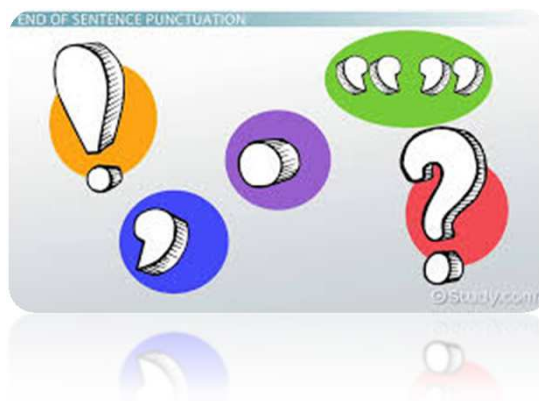


PARAGRAPH WRITING

First Grade – Morning Classes
2023-2022

PUNCTUATION 1ST CLASS



Spoken or Written?

TYPES OF WRITING

1. Academic Writing
2. Non- Academic

The most common punctuation marks in English are:

capital letters, full stops, question marks, commas, colons and semi-colons, exclamation marks and quotation marks.

1. Full Stops

A- 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.*

B- in initials for personal names:

- *G. W. Dwyer*
- *David A. Johnston, Accountant*

C- after abbreviations

- *Dr.* (doctor)
- *etc.* (etcetera)

2. Comma

A- We use commas to separate a list of similar words or phrases:

It's important to write in clear, simple, accurate words.

They were more friendly, more talkative, more open than last time we met them.

Note: A comma is not normally used before *and* at the end of a list of single words:

- *They travelled through Bulgaria, Slovakia, the Czech Republic and Poland.*

BUT: American English does use a comma in lists before *and*.

- *We took bread, cheese, and fruit with us.*

B- use commas to separate words or phrases that mark where the voice would pause slightly:

- *I can't tell you now. However, all will be revealed tomorrow at midday.*

- *We had, in fact, lost all of our money.*

- *James, our guide, will accompany you on the boat across to the island.*

G- With **vocatives, discourse markers and interjections.**

- *Open the door for them, Kayleigh, can you?Thanks.* (vocative)
- *Well, what do you think we should do about it?*(discourse marker)
- *Wow, that sounds really exciting.* (interjection)

H- With direct speech.

- *He said in his opening speech, 'Now is the time to plan for the future.'*

3. Question Mark

A- With posing a **direct query** in an **interrogative** sentence.

- *Are there any letters for me this morning?*
- *When did you finish writing that report?*

B- With **question tags.**

- *Just leave these papers on my desk, OK?*
- *You didn't find those documents, did you?*

4. Exclamation Mark

A- an exclamative clause or expression in informal writing.

- *Listen!*

- *Oh no!!! Please don't ask me to phone her. She'll talk for hours!!!*

B- with strong emotion (good and bad – surprise, excitement or delight, but also anger, fear or shock)

- *What a great success!*

- *How lovely it is!*

5. Apostrophe

A- Show Possession

- *James's hat*

B- Show Omission of Letters

- *don't = do not*

C- Form Plurals of Letters, Numbers, and Symbols

- *Two A's*