



**University Of  
Abdelhafid Boussouf  
E- Learning Center**



**English - level 3**

**-Lesson 1-  
Punctuation rules**

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| <i>Students concerned –semester 2-</i> |                          |                                     |                  |
|--|--------------------------|-------------------------------------|------------------|
| <i>Institute</i>                       | <i>Department</i>        | <i>Year</i>                         | <i>Specialty</i> |
| <i>Letters and Languages</i>           | <i>Foreign Languages</i> | <i>3<sup>rd</sup> year Bachelor</i> | <i>French</i>    |

***Objective of the lesson***

- ***To introduce the commonly used punctuation marks.***
- ***The students will be able to use them correctly.***

## General punctuation rules

### 1- Comma(,)

Commas separate parts of a sentence. They also tell readers to pause between words, and they can clarify the meanings of sentences. It is used

- in a series of three or more entities

Jim swims, golfs, and fishes in the summer.

- to separate two main clauses joined by and, but, for, nor, yet, or, s

the teacher isI ill, so we don't have a session today.

- with dates between day and year and after year in the middle of a sentence.

We will graduate on July 6, 2025.

- after introductory expressions beginning with because, since, while, until, if, despite, in spite of

Because of the traffic jam, we arrived an hour late.

- before not and but to show contrast.

I have come to bury Caesar, not to praise him.

- before or after a direct address (calling someone by name)

Yahia, are you ready yet?

- to set off participial phrases.

Hurrying as fast as he could, Marcel caught the bus before it pulled away.

- with addresses written in sentence form

Iren Curie was born in Paris, France, In 1897.

- to set off titles such as M.A., Ph.D., Sr., Jr., Inc.

Joyce Byrd, Ph.D., is Director of the English language Institute.

### 2- semi colon (;)is used in the following cases

- **To join independent clauses:**

**Example:** I visited my grandmother yesterday; she was extremely happy.

Independent clause

Independent clause

- **To list items in a series:** when one or more items in a series contain commas, a semicolon is needed.

**Example:** My friend visited Canada, Paris, France; and London, England. ← A series

- **To indicate introductory words:** a semicolon is preferably placed before introductory words like therefore, for example, for instance, as a consequence, namely, i.e. and many others.

**Example:** There are three types of pollution; namely, air pollution, soil pollution and water pollution. Introductory word

**3- colon (:)** is used in the following cases:

- **To list items with no introductory words:**

**Example:** Would you please give her the following books: Rich Dad and Poor Dad, The Miracle Morning, and The Power of Self-Mastery.

- between hours and minutes of time expressions.

The train is due at 6:45.

- use after the salutation in a formal letter Dear Sir: Gentlemen: Dear Mrs. Greene:

#### **4- period /full stop (.)**

It is used:

- at the end of a declarative statement.

We have only one class tomorrow.

- after abbreviations: Mr., Mrs., Ms., Dr., Mon., oz., a.m., st. (first), St. (street), etc.
- to separate dollars and cents in prices.

This coat costs \$59.95.

- use with percents. The rate of poverty in our country is 7.85%.

#### **5 quotation marks (“....”)**

they are used to cite sources, in direct quotations, idioms, proverbs, sayings or direct speeches. **Example:** “.....” Quotation marks

**6- parentheses** are used to set off nonessential information from the rest of the sentence; they are used as well to enclose figures.

The World Trade Organization (WTO) hierarchy is shown in figure (3).

**7- Apostrophe** is used to indicate possession cases or contractions.

**Examples:** - That girl is my sister's friend. (Possession case)

-He's late. (Contraction)      He is late.

**8- Hyphen** is a punctuation mark that is used to join words or units together.

**Examples:** Thirty-one, ex-president, mother-in-law.

**9- Question Mark (?)**

It is used at the end of an interrogative statement.

Do you know where the Metropolitan Art Museum is?

**10- Exclamation mark (!)** is used after a statement of surprise.

Harry won the million-dollar lottery!