

GUIDE TO PUNCTUATION IN ENGLISH

The most common punctuation marks in English are: capital letters and full stops, question marks, commas, colons and semi-colons, exclamation marks and quotation marks.

In speaking, we use pauses and the pitch of the voice to make what we say clear. Punctuation plays a similar role in writing, making it easier to read.

Punctuation consists of both rules and conventions. There are rules of punctuation that have to be followed; but there are also punctuation conventions that give writers greater choice.

Punctuation: capital letters (B, D) and full stops (.)

We use capital letters to mark the beginning of a sentence and we use full stops to mark the end of a sentence:

We went to France last summer. We were really surprised that it was so easy to travel on the motorways.

The Football World Cup takes place every four years. The next World Cup will be held in South Africa. In 2006 it was held in Germany.

We also use capital letters at the beginning of proper nouns. Proper nouns include personal names (including titles before names), nationalities and languages, days of the week and months of the year, public holidays as well as geographical places:

Dr David James is the consultant at Leeds City Hospital.

They are planning a long holiday in New Zealand.

Can she speak Japanese?

The next meeting of the group will take place on Thursday.

What plans do you have for Chinese New Year?

We use capital letters for the titles of books, magazines and newspapers, plays and music:

'Oliver' is a musical based on the novel 'Oliver Twist' by Charles Dickens.

The Straits Times is a daily English language newspaper in Singapore.

They are performing Beethoven's Sixth Symphony.

In addition to closing sentences, we also use full stops in initials for personal names:

G. W. Dwyer

David A. Johnston, Accountant

Self Study Guide For English Punctuation

AW Rasmussen



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