*., *и т. п.*, or other such phrases, DO NOT place a comma before the word or abbreviation indicating continuation.	**Rule 5.** When a series separated by commas ends in *etc.*, *and so forth*, *and so on*, or other such phrases, place a comma before the word or abbreviation indicating continuation.
Он был в Лондоне, Мадриде, Копенгагене и т. д. *Не мог бы ты предоставить мне чеки, счета, бланки заказа и т. п.?*	*He visited London, Madrid, Copenhagen, etc.* *I would like you to give me the receipts, bills, order forms, and so forth.*

NB: Two items are not enough to make a series. Never separate two items with a comma, unless each of the two may stand alone as a separate sentence.

Wrong: At his birthday party Herbert served milk, and cookies.

Right: At his birthday party Herbert served milk and cookies.

Wrong: Many Egyptian pharaohs planned elaborate tombs, and commanded their subjects to build them.

Right: Many Egyptian pharaohs planned elaborate tombs and commanded their subjects to build them.

Use either a comma or a semicolon before introductory words such as *namely*, *that is*, *i.e.*, *for example*, *e.g.*, or *for instance* when they are followed by a series of items. Use a comma after the introductory word.

Examples: *You may be required to bring many items, e.g., sleeping bags, pans, and warm clothing.*

OR

You may be required to bring many items; e.g., sleeping bags, pans, and warm clothing.

You may be required to bring many items, e.g. sleeping bags, pans, and warm clothing.

Joining commas

The joining comma is only slightly different from the listing comma. It is used to join two complete sentences into a single sentence, and it **must** be followed by a suitable connecting word. The connecting words which can be used in this way are *and*, *or*, *but*, *while* and *yet* [2, 6, 9, 10].

Russian language	English language
Rule 1. Use a comma to separate two strong clauses joined by a coordinating conjunction – *and*, *or*, *but*, *for*, *nor*.	
Я уже покрасил весь дом, а он всё ещё покрывал кафелем ванную комнату.	*I have painted the entire house, but he is still working on tiling the bathroom.*
Я выбрала красный и зелёный цвета, а его выбор сразу пал на синий.	*I chose the colors red and green, and blue was his first choice.*
Rule 2. You can NOT omit the comma if the clauses are both short.	**Rule 2.** You can omit the comma if the clauses are both short.
Я рисую, а он пишет.	*I paint and he writes.*
Rule 3. Even if the subject does not appear in front of the second verb, use a comma.	**Rule 3**. If the subject does not appear in front of the second verb, do not use a comma.
Он не стал долго раздумывать, но всё равно не дал верного ответа.	*He thought quickly but still did not answer correctly.*

Gapping commas

Russian language	English language
Rule. In Russian, hyphen is used to show that one or more words have been left out when the missing words would simply repeat the words already used earlier in the same sentence.	**Rule.** The gapping comma is used to show that one or more words have been left out when the missing words would simply repeat the words already used earlier in the same sentence.
Некоторые норвежцы желали, чтобы национальный язык был основан на базе столичного диалекта, другие – на базе диалекта сельской местности.	*Some Norwegians wanted to base their national language on the speech of the capital city; others, on the speech of the rural countryside.*

Bracketing (isolating) commas

The rule is this: a pair of bracketing commas is used to mark off a weak interruption of the sentence – that is, an interruption which does not disturb the smooth flow of the sentence. The weak interruption set off by bracketing commas is called weak because it could, in principle, be removed from the sentence, and the result would still be a complete sentence that made good sense [2, 6, 9, 10].

Russian language	English language
Rule 1. The words spoken in a direct address must be set off by commas.	
Дети, тише! *Не волнуйся, дорогой.* *Не выполнишь ли ты, Джон, это задание для меня?*	*Children, be quiet!* *Don't worry, dear.* *Will you, John, do that assignment for me?*
Rule 2. Interjections, or emotional particles, are set off by commas. The same goes for introductory words such as *well*, *now*, or *yes*.	
Ух, как холодно! *Как я люблю море, ах, как я люблю море!* *Да, мне действительно нужен этот отчёт.* *Ну, я и не думал дожить до этого дня…*	*Oh, how cold!* *How I love the sea, ah, how I love the sea!* *Yes, I do need that report.* *Well, I never thought I'd live to see the day . . .*
Rule 3. Parenthetical words and phrases, which express the speaker's attitude to the topic being discussed, are set off by commas.	
Она была красивая и, что ещё важнее, умная женщина. *Они не пошли, однако, на концерт.* *Это показалось ему, по-видимому, странным.* *По мнению учёных и специалистов, эта проблема требует тщательного изучения.*	*She was a beautiful and, more importantly, smart woman.* *However, they didn't go to the concert.* *Apparently, that seemed strange to him.* *According to scientists and specialists, this issue requires painstaking analysis.*
–	**Rule 4**. The adverbial modifiers of time, place, manner, reason, and purpose are usually set off by comma before the subject of the sentence to avoid ambiguity. Use a comma after phrases of more than three words that begin a sentence. If the phrase has fewer than three words, the comma is optional.

В лесу раздался громкий выстрел. *Весной берёза покрывается нежными клейкими листочками.* *После дождя бывает много грибов.* *Для подачи заявления на эту должность требуется опыт работы в данной сфере.*	*In the forest* (,) *a loud shot rang out.* *In spring* (,) *the birch becomes covered with soft sticky little leaves.* *After the rain* (,) *a lot of mushrooms grow.* ***BUT*** *To apply for this job, you must have previous experience.*
–	**Rule 5.** Use a comma to separate the day of the month from the year and after the year.
Четвёртого июля 1776 г. была подписана Декларация о независимости.	*On July 4, 1776, the Declaration of Independence was signed.*
–	**Rule 6.** English normally uses a comma when a person's last name is written before the first name.
Иванов Вадим Алексеевич	*Ivanov, Vadim Alekseevich*
Rule 7. Use a comma to separate the city from the state and after the state. Some businesses no longer use the comma after the state.	
Я жил в Сан-Франциско, штат Калифорния, на протяжении двадцати лет.	*I have lived in San Francisco, California* (,) *for twenty years.*
Rule 8. The detached modifiers (обособленные определения), participle phrases (причастные обороты), and detached adverbial phrases (обособленные обстоятельства) after the noun are set off by the commas.	
a) Небо, золотое и багровое, отражалось в воде. *Лена, в шляпе и шали, торопливо возвращалась с прогулки.* *b) Трава, сгибаемая под ударами ветра и дождя, ложилась на землю.* *c) Мой брат, нахмурив брови, молчал.* *Задыхаясь, я сбежал с лестницы.*	*a) The sky, golden and crimson, was reflected in the water.* *Lena, an a hat and shawl, was returning hastily from a walk.* *b) The grass, bent by blows of wind and rain, lay against the earth.* *c) My brother, knitting his brows, was silent.* *Panting, I ran down the stairs.*

Rule 9. Commas also set off the appositives, i.e. a noun or a noun phrase which elaborate on the identity the preceding noun (phrase) in the same sentence.	
Два молодых человека, *студент и офицер*, *были одних лет*. *Степь*, *то есть безлесая равнина*, *окружала меня со всех сторон*.	*Two young men*, *a student and an officer*, *were the same age*. *The steppe*, *or treeless plain*, *surrounded me on all sides*.
Rule 10. In Russian language all the attributive clauses (определительные придаточные предложения) are surrounded by commas.	**Rule 10.** If something or someone is sufficiently identified, the description following it is considered nonessential and should be surrounded by commas.
Фредди, *который хромает*, *пострадал в автомобильной аварии*. *Парень*, *который хромает*, *пострадал в автомобильной аварии*.	*Freddy*, *who has a limp*, *was in an auto accident*. *Freddy* is named, so the description is not essential. **BUT** *The boy who has a limp was in an auto accident*. We do not know which boy is being referred to without further description; therefore, no commas are used.
Rule 11. Use commas to introduce or interrupt direct quotations shorter than three lines, unless right after direct speech.	**Rule 11**. Use commas to introduce or interrupt direct quotations shorter than three lines.
Он вообще-то сказал: «*Мне всё равно*». «*Почему*», *– спросил я*, *–* «*ты всегда забываешь об этом?*»	*He actually said*, *‘‘I do not care.’’* *‘‘Why*,*’’ I asked*, *‘‘do you always forget to do it?’’*
Rule 12. Use a comma to separate a statement from a question.	
Мне можно идти, *не так ли?*	*I can go*, *can’t I?*
Rule 13. Use a comma to separate contrasting parts of a sentence.	
Это мои деньги, *не твои*.	*That is my money*, *not yours*.
Rule 14. All the dependant clauses are surrounded by the commas in Russian language.	**Rule 15**. When starting a sentence with a weak clause, use a comma after it. Conversely, do not use a comma when the sentence starts with a strong clause followed by a weak clause.

Если ты не уверен на этот счёт, дай мне знать.	*If you are not sure about this, let me know now.*
	BUT
Дай мне знать, если ты не уверен на этот счёт.	*Let me know now if you are not sure about this.*

NB: There are a number of common words which typically introduce weak interruptions containing complete sentences. Among the commonest of these are *although*, *though*, *even though*, *because*, *since*, *after*, *before*, *if*, *when* and *whenever*. Weak interruptions introduced by these words are usually rather long, and therefore they most often come at the beginning or at the end of a sentence.

In many cases a weak interruption does not absolutely require bracketing commas. Thus either of the following is fine:

Shortly before the war, he was living in Paris.

Shortly before the war he was living in Paris.

A **comma splice** is an error caused by joining two strong clauses with only a comma instead of separating the clauses with a conjunction, a semicolon, or a period. A **run-on sentence**, which is incorrect, is created by joining two strong clauses without any punctuation.

Incorrect: *Time flies when we are having fun, we are always having fun.* (Comma splice)

Incorrect: *Time flies when we are having fun we are always having fun.* (Run-on sentence)

Correct: *Time flies when we are having fun; we are always having fun.*

OR

Time flies when we are having fun, and we are always having fun. (Comma is optional because both strong clauses are short.)

OR

Time flies when we are having fun. We are always having fun.

Comma in numbers

Traditionally, a comma separates large numbers into group of three digits:

1,238,934

34,000

21,600

When No Comma Is Necessary

Don't automatically place a comma in front of every conjunction, or joining word. If the conjunction is linking anything other than two complete sentences, a comma isn't called for.

Wrong: *Maxwell did not please the Internal Revenue agent*, *or his accountant*.

Why it is wrong: The joining word, *or*, connects *agent* and *accountant*, not two complete sentences.

Right: *Maxwell did not please the Internal Revenue agent or his accountant*.

Do not use commas to set off essential elements of the sentence, such as clauses beginning with *that* (relative clauses). *That* clauses after nouns are always essential. *That* clauses following a verb expressing mental action are always essential.

***That* clauses after nouns**:
The book *that I borrowed from you* is excellent.
The apples *that fell out of the basket* are bruised.
That clauses following a verb expressing mental action:
She believes *that she will be able to earn an A*.
He is dreaming *that he can fly*.
I contend *that it was wrong to mislead her*.
They wished *that warm weather would finally arrive*.

Examples of other essential elements (no commas):
Students *who cheat* only harm themselves.
The baby *wearing a yellow jumpsuit* is my niece.
The candidate *who had the least money* lost the election [10].

Discussion: Peter Carey cleverly won the Booker Prize in 2001 for a book that contained no commas at all (*True History of the Kelly Gang*). Here is the extract of this novel. Is it easy-to-understand?

"I lost my own father at 12 yr. of age and know what it is to be raised on lies and silences my dear daughter you are presently too young to understand a word I write but this history is for you and will contain no single lie may I burn in Hell if I speak false.

God willing I shall live to see you read these words to witness your astonishment and see your dark eyes widen and your jaw drop when you finally comprehend the injustice we poor Irish suffered in this present age.

How queer and foreign it must seem to you and all the coarse words and cruelty which I now relate are far away in ancient time." [8]

Exercise 4. Punctuate the previous extract.

Exercise 5. Correct any comma errors. Place a check mark in front of sentences that are correct [6, p. 102].

1. I took Angie the one with the freckles to the movie last night.
2. Jeremy, and I, have had our share of arguments.
3. You are I am sure, telling the truth.
4. She left Albany, New York on January 18 of that year.
5. I need sugar, butter, and eggs, from the grocery store.
6. Please Sasha, come home as soon as you can.
7. Although you may be right I cannot take your word for it.
8. We will grant you immunity if you decide to cooperate with us.
9. I am typing a letter and she is talking on the phone.
10. She finished her work, and then took a long lunch.
11. Mae said ''Why don't you come up and see me sometime?''
12. You said that I could go, didn't you?
13. To apply for this job you must have a Social Security card.
14. He seems to be such a lonely, quiet man doesn't he?
15. She wore a brightly colored dress.
16. She has a good healthy attitude about her work.

Exercise 6. Correct any comma errors. Place a check mark in front of sentences that are correct [6, p. 102–103].

1. Girls, who have red hair, are very lucky.
2. He asked where his hat was.
3. They are, one might say, true believers.
4. Cheryl arrived in Denver Colorado, hoping to find a good job.
5. On July 20, 1969 astronauts landed on the moon for the first time.
6. Life, liberty and the pursuit of happiness are three guarantees granted to us by our forefathers.
7. I told you Jesse, never to ask me that question again.
8. I may as well not speak if you refuse to even listen.
9. I am already finished cooking but he has not taken his shower yet.
10. I walked all the way to the bus stop and waited for a bus for over an hour.
11. It is drizzling not pouring.
12. What a delicious, appetizing meal!

13. Dario drove to the airport to meet his wife and children.
14. Yes I can be ready in five minutes.
15. I will not stop you, if you want to leave.
16. Rosie Hernandez Ph.D. will be our guest speaker.

Exercise 7. Punctuate the following sentences:
1. These findings we would suggest cast doubt upon his hypothesis.
2. Come here Bobby!
3. Schliemann of course did his digging before modern archaeology was invented.
4. Yes the Halloween costumes have arrived.
5. Just between us he is not the person he makes himself out to be.
6. Roosevelt Franco Delano
7. Do your homework today or risk the teacher's anger tomorrow.
8. Pratchett has it would seem abandoned Rincewind the wizard to the ravages of the Discworld.
9. On April 12 1860 the US Civil War began.
10. Shirley sold five books of raffle tickets; Alex ten; and Arturo three.
11. It was raining so they cancelled the picnic.
12. Darwin's Origin of Species published in 1859 revolutionized biological thinking.
13. Tomorrow Harriet will attend her karate class.
14. Unfortunately we failed to arrive on time.
15. Please don't leave before the clean up for goodness sake.
16. A true Renaissance man, Andrew speaks five languages well and also plays a number of musical instruments.
17. The origin of this proverb Mr. President is not entirely clear.
18. The Pakistanis like the Australians before them have exposed the shortcomings of the England batting order.
19. Oh how horrible!
20. The bill is dated July 15 1972.
21. Rupert Brooke who was killed in the war at the age of twenty-eight was one of our finest poets.
22. Macbeth Shakespeare's play is set in Scotland.
23. My oldest sister Eileen plans to become a surgeon.
24. The chef commented "Helen boils those vegetables far too long."
25. "If you are worried about nutrition" retorted Helen "take a vitamin."

Exercise 8. Punctuate the following sentences to avoid misreading.

a. After bathing the dog splashed everyone in the room.

b. To eat children need smaller utensils.

c. Having studied the provisions of City Law 221 300 police officers prepared to enforce it.

d. If I am dancing dancing is the only thing I'm thinking about.

Exercise 9. Explain the difference between these two sentences. What kind of comma makes the difference?

I love my parents, *Lady Gaga and Humpty Dumpty*.

I love my parents, *Lady Gaga*, *and Humpty Dumpty*.

Exercise 10. Place commas wherever they are needed in the following sentences [5].

1. The problems involved in this operation are I think numerous.

2. Celene who does not usually tell anyone what she feels said she didn't want to go to the dance.

3. To get tickets for some Broadway musicals one has to order three months in advance.

4. Listening to the radio Jun heard an announcement that Spangler his own dog was lost.

5. I used to live at 16689 Sutton Avenue Milpitas California but we have since moved to 1895 Holland Way Dubuque Iowa.

6. The Valley of the Moon the name of a section in Napa County California is the heart of the state's wine producing area.

7. Chris did not see how he could organize write and proofread this paper in only two hours.

8. By the pilings of the old pier I found four starfish a clam and a sea anemone.

9. Yes Helen did mention that all three of you were coming for lunch.

10. I believe therefore that fraternities are good influences on a college campus.

Exercise 11. Place commas wherever they are needed in the following sentences [5].

1. The girl with the bright friendly smile wore a bright green scarf to celebrate St. Patrick's Day.

2. As he read the Chekhov story he became aware of the Russian's genius.

3. Dauphin Island located off the coast of Alabama is a favorite spot for fishing.

4. She was as a matter of fact mainly interested in showing off her vocabulary.

5. I often go to the seashore and collect rocks there.

6. Before reaching the summit the climbers were forced by a storm to turn back.

7. Did you know that James Agee the novelist and poet was also a film critic?

8. Lady Jane Grey was the queen of England from July 10 1553 to July 19 1553.

9. Joseph registered for English 101 History 204 and Biology 106.

10. After discussing "Rain" we agreed that Somerset Maugham could really tell a good story.

11. Squaw Valley California the scene of the winter Olympics in 1960 is a ski resort.

12. Tomorrow I believe is the last day to register to vote in the November general election.

13. To perform well on Saturday afternoon the athlete must train every day of the week.

14. Understanding history increases your understanding of today's world.

15 Meg Fischer my cousin hopes to graduate from law school in two years.

16. He reads everything: road maps want ads and cereal boxes.

17. Having cut the roses she decided to bring them to her friend in the hospital.

18. "When" Jaime asked "will you return my book?"

Exercise 12. Put commas wherever they are needed in the following sentences [5].

1. We went to Bar Harbor but did not take the ferry to Nova Scotia.

2. The ginkgo tree whose leaves turn bright yellow in the fall came to this country from Asia.

3. The address for the governor's mansion is 391 West Ferry Road Atlanta Georgia.

4. The villagers enjoyed fairs festivals and good conversation.

5. When the intermission was over the members of the audience moved back to their seats.

6. Andy took the elevator to the third floor rushed into the office and asked to see his father.

7. When he stumbled over your feet William was clumsy not rude.

8. She listened to her favorite record with close careful attention.

9. Jillian who had worked in the dress shop all summer hoped to work there again during the Christmas holidays.

10. Go to the first traffic light turn left and then look for a yellow brick building on the north side of the street.

11. After eating the dog's dinner Frisbee ate his own.

12. "Oh no," Max exclaimed "I think that Dr. Holmes was referring to Eliot the novelist not Eliot the poet."

13. Below the fields stretched out in a hundred shades of green.

14. To understand the purpose of the course the student needs to read the syllabus.

15. All students are eligible to receive tickets but must go to the athletic office to pick them up.

16. Thomas Paine's pamphlet appeared in Philadelphia Pennsylvania on January 9 1776.

17. You don't want any more hamburgers do you?

Exercise 13. If the following sentences are correctly punctuated with introductory commas, mark a C on the line to the left of the sentence. If there is an error, put an X on the line and circle the error. Do you know why each sentence is correct or incorrect? [5]

____ 1. As the boat turned about a dozen dolphins began to follow it.

____ 2. Since we moved into town, our fuel bill has tripled.

____ 3. Having chosen nursing as a career Susan enrolled in many science courses.

____ 4. Usually, I have time to eat breakfast.

____ 5. From outside the twelve-mile fishing limits off the coast of Maine, a strange phenomenon has been reported.

____ 6. When he was in high school he was known only as an athlete.

____ 7. Before you decide what courses to take, you should consider the amount of work you are willing to do.

____ 8. Nevertheless I do not want to meet him.

Exercise 14. Add introductory commas where they are needed in the following sentences. Can you identify whether the introductory element, if any, is a clause, phrase, or word? If it is a phrase, what kind of phrase is it? [5]

____ 1. To give Jane a good look at the university Mr. Benson drove up for the Day on Campus.

____ 2. Since the dog had started to run a way we had to scramble to catch him.

____ 3. Of course the movie that I had rushed to see didn't start on time.

____ 4. Her secondhand car was in excellent condition when she bought it.

____ 5. As I mentioned the rules can be broken occasionally.

____ 6. Having decided to eat only natural foods he had to give up all of his favorite junk food snacks.

____ 7. To estimate the costs he consulted a repairman by phone.

____ 8. To succeed in politics is not necessarily desirable.

____ 9. Making up his mind quickly Jared ordered lasagna while we were still reading the menu.

____ 10. However he tried to use the bottle opener it wouldn't work.

Exercise 15. Write your own sentences with introductory elements, and punctuate them correctly [5].

1. After _____
_____

2. To save _____
_____

3. If _____
_____

4. Often _____
_____

5. Hearing _____
_____

Exercise 16. Identify the nonessential words, phrases, or clauses in the following sentences and add the appropriate punctuation [5].

1. Patterson Tower the recently completed office building is a monument to concrete ugliness.

2. The movie that I wanted to see is no longer playing.

3. Each person who enters the contest must send in two box tops.

4. John decided nonetheless not to buy the car.

5. The Mississippi River which once flowed north into Hudson Bay flows south into the Gulf of Mexico.

6. Your cat watching the dog intently walked carefully away.

7. The cat that was watching the dog most intently walked carefully away.

8. TV commercials sometimes the most entertaining parts of a program are essentially flashy corporate propaganda.

9. The dam project which many in the government consider to be a sign of national strength will destroy hundreds of villages and vast areas of wildlife habitat along the river banks.

10. The free-jazz musician Sun Ra claimed to be from Saturn.

Exercise 17. Are the essential and nonessential elements in the following sentences punctuated correctly? If they are correct, write a C on the line to the left. If they are incorrect, put an X on the line. Do you know why the punctuation is correct or incorrect? [5]

_____ 1. The woman who did not attend the meeting said that she had to study for her chemistry exam.

_____ 2. He did not however intend to return the money he borrowed.

_____ 3. West Point cadets, who break the honor code, are expelled.

_____ 4. She was as a matter of fact chiefly interested in becoming a Hollywood celebrity.

_____ 5. Raul's wife, Conchita, is president of the local Red Cross.

_____ 6. The German writer, Hermann Hesse, is a favorite with American college students.

_____ 7. The courthouse which was renovated recently was built in 1878.

_____ 8. Saul having forgotten to save his work lost all of his revisions when his computer crashed.

_____ 9. St. Ignatius of Loyola, founder of the Society of Jesus, wrote his handbook of spiritual exercises in the sixteenth century.

_____ 10. The book, that your sister gave you for your birthday, won a National Book Award.

Exercise 18. The following sentences have essential and nonessential words, phrases, and clauses in them. Put in the necessary punctuation. Some sentences are correct as is. Write a C if you think the sentence is correct [5].

1. The girl who teaches swimming at the neighborhood pool has a great deal of patience.

2. The girl who enjoyed teaching swimming decided to major in physical education at college.

3. The high school course that was most valuable to me was typing.

4. Maria wearing an original dress of her own design was the center of attention.

5. Dogsled mushing which has been his favorite sport for years requires a lot of effort.

6. Dauphin Island located off the coast of Alabama is a favorite spot for fishermen.

7. He saw his favorite movie *Star Wars* eight times.

8. Two of her friends Kate and Beth are planning to share an apartment with her next summer.

9. *Citizen Kane* considered by many critics to be the greatest American film ever made won only one Academy Award.

10. The officer who made the arrest had been investigated previously for excessive use of force.

UNIT 4. Other ways to join and separate

Discussion. Comment on the following statement:

The history of the semicolon and colon is one of confusion; *there are no precise rules governing their use*; *many writers argue that both marks are really stylistic rather than parenthetical devices and that they can easily be replaced by commas*, *stops and dashes*; *and there the argument rests*.

Semicolon (;)

The semicolon (;) has only one major use. It is used to join two complete sentences into a single written sentence when all of the following conditions are met:

1. The two sentences are felt to be too closely related to be separated by a full stop;
2. There is no connecting word which would require a comma, such as *and* or *but*;
3. The special conditions requiring a colon are absent.

A semicolon can always, in principle, be replaced either by a full stop (yielding two separate sentences) or by the word *and* (possibly preceded by a joining comma) [2, 6, 9, 10].

However, an American essayist Lewis Thomas wrote on the semicolon:

The semicolon tells you that there is still some question about the preceding full sentence; *something needs to be added [...] The period [or full stop] tells you that that is that*; *if you didn't get all the meaning you wanted or expected*, *anyway you got all the writer intended to parcel out and now you have to move along*. *But with the semicolon there you get a pleasant feeling of expectancy*; *there is more to come*; *read on*; *it will get clearer*.

(*The Medusa and the Snail*)

Russian language	English language
Rule 1. Use a semicolon to join 2 independent clauses when the second clause restates the first or when the two clauses are of equal emphasis.	
Позвони мне сегодня; *я дам тебе ответ*.	*Call me tomorrow*; *I will give you my answer then*.
Rule 2. Use a semicolon to join 2 independent clauses when the second clause begins with a conjunctive adverb (*however*, *therefore*, *moreover*, *furthermore*, *thus*, *meanwhile*, *nonetheless*, *otherwise*) or a transition (*in fact*, *for example*, *that is*, *for instance*, *in addition*, *in other words*, *on the other hand*, *even so*).	
Тебе понадобится много вещей; *например*, *со спальными мешками*, *сковородами и тёплой одеждой путешествовать будет удобнее*. *Как мы и обсуждали*, *ты возьмёшь две вещи*; *а именно*, *спальный мешок и палатка нам точно необходимы*.	*You will want to bring many backpacking items*; *for example*, *sleeping bags*, *pans*, *and warm clothing will make the trip better*. *As we discussed*, *you will bring two items*; *i.e.*, *a sleeping bag and a tent are not optional*.
Rule 3. Use the semicolon to separate units of a series when one or more of the units contain commas.	
На конференции присутствуют участники из Бойсе, *штат Айдахо*; *Лос-Анджелеса*, *штат Калифорния и Нашвилла*, *штат Теннеси*.	*This conference has people who have come from Boise*, *Idaho*; *Los Angeles*, *California*; *and Nashville*, *Tennessee*.
Rule 4. Use the semicolon between two sentences that are joined by a conjunction but already have one or more commas within the first sentence.	
Когда я закончу с этим, *буду рад тебе помочь*; *и это обещание я сдержу*. *Если она сможет*, *то попробует совершить этот подвиг*; *а если её муж будет свободен*, *то он поддержит её при этом*.	*When I finish here*, *I will be glad to help you*; *and that is a promise I will keep*. *If she can*, *she will attempt that feat*; *and if her husband is able*, *he will be there to see her*.

Discussion: Discuss the following saying:

"Was that semi-colon some kind of flirty wink or just bad punctuation?" (Azadeh Aalai).

When can a semicolon be a sign of bad punctuation?

Colon (:)

Russian language	English language
Rule 1. Use the colon after a complete sentence to introduce a list of items when introductory words such as *namely*, *for example*, or *that is* do not appear.	
Мне нужны следующие продукты: *масло*, *сахар и молоко*.	*I want the following items*: *butter*, *sugar*, *and flour*.
Rule 2. Use a colon instead of a semicolon between two strong clauses (sentences) when the second clause explains or illustrates the first clause and no coordinating conjunction is being used to connect the clauses.	
Мне нравится читать: *романы Курта Воннегута – одни из самых любимых*.	*I enjoy reading*: *novels by Kurt Vonnegut are among my favorites*.
Rule 3. Do not capitalize after colons.	**Rule 3.** If only one sentence follows the colon, do not capitalize the first word of the new sentence. If two or more sentences follow the colon, capitalize the first word of each sentence following.
В итальянской кухне популярным ингредиентом является чеснок: *он значительно усиливает вкус пасты и баклажанов*.	*Garlic is used in Italian cooking*: *It greatly enhances the flavor of pasta dishes*. *It also enhances the flavor of eggplant*.
Rule 4. Use the colon to introduce a direct quotation that is more than three lines in length.	
В своей Геттисбергской речи Авраам Линкольн призывает американцев вновь посвятить себя незавершенной работе погибших солдат: «*Скорее*, *это нам*, *живущим*, *следует посвятить себя завершению начатого ими дела*, *над которым трудились до нас с таким благородством те*, *кто сражался здесь*. *Скорее*, *это нам*, *живущим*, *следует посвятить себя великой*	*In his Gettysburg Address*, *Abraham Lincoln urges Americans to rededicate themselves to the unfinished work of the deceased soldiers*: "*It is for us the living rather to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced*. *It is rather for us to be here dedicated to the great task remaining before us – that from these honored dead we take*

задаче, всё еще стоящей перед нами, – перенять у этих высокочтимых погибших еще большую приверженность тому делу, которому они в полной мере и до конца сохраняли верность, исполниться убежденностью, что они погибли не зря, что наша нация с Божьей помощью возродится в свободе и что власть народа волей народа и для народа не исчезнет с лица Земли».	*increased devotion to that cause for which they gave the last full measure of devotion – that we here highly resolve that these dead shall not have died in vain, that this nation under God shall have a new birth of freedom, and that government of the people, by the people, for the people shall not perish from the earth*."
Rule 5. Use a comma to follow the salutation in letters.	**Rule 5**. Use the colon to follow the salutation of a business letter even when addressing someone by his/her first name in the US. Never use a semicolon after a salutation. A comma is used after the salutation for personal correspondence.
Уважаемая мисс Родригес,	*Dear Ms. Rodriguez*:
–	**Rule 6.** Use colon to link contrasting statements.
Человек предполагает; *Бог располагает*.	*Man proposes*: *God disposes*.
Rule 7. Colon is also used to introduce a subtitle.	
Голодные игры: *Сойка-пересмешница*	*The Hunger Games*: *Mokingjay*

NB: In the United States a colon separates the hour from the minutes and the minutes from seconds when time is written with numerals:

10:00 a.m. (ten a.m.)
3:15 (fifteen minutes past three)
4:02:58 (two minutes and fifty-eight seconds past four)
In Britain, periods replace the colon:
10.00 a.m. (ten a.m.)
3.15 (fifteen minutes past three)
4.02.58 (two minutes and fifty-eight seconds past four)

If you ever read a stageplay, you'll often find it laid out something like this:

GEORGE: *You've said enough –*

ANNA: *I haven't even started!*

GEORGE: *Enough! D'you hear me!*

Then there is the 'biblical' colon, separating chapter and verse (*Ecclesiastes 3*:*12*); the mathematical colon used to express ratios (*Male athletes outnumber females by 3*:*2*) [10].

Discussion: Eric Partridge, in his 1953 book *You Have a Point There*, says that using colons in your writing is the equivalent of playing the piano with crossed hands. Can you explain why?

Exercise 19. Correct any comma, semicolon, or colon errors. Some sentences may require removing punctuation. Place a check mark in front of sentences that are correct [6].

1. You asked for forgiveness, he granted it to you.
2. We ask; therefore, that you keep this matter confidential.
3. The order was requested six weeks ago, therefore I expected the shipment to arrive by now.
4. The American flag has three colors, namely, red, white, and blue.
5. Clothes are often made from synthetic material; for instance, rayon.
6. If you believe in magic, magical things will happen, but if you do not believe in magic, you will discover nothing to be magical.
7. The orchestra, excluding the violin section; was not up to par.
8. I have been to San Francisco, California, Reno, Nevada, and Seattle, Washington.
9. I need a few items at the store; clothespins, a bottle opener, and napkins.
10. I answered the phone; but no one seemed to be on the other end of the line.
11. I wanted a cup of coffee, not a glass of milk.
12. You have won the following prizes: namely, a car, a trip to Hawaii, and a bathrobe.
13. If you can possibly arrange it, please visit us, but if you cannot, let us know.
14. I gave her a lot of money while we were married hence I do not wish to pay her a dime in alimony.

15. We have a variety of desserts, for instance apple pie.

16. I needed only three cards to win, namely the ten of hearts, the jack of diamonds, and the king of hearts.

17. I needed only three cards to win; the ten of hearts, the jack of diamonds, and the king of hearts.

18. I would; therefore, like to have an explanation for the missing cash.

19. Nature lovers will appreciate seeing: whales, sea lions, and pelicans.

20. He has friends from Iowa and Nebraska and Illinois is his home state.

21. We have set this restriction, do your homework before watching television.

Exercise 20. Correct any comma, semicolon, or colon errors. Some sentences may require removing punctuation. Place a check mark in front of sentences that are correct [6].

1. He has friends from Montana Iowa and Nebraska and Illinois is his home state.

2. This is a difficult exercise but I am having fun.

3. Although this is a difficult exercise I am having fun.

4. This is a difficult exercise I am having fun though.

5. The man who is wearing dark glasses is an FBI undercover agent.

6. That FBI agent who is wearing dark glasses once protected the president.

7. Did you John eat my cake?

8. Did John eat my cake?

9. Did his friend John eat my cake?

10. Did John his friend eat the cake?

11. If everything goes according to plan he will retire at 40 if real estate prices continue to drop however he may have to work until he is 65.

12. Golden retrievers, which are known to be gentle are also loyal.

13. Dogs that are gentle are often good family pets.

14. I would love to be rich and famous although fame has mixed bles_sings.

15. I would love to be rich and famous and famous is the first priority.

16. She chose the field of journalism because of Nellie Bly the first woman reporter.

17. They built an adobe house but then they decided to move.

18. They built an adobe house but then decided to move.

19. They built an adobe house however they decided to move.

20. They built an adobe house because they decided never to move again.

21. Since they moved to the desert they decided to build an adobe house.

22. Mr. Liu held this belief, if he worked hard, he would be able to save enough money to travel to Madagascar and photograph rarely seen animals.

Exercise 21. Punctuate the following sentences.

1. Birth life death three certainties in an uncertain world.

2. The Mayor strode to the platform opened his notes and glared at the assembly 'You've not come here tonight just to listen to me' he growled.

3. The Chicago band lineup consisted of Bix Beiderbecke comet Al Grande trombone George Johnson and Peck Jones tenor sax Bob Gillette banjo Dick Voynow piano and Vic Moore on drums.

4. I find fault with only three things in this story of yours, Jenkins the beginning, the middle and the end.

5. Men at War An Introduction to Chess.

6. His main aims in life, according to Wilma were to achieve financial independence to be powerfully attractive not only to women in general but in particular to rich ladies to eat and drink freely without putting on weight to remain fit vital and young-looking beyond his eightieth birthday and last but not least to not only read but fully understand Professor Stephen Hawking's ‘A Brief History of Time'.

7. Fifty-five years in the business suggested to old Jake that there was only one certainty in life the inevitability of change.

8. I had more visitors while I lived in the woods than at any other period in my life I mean that I had some.

9. Detective Stevens entered and took it all in the body the still smouldering mattress the cigarette ends on the floor . . .

10. There are three reasons why Lainston House near Winchester is an outstanding restaurant namely excellent cuisine superbly restored interiors and super-attentive staff.

11. Gradually one by one, Arnold's words came back to me 'And we forget because we must and not because we will.’

12. Jeremy had just one disconcerting fault he was an inveterate liar.

13. Arbeck declared “I am the authority here.”

14. She had only one goal for her Saturday to get a haircut.

15. To Whom It May Concern

16. Tom has only one rule in life never eat anything bigger than your head.

17. In later life, Kerry-Anne found there were three qualities she disliked in other people Britishness superior airs and a feigned lack of interest in her dusting of freckles.

18. Philip Kerry-Anne! Hold still! You've got some gunk on your face! Kerry-Anne They're wreckles, Philip. How many more times?

UNIT 5. Let's leave it behind the brackets

The word "bracket" – one of the few English punctuation words not to derive from Greek or Latin – comes from the same German root as "brace" and "breeches", and originally referred (deep down you knew this) to the kind of bracket that holds up a bookshelf!

Brackets come in various shapes, types and names:

1. Round brackets (which the British call brackets, and the Americans call parentheses).
2. Square brackets [which the British call square brackets, and the Americans call brackets].
3. Brace brackets {which are shaped thus and derive from maths}.
4. Angle brackets < used in paleography, linguistics and other technical specialisms > [2].

Discussion: What information is likely to be put in the brackets? Can you think of any examples?

(Parentheses)

Parentheses ( ), also called round brackets, always occur in pairs. The term parenthesis, via Latin and Greek, means 'an insertion besides'. In the i6th century Erasmus gave the attractive name "lunulae" to round brackets, in reference to their moon-like profile.

The word *parentheses* is plural. The singular, *parenthesis*, is less frequently used these days. Both words are more or less interchangeable. The adjective form is *parenthetical*.

They have one major use and one or two minor uses. Most commonly, a pair of parentheses is used to set off a strong or weak interruption, rather like a pair of dashes or a pair of bracketing commas. Parentheses, however, show less emphasis or importance [2, 6, 9, 10].

Russian language	English language
Rule 1. Use parentheses to enclose words or figures that clarify or are used as an aside.	
Я ожидаю, что это будет пять тысяч долларов (\$500).	*I expect five hundred dollars (\$500).*
Он наконец-то ответил (после пятиминутного раздумья), что не понял вопроса.	*He finally answered (after taking five minutes to think) that he did not understand the question.*
Кремль (что означает «крепость») возвышался перед нами.	*The Kremlin (which means "fortress") towered before us.*
–	**Rule 2**. Use full parentheses to enclose numbers or letters used for listed items.
Нам нужен фельдшер для приёмного покоя, который может: 1) быстро соображать, 2) вежливо обращаться с пациентами и 3) рассматривать жалобы населения.	*We need an emergency room physician who can (1) think quickly, (2) treat patients respectfully, and (3) handle complaints from the public.*
Rule 3. Periods, exclamation point, question mark or points of omission go inside parentheses only if an entire sentence is inside the parentheses.	
Пожалуйста, прочтите данные анализа (я поместил их в Приложение А).	*Please read the analysis (I enclosed it as Attachment A).*
Он положил книгу на исписанный листок (ну и хитёр же он!) и бесшумно вышел из комнаты.	*He put a book on the sheet of paper covered with writing (the sly devil!) and quietly left the room.*
Лиза улыбнулась (неужели?) и смущённо отвернулась.	*Liza smiled (really?) and turned away in embarrassment.*
Лицо его стало жёстким (не шутит…) и потеряло всю свою привлекательность.	*His face grew stern (he wasn't joking. . .) and lost all its attractiveness.*
Rule 4. Modern writers may use parentheses to indicate the author, title, and/or page that a particular idea or quotation was drawn from. Because the date of a source is more important in science and social science than it may be in the humanities, the parenthetical citation always includes a date.	

Поражение президента в недавних выборах было вызвано инфляцией (*Miller*, *99*). *Миллер* (*1999*) *обнаружил данную бактерию*.	*Inflation led to the defeat of the president in the general election* (*Miller 99*). *Miller* (*1999*) *identified the bacterium*.
Rule 5. Internal marks of punctuation such as comma, semicolon, and colon always follow a closing parenthesis.	
«*Я вас люблю* (*к чему лукавить?*), *но я другому отдана*; *я буду век ему верна*» (*А.С. Пушкин*).	*"It's you I love* (*why dissemble?*), *but I belong to another*; *I'll be ever faithful to him"* (*A.S. Pushkin*).

NB: Parenthetical material tucked inside another sentence does not begin with a capital letter unless one is needed for a proper noun or the pronoun *I*. The logic underlying this practice is that there is only one sentence, which the parenthesis is part of.

What Does Not Belong in Parentheses

The only thing that may *not* be inserted in parentheses is a totally unrelated idea.

Wrong: The public relations staff is going out for lunch today (tonight's film begins at eight) and will not answer requests for information after 11:30 a.m.

Why it is wrong: The parenthetical information— *tonight's film begins at eight* – bears no clear relationship [10].

Exercise 22. Parenthesize the following sentences.

1. Julian, Maurice and George Marcus George is the black sheep of the family, and an actor were all at the reception.
2. We expect increased sales because of the new three-tiered pricing structure $45, $55, $70.
3. Inge is on a visit to Spain did you know that she's visiting Madrid? but is expected back next week.
4. Has anyone seen Meg she said she'd attend or Janet?
5. No one is happy with today's weather forecast they said it would be cloudy with a chance of showers!, but we're going ahead anyway.
6. When summer begins and I certainly look forward to that day, I will put my books away and begin a much-needed rest.

7. The late Mr. Olson sincerely missed will be the subject of a documentary produced by the Alexis Company.

8. Though I belong to the older generation pre-dinosaur era, I love teen romance films.

9. My mother asked if I had time to take out the garbage and I had better make time, judging by her tone of voice.

10. Insert tab B into slot A fig. 12 and staple securely.

11. Nouns are words that name people, places, things, or ideas. Chapter 3 contains more information on nouns.

12. “Man of Sorrow” is his favorite poem. For more information on this poem, consult the American Poets Association website.

13. When closing the store, follow these steps: 1 count the cash; on hand; 2 record the sales and returns; 3 straighten stock; and 4 alert security.

14. The referees who decide whether an abstract should be accepted will not know the name s of the author s .

15. The number of living languages currently about 6000, by most estimates is decreasing rapidly.

16. The *bodegas* wine cellars of the Rioja are an essential stop on any visit to northern Spain.

17. The royal portraits of Velazquez or Velasquez are justly renowned.

18. The German philosopher Gottlob Frege 1848-1925 laid the foundations of formal logic and of semantics.

19. On the rare! occasion when you use a Latin abbreviation, be sure to punctuate it correctly.

20. The battle of Jutland as you may recall from your school days put an end to Germany's naval threat.

21. The Basque language is not as the old legend has it exceedingly difficult to learn.

Exercise 23. Match the following reasons to use parentheses with the examples.

1. **ADDING INFORMATION**	a) *During the tour they visited at least a dozen cities and towns* (*but why not*, *we wondered*, *Paris and Marseilles?*) *in just ten days*.
2. **EXPLANATION**	b) *The women of Brayville were refused admission* (*why? were they drunk and disorderly?*) *twice in the same day*

3. **AFTERTHOUGHT**	c) *One of the earliest dictionaries which sets out to explain 'difficult terms' is that of Elisha Coles* (*Published in London*, *1685*).
4. **CLARIFICATION**	d) *The directive stated quite clearly* (*page 15*, *second paragraph*) *that the premises would be closed from March 1*.
5. **COMMENT**	e) *The candidate spent far too long discussing irrelevancies* (*15 minutes on the high price of footwear*; *another ten on the evils of tax havens*) *with the result that most of his audience walked out and never returned*.
6. **ILLUSTRATION**	f) *Sylvia promises to lose three stones in just a month* (*and pigs will fly*, *too*).
7. **CONFIDENTIAL REMARK**	g) *Your document*(*s*) *will be forwarded to the prospective employer*.
8. **EXPRESSING AN ASIDE**	h) *According to the magazine*, *Priscilla had always been the cleverest*, *sportiest*, *most-liked* (*?*) *girl in her class*
9. **INDICATING OPTIONS**	i) *Unable to follow the French instructions and after nothing but trouble she returned the car* (*a Renault saloon*) *to the garage.*
10. **EXPRESSING DOUBT**	j) *We're finally leaving this place on Thursday* (*Oh*, *God! I can't wait!*) *and I'll write as soon as we reach Bombay*.

[Brackets]

Square brackets [] are not angular forms of round brackets; their function is entirely different from that of parentheses. Words enclosed within square brackets are not usually intended to be part of a sentence, but as an editorial or authorial interjection [2, 6, 9, 10].

Russian language	English language
Rule 1. Square brackets are used to enclose any alterations, additions, or clarifications made by the author within the quote.	
Любовь России к ней [Волге] нетленна.	*Russia's love for her [the Volga]is immortal*.

Бытовало мнение, что если ему предложат пост, он [профессор Брандмейер], скорее всего, откажется из соображений морали.	*It was a matter of opinion that if offered the position, he* [*Professor Brandmeyer*] *would most likely refuse it on moral grounds.*
Rule 2. One of the most common uses of square brackets is to enclose the adverb *sic* (from the Latin *sicut*, meaning 'just as') to indicate that incorrect or doubtful matter is quoted exactly from the original.	
Мисс Патрисия Уолл Уолл [sic] с её женихом мистером Джеральдом Климаном.	*Miss Patricia Wall Wall* [*sic*] *with her fiance Mr Gerald Kleeman.* It was a caption under a photograph of the newly engaged couple; The Times wanted to make sure that readers understood that 'Wall Wall' really was the young lady's surname and not a misprint.
Rule 3. Square brackets are also used to supply or infer missing words.	
Миссис Лэверти настаивала, [что] Совет должен зафиксировать её возражение в официальном протоколе.	*Mrs Laverty insisted* [*that the*] *Council should note her objection in the official minutes.*
Rule 4. Square brackets also enclose phonetic transcription.	
скобка – [ско́пкл]	*bracket* – [ˈbrækɪt]
Rule 5. Angle brackets enclose the ellipsis, when words are left out.	**Rule 5.** Square brackets also (sometimes) enclose the ellipsis, when words are left out.
Но другое ещё одно стечение обстоятельств случилось с бедной Софией: другой шум послышался, почти заглушив её рыдания <…> дверь распахнулась, и внутрь зашёл сквайр Вестерн.	*But a more lucky circumstance happened to poor Sophia: another noise broke forth, which almost drowned her cries* [. . .] *the door flew open, and in came Squire Western.*

Exercise 24. Add square brackets where necessary:

1. “She Elisabeth entered counseling in May and was discharged in September,” stated the doctor. The doctor went on to explain, “After arriving at the hospital, Elisabeth was interviewed by the intake counselor.” The stand-

ard practice, according to the hospital confidentiality policy, is to “follow federal regulations the Privacy Act of 1992 in conveying information only with the patient’s consent.”

2. “Dan peeled a potatoe sic for lunch.”

3. Leonard's work has come in for censure and has been described as ‘sloppy' (notably by G R Hooke in ‘Amazonian Flora’ Phoenix Press, Boston, 1991 among others) and 'deplorably unreliable'.

4. He the police officer can’t prove they did it.

5. Dante testified that it was the last time he saw them the missing coins.

Brace brackets {brace brackets} and **angle brackets** < angle brackets> are used only in specialist texts, mathematics, tabulations and technical works.

Discussion: Comment on the following quotation: “I emphasize the distinction between brackets and no brackets because it will affect your reading experience, if you will allow it. Brackets are exciting. [. . .] brackets imply a free space of imaginal adventure.” (Anne Carson, If Not, Winter: Fragments of Sappho).

UNIT 6. To draw a line

Hyphen (-)

The **hyphen** (-) is the small bar found on every keyboard. Hyphens are used to link words and parts of words. They are not as common today as they used to be, but there are three main cases where you should use them:

Hyphens in compound words

Hyphens are used in many compound words to show that the component words have a combined meaning (e.g. *a pick-me-up*, *mother-in-law*, *good-hearted*) or that there is a relationship between the words that make up the compound: for example, *rock-forming minerals* are minerals that form rocks. But you don't need to use them in every type of compound word.

Compound adjectives

Compound adjectives are made up of a noun + an adjective, a noun + a participle, or an adjective + a participle. Many compound adjectives should be hyphenated. Here are some examples:

noun + adjective	noun + participle	adjective + participle
accident-prone	computer-aided	good-looking
sugar-free	power-driven	quick-thinking
carbon-neutral	user-generated	bad-tempered
sport-mad	custom-built	fair-haired
camera-ready	muddle-headed	open-mouthed

It's important to use hyphens in compound adjectives describing ages and lengths of time: leaving them out can make the meaning ambiguous.

For example, *250-year-old trees* clearly refers to trees that are 250 years old, while *250 year old trees* could equally refer to 250 trees that are all one year old.

Compound verbs

Use a hyphen when a compound formed from two nouns is made into a verb, for example:

noun	verb
an ice skate	to ice-skate
a booby trap	to booby-trap
a spot check	to spot-check
a court martial	to court-martial

Phrasal verbs

You should NOT put a hyphen within phrasal verbs – verbs made up of a main verb and an adverb or preposition. For example:

Phrasal verb	Example
build up	You should continue to build up your pension.
break in	They broke in by forcing a lock on the door.
stop off	We stopped off in Hawaii on the way home.

If a phrasal verb is made into a noun, though, you SHOULD use a hyphen:

Noun	Example
build-up	There was a build-up of traffic on the ring road.
break-in	The house was unoccupied at the time of the break-in.
stop-off	We knew there would be a stop-off in Singapore for refuelling.

Compound nouns

A compound noun is one consisting of two component nouns. In principle, such nouns can be written in one of three different ways:

one word	two words	hyphenated
aircrew	air crew	air-crew
playgroup	play group	play-group
chatroom	chat room	chat-room

In the past, these sorts of compounds were usually hyphenated, but the situation is different today. The tendency is now to write them as either one word or two separate words. However, the most important thing to note is that you should choose one style and stick to it within a piece of writing. Don't refer to a *playgroup* in one paragraph and a *play-group* in another.

Hyphens joining prefixes to other words

Hyphens can be used to join a prefix to another word, especially if the prefix ends in a vowel and the other word also begins with one (e.g. *pre-eminent* or *co-own*). This use is less common than it used to be, though, and one-word forms are becoming more usual (e.g. *prearrange* or *cooperate*).

Use a hyphen to separate a prefix from a name or date, e.g. *post-Aristotelian* or *pre-1900*.

Use a hyphen to avoid confusion with another word: for example, to distinguish *re-cover* (= provide something with a new cover) from *recover* (= get well again).

Hyphens showing word breaks

Hyphens can also be used to divide words that are not usually hyphenated.

They show where a word is to be divided at the end of a line of writing. Always try to split the word in a sensible place, so that the first part does not mislead the reader: for example, *hel-met* not *he-lmet*; *dis-abled* not *disa-bled*.

Hyphens are also used **to stand for a common second element** in all but the last word of a list, e.g.:

You may see a yield that is two-, *three-*, *or fourfold* [3].

Discussion: Is hyphen a punctuation mark or not?

Dashes

The word has identical roots with the verb "to dash" (deriving from the Middle English verb *dasshen*, meaning "to knock, to hurl, to break") and the point is that a single dash creates a dramatic disjunction which can be exploited for humour, for bathos, for shock.

En Dash (–)

An **en dash,** named for the width of a typesetter's *n* key, is a little longer than a hyphen. It is used for periods of time when you might otherwise use *to*.

Examples: *The years 2001–2003*

January–June

An **en dash** may also connect two words when *to* or *and* is implied. The two words connected in this way form a single expression that precedes and describes another word. The same function is often performed by a hyphen, but the en dash is used when the two elements are equal in importance and may be reversed without altering the meaning. An en dash connects two names (again, of equal importance) when two people are referred to.

Examples: *North Carolina–Virginia border a high school–college conference*.

Are you attending the Barbes–Foster wedding?

The **en dash** is predominantly a typographic device for specific usages: *Vols I–XII*; *1914–1918 War*; *London–Paris flight*; *pages 21–25*; *June–July*; *4.00–6.00pm*, etc.

There are no spaces before or after **en** or **em dashes**. There are no spaces before or after **en** or **em dashes**. To form an **en dash**, type the first number or word, then hold down the ALT key while typing 0150 on the numerical pad on the right side of your keyboard. Then type the second number or word.

Em Dash (–)

An **em dash** is longer than an **en dash** (named for the width of a typesetter's *m* key). Use an **em dash** sparingly in formal writing. Don't use it just because you are uncertain about correct punctuation. In informal writing, **em dashes** may replace commas, semicolons, colons, and parentheses to indicate added emphasis, an interruption, or an abrupt change of thought.

Examples: *You are the friend – the only friend – who offered to help me.*

Never have I met such a lovely person – before you.

I pay the bills – she has all the fun.

A semicolon would be used here in formal writing.

I need three items at the store – dog food, vegetarian chili, and cheddar cheese.

Remember, a colon would be used here in formal writing.

My agreement with Fiona is clear – she teaches me French and I teach her German.

Again, a colon would work here in formal writing.

Please call my agent – Jessica Cohen – about hiring me.

Parentheses or commas would work just fine here instead of the dashes.

I wish you would – oh, never mind.

This shows an abrupt change in thought and warrants an **em dash**.

To form an **em dash** on a PC, type the first word, then hold down the ALT key while typing 0151 on the numerical pad on the right side of your keyboard. Then type the second word. You may also form an **em dash** by typing the first word, hitting the hyphen key twice, and then typing the second word. Your program will turn the two hyphens into an **em dash** for you [6, 10].

As we can see, the English dash is mainly a stylistic device used to express some unusual interruption in the flow of a sentence, while the Russian dash is obligatory in many contexts [2, 6, 9, 10].

Russian language	English language
Rule 1. In a sentence, where present forms of the verb to be (есть) usually lack, the dash often stands in place of a linking verb.	**Rule 1.** No punctuation mark separates a subject from its predicate. Where Russian uses a dash, a linking verb forms of to be are used.

Книга – источник знаний.	*A book is a source of knowledge.*
Язык – это орудие мышления.	*Language is a tool of thinking.*
Главное в жизни – быть честным.	*The main thing in life is to be honest.*
Москва – один из крупнейших городов мира.	*Moscow is one of the largest cities in the world.*
Дважды два – четыре.	*Two times two is four.*
Rule 2. The dash, even when setting off just one or two words, is much more emphatic than a comma.	
Положите оружие – немедленно! – на пол прямо перед собой.	*Place that weapon – now, please! – on the ground in front of you.*
Rule 3. Summary statements or definitions may also be set off by dashes.	
Мы дали ей всё, что необходимо ребёнку: дом, питание, образование, любовь.	*We gave her everything a child needs – a home, food, education, love.*
Дом, питание, образование, любовь – мы дали ей всё, что необходимо ребёнку.	*A home, food, education, love – we gave her everything a child needs.*
Лидер восстания – никто иной как Тейн Коудор – казнён по приказу короля.	*The leader of the rebellion – none other than the Thane of Cawdor – is executed by the king.*
Rule 4. Dashes are used to emphasize and place the idea in a position of importance.	
Оставалось только одно медицинское средство, и оно было радикальным – ампутация.	*Only one remedy remained, and it was a drastic one – amputation.*
Rule 5. On rare occasions, dashes may also indicate silence or absence. In such cases they do not set off a word or phrase from the rest of the sentence, but instead show that the sentence has been cut short.	
«*Он приближается –* », *– закричал Ленни.*	*"He is coming –," screamed Lenny.*
Rule 6. If the material set off by dashes is an exclamation or question, those marks are included before the second of the pair of dashes.	

В его обязанности – мы все знаем, что он любит быть при делах! – входило сидеть с детьми, пока их родители были на церковной службе.	*His job – we all know that he likes to keep busy! – was to tend the children while their parents attended church.*
Её задачей – она выслала тебе заметку? – было собрать средства на новый детский центр.	*Her goal – did she send you the memo? – was to raise money for a new childcare center*

NB: Two- and Three- Em Dashes have extremely limited usage. In 18th and 19th century fiction, a doubled em dash often replaced the en dash to represent missing letters, giving the reader the impression that the author wanted to protect the identity of a person or place. Similarly, the double em dash is sometimes used to represent the missing letters of an obscenity that the author does not care to spell out in its entirety. A three-em dash indicates that an entire word is missing.

An author may use it to hide someone's identity in a sentence such as this one:

The district attorney questioned ——— for about an hour [2].

Exercise 25. Match the following reasons to use em dashes with the examples.

1. **LINKING DEVICE**	a) *Everyone expected the speaker to be controversial – but not to the extent of swearing at the chairwoman and falling off the stage*
2. **AS A PAUSE**	b) *A straight line is the shortest distance between two points – when you're sober*
3. **ADDING EMPHASIS**	c) *'Hang on – you never said anything about a charge – not a word – there's no way – '*
4. **NOTING AN EXCEPTION**	d) *David Marquand is one of those rare commodities in British politics – an intellectual.*
5.**INDICATING DISRUPTION AND INTERUPTION**	e) *There is nothing – absolutely nothing – that will make me change my mind about Harry.*
6.**INDICATING HESITATION**	f) *'I 'm sorry. It was – you know – '* *'Well – what –?'*

7. **SEPARATING LISTS**	g) *They babbled on, delighted at sighting the rare parakeet – I didn't see so much as a feather.*
8. **AFTERTHOUGHT**	h) *Mrs. Sims had four daughters – Poppy, Iris, Pansy and Petal.*
9. **SIGNALLING A SURPRISE**	i) *She assembled all the ingredients – flour, sugar, eggs, salt, lard and raisins – and started on the pudding*

Exercise 26. Rewrite the following sentences and place en and em dashes in the appropriate places:

1. We arrive in St. Louis shortly before lunch the plane is a great way to travel and plan to go directly to the meeting.
2. Marcia baked sugar cookies I don't know how she finds the time and will soon deliver them to every secretary in that division.
3. Tom's graduation do you believe that he has already finished high school? should be a gala event.
4. Pink, purple, rose, ecru, and olive green this spring's colors appear in everything from appliances to nail polish.
5. How could anyone know that this little girl the orphan found on the church steps would one day lead a worldwide movement?
6. Louisa placed her head on the desk finished at last! and sighed.
7. Herbert said, "I have thought about you endlessly and I want you to go to the dance with me."
8. The library is open from 1 6 p.m. every day but Sunday.
9. From Monday Thursday only, overdue books will not be fined.
10. The library was constructed over the course of several years (1934 41) because the site presented so many problems.
11. Poet Marie Seta (1978) will read from her works tomorrow.
12. The teacher student relationship is crucial.
13. The Portland Yarmouth ferry is privately owned.
14. The New York Boston match resulted in sadness for Yankee fans.
15. The Jeter Rodriguez controversy was fanned by the press.
16. There is a tide in the affairs of women which, taken at the flood, leads God knows where.
17. He learned the arts of riding, fencing, gunnery and how to scale a fortress or a nunnery.

Exercise 27. The original quotations all contained dashes, but have been repunctuated. Can you correctly reinstate the dashes?

1. *No! No! Sentence first*, *verdict afterwards*.
– Lewis Carroll.
2. *The English country gentleman - galloping after a fox*: *the unspeakable in full pursuit of the uneatable*.
– Oscar Wilde.
3. *Every woman should marry*. *And no man*.
– Disraeli.
4. *Familiarity breeds contempt*. . . *and children*.
– Mark Twain.
5. *Don't clap too hard*; *it's an old building*.
– John Osborne.
6. *Sweet is revenge*, *especially to women*.
– Lord Byron.

Exercise 28. Add or remove hyphens as necessary. Place commas between adjectives that require them. Place a check mark in front of sentences that are correct [6].

1. She jumped from a two story building.
2. The show's cancellation was a real letdown.
3. You must let-down your guard.
4. You certainly have a go get it nature.
5. What a cute little bird she has!
6. We offer around the clock coverage.
7. Look left-and-right before you cross the street.
8. The left handed pitcher threw fastballs at almost 100 miles per hour.
9. The delicious gooey frosting melted before we could refrigerate the cake.
10. Do you remember anything you read in the fourth grade?
11. This is seventh grade reading material.
12. Beware of high-pressure telemarketers.
13. Turn left after the big red door.
14. This is a one family dwelling.
15. Do you think he has above average intelligence?
16. I would like that antique picture frame.
17. She owns income producing property.
18. That is a well written letter.
19. If you are not satisfied, we will give you your money-back.

20. This product comes with a money back guarantee.

21. The highway patrol will crack-down on drunk drivers over the Memorial Day holiday.

22. Please let-up on your criticisms about my writing.

23. Paying a $100 fine for a speeding ticket was a wake up call.

24. The small-plastic lid seems to be missing.

Discussion: Comment on the following statement by Lynne Truss:

"The dash is nowadays seen as the enemy of grammar, partly because overly disorganized thought is the mode of most email and phone) text communication, and the dash does an annoyingly good job in these contexts standing in for all other punctuation marks. "I saw Jim – he looks gr8) – have you seen him – what time is the thing 2morrow – C U there."

Why is the dash the mark *à la mode*? Because it is so easy to use, perhaps; and because it is hard to use wrongly; but also because it is, simply, easy to see. Full stops and commas are often quite tiny in modern typefaces, whereas the handsome horizontal dash is a lot harder to miss." [8]

UNIT 7. Quote . . . Unquote

"Quotation marks"

Although quotation marks are often called 'inverted commas', if you look closely you will see that they are not. You'll see that only the opening mark is inverted – that is, with the tail of the squiggle pointing up; the closing mark is a normal raised or hanging comma, or pair of commas. So we should use the term *quotation marks* (or *quotes* for short) exclusively.

There are two kinds of quotation marks – single ('single') and double ("double"). As a general rule, British usage prefers single quotes for ordinary use, but double quotes are also very common; American usage insists upon double quotes. Usage in the rest of the world varies: double quotes are preferred in Canada and Australia, and perhaps also in New Zealand, while single quotes are perhaps more usual in South Africa [2, 6, 9, 10].

Discussion: Do Russian quotation marks look the same? Do we also use single and double quotes?

Russian language	British English	American English
Rule 1. Quotation marks indicate that the words you are writing are not your own; in nonfiction they indicate that you are repeating exactly what someone else wrote or spoke. In fiction, quotation marks indicate the words spoken or written by a character. Use quotation marks to set off a direct quotation only.		
Гилвелл ответил: «*Я не интересуюсь политической поэзией*».	*Gilwell replied*, *'I am not interested in political poetry'*.	*Gilwell replied*, *"I am not interested in political poetry."*
«*Я предпочитаю читать любовную лирику*», – *добавил он*.	*'I much prefer to read romantic poems'*, *he added*.	*"I much prefer to read romantic poems*," *he added*.
«*Наблюдение за силой человеческого чувства*, – *продолжил Гилвелл*, – *вот в чём заключается смысл чтения поэзии для меня*».	*'To see the force of human emotion'*, *continued Gilwell*, *'is my motivation in reading any poetry at all.'*	*"To see the force of human emotion*," *continued Gilwell*, *"is my motivation in reading any poetry at all."*

Rule 2. Quotations are often tucked into a sentence without an identifying tag. In this sort of sentence the word *that* frequently leads into the quotation. In quotations without speaker tags, no comma precedes the quotation. No punctuation is placed at the end of the quotation unless the sentence needs an end-mark or some other punctuation.		
Роман, который критики называли «поучительным», сейчас стал бестселлером.	*The novel, which the critics said was 'enlightening', is now a bestseller.*	*The novel, which the critics said was "enlightening," is now a bestseller.*
Rule 3. If the quotation is a question or an exclamation, the question mark or exclamation point is placed inside the quotation marks. If the quotation is *not* a question or an exclamation, but the sentence in which the quotation appears *is*, the end-mark goes outside		
«*Вы пообедали?*» *– осведомился шеф.*	*'Have you had lunch?' inquired the chef.* (quotation is a question)	*"Have you had lunch?" inquired the chef.* (quotation is a question)
Неужели шеф правда сказал: «*Никто не ест в моём ресторане, пока я не разрешу*»*?*	*Did the chef really say, 'No one eats in my restaurant unless I say so'?* (quotation not a question)	*Did the chef really say, "No one eats in my restaurant unless I say so"?* (quotation not a question)
«*Мне нельзя съесть ни кусочка!*» *– воскликнул соблюдающий диету.*	*'I can't eat a thing!' shouted the dieter.* (quotation is an exclamation)	*"I can't eat a thing!" shouted the dieter.* (quotation is an exclamation)
Не могу поверить, что сидящий на диете назвал эту еду «не содержащей углеводороды»!	*I can't believe the dieter said that the food was 'carbohydratefree'!* (quotation not an exclamation)	*I can't believe the dieter said that the food was "carbohydratefree"!* (quotation not an exclamation)
Rule 4. When you have a question outside quoted material AND inside quoted material, use only one question mark and place it inside the quotation mark.		
Она сказала: «*Можно мне идти?*»	*Did she say, 'May I go?'*	*Did she say, "May I go?"*

Rule 5. Use “ ” (лапочки) for quotes within quotes and « » (ёлочки) for all other quotes. Note that the period goes after all quote marks.	**Rule 5**. Use single quotation marks for quotes within quotes. Note that the period goes inside all quote marks.	
Он сказал: «*Анна сказала “Не веди себя так со мной”*».	*He said, ‘Anna said, “Do not treat me that way”’.*	*He said, “Anna said, ‘Do not treat me that way’”.*
Rule 6. If the part of a sentence containing quoted material is followed by a semicolon or colon, those punctuation marks appear outside the quotation. If the quoted material contains a semicolon or a colon, keep the punctuation mark where it is, with one exception. If the material you are quoting *ends* with a colon or a semicolon, replace those marks with a period.		
Мария характеризовала лимон как «подходящий по размеру»; я считал, что он маловат для этого блюда.	*Maria deemed the lemon ‘large enough’; I thought it was a bit too small for that recipe.*	*Maria deemed the lemon “large enough”; I thought it was a bit too small for that recipe.*
Мария рассказала нам в красках о своей «кулинарной туристической поездке»: она два месяца провела в кулинарной школе во Франции.	*Maria told us all about her ‘culinary vacation’: She spent two months in a French cooking school.*	*Maria told us all about her “culinary vacation”: She spent two months in a French cooking school.*
Rule 7. When you are quoting something that has a spelling or grammar mistake or presents material in a confusing way, insert the term *sic* in italics and enclose it in brackets. *Sic* means, ‘‘This is the way the original material was.’’		
Она написала: «*Я бы скорее умерла, чем [sic] меня бы увидели в том же наряде, что и мою сестру*».	*She wrote, ‘I would rather die then [sic] be seen wearing the same outfit as my sister’.*	*She wrote, “I would rather die then [sic] be seen wearing the same outfit as my sister.”*
Rule 8. Occasionally writers insert a bit of slang or jargon into their work and place quotation marks around the inserted phrase. These quotation marks distance the writer from the expression, saying, in effect, I know that this expression is a bit off, but I will use it anyway for effect. Similarly, writers may place quotation marks around a word or phrase expressing a value judgment that does not match their own views. Finally, distancing quotation marks may indicate a word that is purposely misused. Quotation marks used in this way are informally called **scare quotes.**		

Некоторые «пролы» были на самом деле довольно состоятельными.	*Some of the 'prols' were actually quite wealthy.* (*slang*)	*Some of the "prols" were actually quite wealthy*. (*slang*)
Ты слышал «музыку», которую издаёт её гитара?	*Did you hear the 'music' emanating from her guitar?* (*sounds too discordant to qualify as music*)	*Did you hear the "music" emanating from her guitar?* (*sounds too discordant to qualify as music*)

NB: If the quotation extends over more than one paragraph, each new paragraph begins with an opening quotation mark, but only the last paragraph ends with a closing quotation mark:

Carmen related her story. "I was born in a farmhouse in Western Spain. When I was only a child, I was enrolled in a boarding school in the United States. Though I saw my family only during school holidays, I remained close to my mother.

"The summers were especially joyous. I learned to cook courtesy of Miguelina, the family's housekeeper. Miguelina started me on flan, and soon I graduated to tortillas and other main courses.

"Miguelina's husband, Jose, taught me how to ride. He would saddle up my pony and take me around the barn, leading the pony until I could manage her by myself. It was an idyllic time." [10].

Quotation marks in titles

The title of a section of a longer work – a poem from a collection of poems, a song from an album, a particular episode of a television series, for example – is placed in quotation marks when it is referred to in the text. When it is centered on a line as a title, no quotation marks are needed. Longer works (titles of books, plays, operas, television series, and so forth) are not placed in quotation marks. These titles are italicized or underlined except when they appear alone on a line, as on a title page or in a heading. The punctuation before or after titles in quotation marks follows the rules described earlier in this chapter. Take a look at these examples, which all follow American style:

My favorite poem is "The Raven" by Edgar Allan Poe.

Have you read “The Raven”?
My aunt visits us every Halloween and reads Poe’s “The Raven.”
In British style, these titles would appear this way:
My favorite poem is ‘The Raven’ by Edgar Allan Poe.
Have you read ‘The Raven’?
My aunt visits us every Halloween and reads Poe’s ‘The Raven’.

Segments of larger works are placed in quotation marks, but full-length works are italicized or underlined (not both).

“Quotation Marks”

“Lilacs” (poem)
“Anything You Want” (short story)
“If I Love You” (song)
“The Reformation” (chapter title)
“On Being Fifty” (essay)
“Nicaragua” (encyclopedia article)
“Your Child’s Health” (magazine article)
“Explosive Growth Challenges Planners” (newspaper article)
“The Bizarre World” (episode of television series)

***Italics* or <u>Underlining</u>**

The Odyssey (book-length poem)
To the Shore (novel)
The Geography of Africa (non-fiction book)
<u>Writers on the Block</u> (collection of essays)
<u>Don Giovanni</u> (opera)
Anything Goes (musical)
The Collected Works of John Allister (poetry collection)
<u>The White Album</u> (musical album)
World Encyclopedia (encyclopedia)
Ladies Home Reporter (magazine)
<u>The Record</u> (newspaper)
Late Night Review (television series) [10].

<u>Exercise 29.</u> Add the quotation marks to the following sentences where necessary:

1. What Wyatt called unacceptable was perfectly fine with me.
2. President Kennedy famously exclaimed, Ich bin ein Berliner!
3. Madonna is fond of declaring, I'm not ashamed of anything.

4. The only emperor, writes Wallace Stevens, is the emperor of ice cream.

5. According to Thomas Edison, Genius is one per cent inspiration and ninety-nine per cent perspiration.

6. Professor Cavendish concludes that The Turks' influence on the Balkans has been more enduring than the Greeks' ever was.

7. The only thing we have to fear, said Franklin Roosevelt, is fear itself.

8. Bolinger never said Accent is predictable; he said Accent is predictable – if you're a mind-reader.

9. She told me that she had only six more months on the job before becoming eligible for retirement.

10. Lisa inquired whether it was likely to become chilly during the tour.

11. The Prime Minister condemned what he called simple-minded solutions.

12. Shakespeare's play Richard III contains the line Now is the winter of our discontent.

13. Linguists sometimes employ a technique they call inverted reconstruction.

14. The word processor came into use around 1910.

15. Oliver wrote, No single organism can survive that sort of assault (56), but this microbe proved him wrong.

16. I'm not sure whether George said blue or pink when I asked him about baby clothes.

17. Is the antiviral soap available? asked the nurse. I told you to buy some last week! exclaimed the nursing supervisor.

18. I need to visit the mall, said Aunt Emma. The party is tomorrow, but I have no balloons.

19. Eleanor asked why I wanted popcorn.

20. Overrated is what he called the novel his sister sent him.

21. I can't believe the chef screamed, Fire!

22. I think that he said, Go now, but I may be wrong, mused Elizabeth.

23. He deals with nonbeing as a variation of the state of being.

24. The sounds of that painting positively scream at the viewer.

25. Rita wrote that her speling [sic] is excellent.

26. The hamburgers contained a blend of liver, chicken parts and organic beef.

27. Mary is trying hard in school this semester, her father said.

28. No, the taxi driver said curtly, I cannot get you to the airport in fifteen minutes.

29. I believe, Jack remarked, that the best time of year to visit Europe is in the spring. At least that's what I read in a book entitled Guide to Europe.

30. My French professor told me that my accent is abominable.

31. She asked, Is Time a magazine you read regularly?

32. Flannery O'Connor probably got the title of one of her stories from the words of the old popular song, A Good Man Is Hard to Find.

33. When did Roosevelt say, We have nothing to fear but fear itself?

34. It seems to me that hip and cool are words that are going out of style.

35. Yesterday, John said, This afternoon I'll bring back your book Conflict in the Middle East; however, he did not return it.

36. Can you believe, Dot asked me, that it has been almost five years since we've seen each other?

37. A Perfect Day for Bananafish is, I believe, J. D. Salinger's best short story.

38. Certainly, Mr. Martin said, I shall explain the whole situation to him. I know that he will understand.

Exercise 30. Translate into English minding English punctuation rules [9].

1. Ты читал роман Пастернака «Доктор Живаго»?
2. Тебе понравилась его статья в газете «Вечерняя Москва»?
3. Роман «Один день в жизни Ивана Денисовича» впервые появился в журнале «Новый мир».
4. Твоё «я умею всё» может только помешать делу.
5. Все его «фортеля» привели директора в бешенство.
6. В гостинице «Космос» мы прожили две недели.
7. Ты выписываешь газету «Нью-Йорк Таймс»?
8. Вдруг раздалось душераздирающее: «Держи вора!»
9. «Это просто устроить», – тут же возразила я.
10. «Хотите ли, доктор, – отвечал я, – чтоб я раскрыл Вам мою душу?»
11. «А где же… – промямлил он, – Ваша кепка?»
12. Его ежедневное «Как я рад тебя видеть!» начало нас раздражать.

Discussion: Comment on the following use of quotation marks by John Daishin Buksbazen from his book *Zen Meditation in Plain English*:

"I put the word "problems" in quotation marks, because difficulties only become problems when we separate ourselves from them instead of dealing with them directly and wholeheartedly."

UNIT 8. Apostrophes' Issue

The word *apostrophe* comes from the Greek. Its original meaning, "a turning away," relates to the apostrophe's function in contractions, where the writer "turns away" from some letters. In Russian language, it is used very rarely, for instance, with French names beginning with d' (*Жанна д'Арк*), or Irish names beginning with O' (*О'Брайен*).

In English, the apostrophe is widely used to indicate possession and has a place in expressions of time and monetary value. In addition, an apostrophe may sometimes be used to form the plural of numbers, symbols, and letters.

Rule 1. Use the apostrophe with contractions. The apostrophe is always placed at the spot where the letter(s) has been removed.

Examples: *You're right*. *She's a great teacher*.

Rule 2. Use the apostrophe to show possession. Place the apostrophe before the *s* to show singular possession.

Examples: *one boy's hat*; *one woman's hat*; *one actress's hat*; *one child's hat*; *Ms*. *Chang's house*

NB: Although names ending in *s* or an *s* sound are not required to have the second *s* added in possessive form, it is preferred.

Mr. *Jones's golf clubs*
Texas's weather
Ms. *Straus's daughter*
Jose Sanchez's artwork
Dr. *Hastings's appointment* (name is *Hastings*)
Mrs. *Lees's books* (name is *Lees*)

Rule 3. Use the apostrophe where the noun that should follow is implied.

Example: *This was his father's*, *not his*, *jacket*.

Rule 4. To show plural possession, make the noun plural first. Then immediately use the apostrophe.

Examples: *two boys' hats*; *two women's hats*; *two actresses' hats*; *two children's hats*; *the Changs' house*; *the Joneses' golf clubs*; *the Strauses'*

daughter; *the Sanchezes' artwork*; *the Hastingses' appointment*; *the Leeses' books*

Rule 5. Do not use an apostrophe for the plural of a name.

Examples: *We visited the Sanchezes in Los Angeles*.

The Changs have two cats and a dog.

Rule 6. With a singular compound noun, show possession with *'s* at the end of the word.

Example: *my mother-in-law's hat*

Rule 7. If the compound noun is plural, form the plural first and then use the apostrophe.

Example: *my two brothers-in-law's hats*

Rule 8. Use the apostrophe and *s* after the second name only if two people possess the same item.

Examples: *Cesar and Maribel's home is constructed of redwood*.

Cesar's and Maribel's job contracts will be renewed next year. (Indicates separate ownership).

Cesar and Maribel's job contracts will be renewed next year. (Indicates joint ownership of more than one contract).

Rule 9. Never use an apostrophe with possessive pronouns: *his*, *hers*, *its*, *theirs*, *ours*, *yours*, *whose*. They already show possession so they do not require an apostrophe.

Examples:

Correct: *This book is hers*, *not yours*.

Incorrect: *Sincerely your's*.

These pronouns, on the other hand, show ownership with an apostrophe:

- *everyone's*
- *no one's*
- *someone's*
- *other's*
- *others'*
- *another's*
- *everybody's*
- *nobody's*
- *somebody's*

Rule 10. The only time an apostrophe is used for *it's* is when it is a contraction for *it is* or *it has*.

Examples: *It's a nice day*.

It's your right to refuse the invitation.

It's been great getting to know you.

Rule 11. The plurals for capital letters and numbers used as nouns are not formed with apostrophes.

Examples: *She consulted with three M.D.s*.

BUT

She went to three M.D.s' offices.

The apostrophe is needed here to show plural possessive.

She learned her ABCs.

the 1990s, **not** *the 1990's*

the '90s or the mid-'70s, **not** *the '90's or the mid-'70's*

She learned her times tables for 6s and 7s.

Exception: Use apostrophes with capital letters and numbers when the meaning would be unclear otherwise.

Examples: *Please dot your I's*. (You don't mean *Is*).

Ted couldn't distinguish between her 6's and 0's. (You don't mean *Os*).

Rule 12. Use the possessive case in front of a gerund (*-ing* word).

Examples: *Alex's skating was a joy to behold*.

This does not stop Joan's inspecting of our facilities next Thursday.

Rule 13. If the gerund has a pronoun in front of it, use the possessive form of that pronoun.

Examples: *I appreciate your inviting me to dinner*.

I appreciated his working with me to resolve the conflict.

Rule 14. An apostrophe is sometimes used to express the relationship "of" or "for" in reference to time and money, as in these expressions:

an hour's work (the work of an hour)

two weeks' wages (the wages of two weeks)

ten dollars' worth (the value of ten dollars)

a month's notice (notice of one month)

a day's pay (the pay for one day)

The apostrophe is added to these words following the same rules as for possession:

a) if the word is singular, add an apostrophe and the letter *s*: *one day's*, *a week's*, etc.;

b) if the word is plural and ends in the letter *s*, just add an apostrophe: *two weeks'*, *three months'*, *six dollars'*, etc.;

c) if the word is plural and does not end in the letter *s*, add an apostrophe and the letter *s*: *two millennia's changes*.

Rule 15. A forest of apostrophes in dialogue (often accompanied by unusual capitalization) conventionally signals the presence in a text of a

peasant, a cockney or an earnest northerner. Here is what the manly gamekeeper Mellors says to his employer's wife in chapter eight of D. H. Lawrence's *Lady Chatterley's Lover*:

" 'Appen yer'd better 'ave this key, an' Ah min fend for t' bods some other road ... 'Appen Ah can find anuther pleece as'll du for rearin' th' pheasants. If yer want ter be 'ere, yo'll non want me messin' abaht a' th' time."

"Why don't you speak ordinary English?" Lady Chatterley inquires, saucily [6, 10].

Exercise 31. Correct any apostrophe errors [6, p. 106–107].

1. Her husbands wallet was full of curious, little items.
2. I went to my mother-in-law house for dinner last night.
3. You may not enter Mr. Harris office without his permission.
4. The girls vitality and humor were infectious. [one girl]
5. The womens dresses are on the second floor.
6. It's a shame that had to happen.
7. Its hard to believe that winter is almost here.
8. Her mother and father business went bankrupt.
9. It is his' word against mine.
10. The actresses costumes looked beautiful on them.
11. Sharon arriving was unexpected.
12. The movie had it's desired effect.

Exercise 32. Correct any apostrophe or errors with possession [6, p. 106–107].

1. His 6's and 8's looked alike.
2. Where would I find the mens room?
3. Both secretary vacations caused a delay in output.
4. New clients accounts showed an 11 percent increase in sales. (clients is plural)
5. Most children imaginations run wild when told that story.
6. Both son-in-law opinions were considered.
7. Several M.D. agreed that one bacterial strain caused many of the symptoms.
8. These M.D. credentials are excellent.
9. Both brother-in-law jobs required physical labor.
10. Do you mind me looking at the earrings in this jewelry case?
11. You're right to privacy will not be abused.
12. It's beauty is unsurpassed.

Exercise 33. Form the possessives and use apostrophes with the underlined words.

1) my daughter owns the pen
2) George owns the tree
3) the vice-president has a bodyguard
4) Sergeant-Major gave an order
5) the sweetness of the kiss
6) Ms Lee wrote an English text
7) the boots that Puss wore
8) the idea belongs to Captain Morgan
9) the leaves belong to the plant
10) the stripe on the side of the bass
11) Jean has her toothbrush, John his
12) the pedestals support more than one statue
13) the rights of more than one woman
14) separate cages for the tigers and lions
15) George and Jenna have the same hobby

Exercise 34. Add apostrophes where needed [5].

1. The summer of 68.
2. We cant go to Joburg.
3. Its your turn.
4. How many fs are there in Fulham?
5. What are the dos and donts?
6. This chapter is nearing its end.
7. Whose book is this, again?
8. This is no concern of theirs!
9. She has a tendency to include five or six *furthermores* in everything she writes.
10. I heard that Jacks kids have the flu.
11. My car's a Ford. Whats yours?
12. Ethel claimed that the jacket was hers.
13. Pay nothing til after Easter.
14. Seasons Greetings from Sainsburys.
15. Its the countries largest supermarket.
16. Thomass love affair with Jeans sister is off.
17. Railtrack welcomes you to Leeds City Station.
18. Pupils expectations today are too low.
19. Georg Solti was one of the centurys greatest maestros.

20. The campaign collapsed during its final stages.
21. Whos the partys candidate for vice president this year?
22. The fox had its right foreleg caught securely in the traps jaws.
23. Our neighbors car is an old Chrysler, and its just about to fall apart.
24. In three weeks time well have to begin school again.
25. Didnt you hear that theyre leaving tomorrow?
26. Whenever I think of the stories I read as a child, I remember Cinderellas glass slipper and Snow Whites wicked stepmother.
27. We claimed the picnic table was ours, but the Smiths children looked so disappointed that we found another spot.
28. Its important that the kitten learns to find its way home.
29. She did not hear her childrens cries.
30. My address has three 7s, and Tims phone number has four 2s.
31. Didnt he say when he would arrive at Arnies house?
32. Its such a beautiful day that Ive decided to take a sun bath.
33. She said the watch Jack found was hers, but she couldnt identify the manufacturers name on it.
34. Little girls clothing is on the first floor, and the mens department is on the second.
35. The dogs bark was far worse than its bite.
36. The moons rays shone feebly on the path, and I heard the insects chirpings and whistlings.
37. Theyre not afraid to go ahead with the plans, though the choice is not theirs.
38. The man whose face was tan said that he had spent his two weeks vacation in the mountains.
39. I found myself constantly putting two cs in the word process.
40. Johns 69 Ford is his proudest possession.

Discussion: Did you know that in the UK, there exists *The Apostrophe Protection Society* which was started in 2001 by John Richards, now its Chairman, with the specific aim of preserving the correct use of this currently much abused punctuation mark in all forms of text written in the English language? Do you believe that the rules of apostrophe's use should be preserved and protected?

UNIT 9. SLOPING SLASH

The **slash** (/) is also called the **oblique,** the **virgule,** the **stroke,** the **solidus** or the **shilling mark.** Computer users often refer to this punctuation mark as a *forward slash*, to differentiate it from the *backward slash* (\).

The slash indicates alternatives; links word pairs; punctuates Web addresses and some abbreviations; and separates the day, month, and year in dates. A slash may also show the line breaks in quoted lines of poetry.

Rule 1. The primary function of the slash is to substitute for the word *or* in a series of alternatives.

Examples: *His chances for an Oscar/Emmy/Tony were slim.*

The situation calls for guile and/or force.

It depends upon how he/she behaves.

NB: Years ago the so-called *masculine universal* was popular. A masculine term such as *he*, *him*, *mankind*, *chairman*, and the like was supposed to represent everyone, including females. In the early 1970s the modern feminist movement turned a spotlight on this practice and pointed out the injustice of writing, for instance, *he* or *his* when the word was intended to refer to either a male or a female.

Many nouns with a masculine reference have been replaced by more truly universal terms (*chair* or *leader* instead of *chairman*, for example). But English has no singular pronoun for a person of either sex (*it* is not appropriate for people). To be more inclusive, many writers now use *his or her* and similar expressions when they need a singular pronoun. The slash is helpful in this situation, allowing writers to specify *he/she* and *his/her*.

Rule 2. Paradoxically, another function of the slash is to link two terms, rather than to separate them as alternatives. The slash is sometimes used to show that two roles are joined together.

Examples: *The winner/champion of that match*, *Muhammed Ali*, *is a legend in the boxing world.*

The star's agent/accountant collects all his appearance fees.

In either/or sentences, *match the verb to the closest subject.*

Conjunctions such as not only/but also frequently present problems.

Rule 3. A few abbreviations customarily contain slashes:

c/o (in care of, courtesy of)
N/A (not applicable)
A/C (air conditioning)
w/o (without)
w/ (with)
s/b (should be)

The slash is also used to represent the word *per*:

They traveled about 50 km/hr only on paved roads; on other surfaces their speed dropped to 20 km/hr. (*km/hr = kilometers per hour*)

Rule 4. The World Wide Web has become an indispensable part of modern life, facilitating research and commerce. The Web address, or *URL* (an acronym of *Universal Resource Locater*), is now a fixture of all types of business and personal writing. Web addresses rely on the period (dot) to separate the main components, but the slash indicates divisions within one website:

www.havad.edu/admissions

No spaces are inserted before or after a slash in a Web address.

Rule 5. A slash may separate the month, day, and year in a date written solely with numerals:

10/2/2005

This style may be used informally, though the writer should be aware of one potential problem: Readers may interpret the above date as either October 2, 2005 (American), or February 10, 2005 (British), depending upon the custom in their country of residence.

Rule 6. In quoting poetry, one should alert the reader to a line break by inserting a slash, with a space before and after:

Shakespeare frequently employs nature imagery in his sonnets: *"Shall I compare thee to a summer's day? / Thou art more lovely and more temperate."*

The slash shows the reader that in the original sonnet, the lines were arranged in this fashion:

Shall I compare thee to a summer's day?
Thou art more lovely and more temperate.

In Britain the line breaks of a quoted poem are more commonly indicated by a straight line (a vertical), rather than by a slash:

Shakespeare frequently employs nature imagery in his sonnets: *"Shall I compare thee to a summer's day? | Thou art more lovely and more temperate."*

Rule 7. The slash is also used in writing fractions, as in *%* or *3/4*; in this use, it is often called the **scratch** [2, 10].

Exercise 35. Insert slashes in the sentences where necessary.

1. French and or have worked for two years in a French-speaking country.
2. Each candidate must bring his her identity card.
3. If your work is badly punctuated, your reader may quickly decide that s he has better things to do.
4. When you are old and grey and full of sleep And nodding by the fire, take down this book And slowly read of the soft look Your eyes had once, and of their shadows deep. (W. B. Yeats)
5. Write to me at Sylvia Keller, c o Andrea Mason, 37 The Oaks, Plumtree, East Sussex BN17 4GH.
6. The density of iron is 7.87 g cm3.
7. Light travels at 300,000 km sec.
8. The 1994 95 football season was marred by frequent scandals.
9. This office is open Tuesday Saturday each week.
10. The University of Saffron Walden wishes to appoint a lecturer senior lecturer in media studies.
11. The secretary treasurer will now distribute the minutes and collect this month's dues.
12. The corrected proofs should be sent to printing engraving for final processing.
13. Please help yourself to milk and or cookies from the refreshment table.
14. Every student is expected to bring his her gymsuit to class.
15. The personnel department asks that you phone e-mail your decision as soon as possible.
16. Ellen will travel to the conference by air rail.

Discussion: Is slash widely used in Russian writing? Do we have the same rules of its usage?

FINAL TASKS

I. Punctuate the following puzzler:

"Charles the First walked and talked half an hour after his head was cut off"

II. Punctuate the following text:

The habits of the ***Rook**** are very interesting and easily watched hours can be wasted in early spring observing them as cawing incessantly they gather in their rookery to build or repair their large nests in the topmost branches causing a rain of twigs and sticks to fall on the garden below and not only on the garden: my brother was almost knocked out after being hit by a branch of Scots pine Whats that he cried out obviously dazed A trees fallen on me and which are never retrieved Worse of course is to be struck by a dead rook the weak and neer do wells are executed and expelled from their nests and anyone blitzed by a half kilo chunk of solid rook s meat can say with some feeling the editor concurs having had just such an experience calamity that walking under a rookery is definitely for the birds

III. Put in semicolons, colons, dashes, quotation marks, Italics (use an underline), and parentheses where ever they are needed in the following sentences.

1. The men in question Harold Keene, Jim Peterson, and Gerald Greene deserve awards.
2. Several countries participated in the airlift Italy, Belgium, France, and Luxembourg.
3. Only one course was open to us surrender, said the ex-major, and we did.
4. Judge Carswell later to be nominated for the Supreme Court had ruled against civil rights.

5. In last week's New Yorker, one of my favorite magazines, I enjoyed reading Leland's article How Not to Go Camping.

6. Yes, Jim said, I'll be home by ten.

7. There was only one thing to do study till dawn.

8. Montaigne wrote the following A wise man never loses anything, if he has himself.

9. The following are the primary colors red, blue, and yellow.

10. Arriving on the 8 10 plane were Liz Brooks, my old roommate her husband and Tim, their son.

11. When the teacher commented that her spelling was poor, Lynn replied All the members of my family are poor spellers. Why not me?

12. He used the phrase you know so often that I finally said No, I don't know.

13. The automobile dealer handled three makes of cars Volkswagens, Porsches, and Mercedes Benz.

14. Though Phil said he would arrive on the 9 19 flight, he came instead on the 10 36 flight.

15. Whoever thought said Helen that Jack would be elected class president?

16. In baseball, a show boat is a man who shows off.

17. The minister quoted Isaiah 5 21 in last Sunday's sermon.

18. There was a very interesting article entitled The New Rage for Folk Singing in last Sunday's New York Times newspaper.

19. Whoever is elected secretary of the club Ashley, or Chandra, or Aisha must be prepared to do a great deal of work, said Jumita, the previous secretary.

20. Darwin's On the Origin of Species 1859 caused a great controversy when it appeared.

IV. Here are some newspaper headlines in which the punctuation is a little awry. Correct each headline.

A. *PRINCE CHARLES PAL IN M4 CRASH.*

B. *PENSIONS SCANDAL*; *MANY VICTIM'S STORIES.*

C. *SIX TREATED FOR BEE'S STINGS.*

D. *TODAYS N. IRELAND VOTE RESULTS*

E. *LADIES RUSH TICKETS FOR RACING'S LADY'S DAY.*

V. Here's a passage from Jane Austen's novel *Sense and Sensibility*. The original is a single sentence daintily embroidered, in Jane's inimi-

table style, with no fewer than 13 commas. See if you can pick up Jane's quill and reinstate them in their proper places

In her earnest meditations on the contents of the letter on the depravity of that mind which could dictate it and probably on the very different mind of a very different person who had no other connection whatever with the affair than what her heart gave him with everything that passed Elinor forgot the immediate distress of her sister forgot that she had three letters on her lap yet unread and so entirely forgot how long she had been in the room that when on hearing a carriage drive up to the door she went to the window to see who could be coming so unreasonably early she was all astonishment to perceive Mrs Jennings's chariot which she knew had not been ordered till one.

V. Lastly, here's a mixed bag of marks. Of the following 15 examples, some are correct in terms of punctuation and some are not. Your task is to determine which ones are correct.

a. Are the philosophers invariably right? Asks Jeremy Hardy.

b. Her exam subjects include mathematics, English, Chemistry, Latin, geography and theatre studies.

c. Ones inclination is to avoid one's worst prejudices.

d. Will Mr and Mrs Jacobs be accompanying us next Tuesday?

e. MINISTER APPRISED OF ART GALLERIES PROBLEMS

f. Walter bought a forty gallon water butt for the garden.

g. 20 % off Ski's and Clothing this month only.

h. We were all hoping for an Indian Summer.

i. They spent the weekend in what was described as an ",alcoholic haze".

j. The stall was selling bargain T-shirt's and girls'frocks.

k. The neighbours lived by taking in one another's washing.

1. The experience was for him, as for her, quite devastating.

m. James took the car, the tank was almost empty.

n. The cop looked at him; filthy, bloodied, drunk and fighting mad.

o. The upholsterer did a great job recovering the settee.

PUNCTUATION PRETEST KEYS

1. Yes, madam, I will do it immediately.
2. ‘‘How’’, I asked, ‘‘can you always be so forgetful?’’
3. The woman who is standing there is his ex-wife.
4. Although we have a competent staff**,** bottlenecks do occur.
5. CORRECT
6. CORRECT. Comma after *instance* is optional.
7. Is that book **yours**?
8. We have much to do; for example, the carpets need vacuuming.
9. CORRECT
10. Because of his embezzling, the company went bankrupt.
11. CORRECT
12. You may, of course, call us anytime you wish.
13. Paolo hurried to the depot to meet his aunt and two cousins.
14. Finish your job; it is imperative that you do.
15. CORRECT
16. ‘‘Stop it!’’ I said. ‘‘Don’t ever do that again.’’
17. I would, therefore, like to have an explanation for the missing cash.
18. ‘‘Would you like to accompany me?’’ he asked.
19. He is a strong, healthy man.
20. To apply for this post, you must have work experience.
21. Marge, the woman with blonde hair, will be our speaker this evening.
22. He thought quickly and then answered the question in complete detail.
23. He asked if he could be excused.
24. It is hailing, not raining.
25. We will grant you immunity if you decide to cooperate with us.
26. You signed the contract; consequently, you must provide us with the raw materials.
27. I would like, however, to read the fine print first.

28. You are required to bring the following: **sleeping** bag, food, and a sewing kit.

29. The three **companies'** computers were stolen.

30. The **women's** department is upstairs and to your left.

31. It hurt **its** paw.

32. One of the **lawyers** left her briefcase.

33. ''What does it take to become a licensed architect**?**'' she asked.

34. I can't remember if her birthday falls on a Saturday, Sunday**,** or Monday next year.

35. I need to locate four states on the map: Arkansas, Ohio, Illinois, and Utah.

36. The email read, ''Hi**,** Camille. I haven't heard from you in two weeks.''

37. The veterinarian said, ''Unless **it's** bleeding and doesn't stop, don't worry about it.''

38. In letting go of needing to discuss this with her mother anymore, Wendy declared, ''This is her karma**,** not mine.''

39. You must study hard to get good grades at a major university [6, p. 138–140].

GLOSSARY

English term	Russian term
Adverbial modifier	Обстоятельство
Apostrophe	Апостроф
Appositive	Предложение в функции приложения
Brace brackets	Фигурная скобка
Bracket	Скобка
Capitalization	Письмо прописными буквами
Colon	Двоеточие
Comma splice	«Склейка запятой», т. е. постановка запятой в сложносочиненном предложении без использования обязательного соединительного слова
Compound word	Сложное слово
Conjunctive adverb	Союзное наречие
Coordinating conjunction	Соединительный союз
Dash	Тире
Decimal point	Точка в десятичной дроби
Dependant clause	Придаточное предложение
Direct question	Прямой вопрос
Disjointed speech	Несвязная речь
Ellipsis	Многоточие
Em dash	Длинное тире
En dash	Короткое тире
Exclamation mark	Восклицательный знак
Heading	Заголовок
Hyphen	Дефис
Independent clause	Главное предложение
Indirect question	Косвенный вопрос

Introductory words	Вводные слова
Italics	Курсив
Line break	Новая строка
Numeral	Числительное
Parentheses	Простые скобки. Вводное слово или предложение
Period. Full Stop. Full point	Точка
Points of omission	Многоточие
Possessive pronoun	Притяжательное местоимение
Predicate	Сказуемое
Question mark	Вопросительный знак
Quotation marks	Кавычки
Run-on sentence	Предложение из двух или более частей, между которыми отсутствует корректное соединение союзом или пунктуацией
Salutation	Приветствие
Semicolon	Точка с запятой
Series	Ряд, перечисление
Sic	Орфография и пунктуация сохранены
Slash	Наклонная черта вправо, слэш
Space	Пробел
Statement	Утверждение. Утвердительное предложение
Subheading	Подзаголовок
Subject	Подлежащее

ЗАКЛЮЧЕНИЕ

Правила англоязычной пунктуации остаются незаслуженно недостаточно представленными и отрабатываемыми в курсе практической грамматики английского языка даже для студентов лингвистического направления, не говоря уже о неязыковых направлениях подготовки в высших учебных заведениях. Данное учебное пособие создано для восполнения данного пробела.

В учебном пособии представлены основные знаки препинания и правила их использования в английском и русском языках. Выделены основные трудности русскоязычных студентов при пунктуации англоязычной письменной речи. Предложены вопросы для понимания и осмысления значения знаков препинания и возможных последствий их неверного употребления. Задания направлены на преодоление межъязыковой интерференции в этой области: отработку навыков корректного пунктуационного оформления письменного высказывания на английском языке, определение функций знаков препинания в предложении, корректуры и редактирования англоязычной письменной речи с неверно использованными знаками препинания.

Затруднения в использовании корректной англоязычной пунктуации всё ещё могут возникать у студентов в их учебной и будущей профессиональной деятельности из-за тенденций к изменению и упрощению правил использования знаков препинания, а также изменению их роли в предложении по больше части в интернет-переписке. Автор рекомендует внимательно относиться к случаям использования знаков препинания в аутентичных текстах, выяснять их роль и соотносить с представленным сводом правил.

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ENGLISH PUNCTUATION: IN THEORY AND USE

Учебное пособие

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