



# Business English for Success

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## **Chapter 2**

# **Punctuation**

## Learning Objectives

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- Identify the uses of commas
- Correctly use commas in sentences
- Identify the uses of semicolons
- Properly use semicolons in sentences
- Identify the uses of colons
- Properly use colons in sentences
- Identify the uses of quotes
- Correctly use quotes in sentences

## Learning Objectives

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- Identify the uses of apostrophes
- Correctly use apostrophes in sentences
- Identify the uses of parentheses
- Properly use parentheses in sentences
- Identify the uses of dashes
- Correctly use dashes in sentences
- Identify the uses of hyphens
- Properly use hyphens in sentences

## Commas

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- A punctuation mark that tells the reader when to pause or when a word is part of a list
- Commas can be used in the following ways:
  - After an introductory word to separate this word from the main sentence
  - After each noun in a list
  - After every coordinating adjective except for the last adjective
  - To separate the two independent clauses in compound sentences as long as a conjunction follows the comma
  - To separate interrupting words from the rest of the sentence

## Commas

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- Commas can be used in the following ways:
  - When you write the date, you add a comma between the day and the year
    - Add a comma after the year if the sentence continues after the date
  - When used in a sentence, addresses have commas after the street address, and the city
    - If a sentence continues after the address, a comma comes after the zip code
  - When writing a letter, commas are used in the greeting at the beginning and in the closing at the end of the letter

## Semicolons

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- A punctuation mark (;) that indicates a pause and joins two independent clauses or separates a list when the list already requires commas



## Colons

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- A punctuation mark (:) that is used to indicate a full stop
- Colons can introduce lists, quotes, examples, and explanations

## Quotes

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- Punctuation marks (“ ”) that are used in pairs to enclose direct quotations and titles of short works
- **Direct quotation:** An exact account of what someone said or wrote
  - Direct quotations must be enclosed in quotation marks
- **Indirect quotation:** A restatement of what someone said or wrote
  - An indirect quotation does not use the person’s exact words
  - You do not need to use quotation marks for indirect quotations

## Punctuating Direct Quotations

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- Always capitalize the first letter of a quote even if it is not the beginning of the sentence
- When using identifying words in the middle of the quote, the beginning of the second part of the quote does not need to be capitalized
- Use commas between identifying words and quotes
- Quotation marks must be placed after commas and periods
- Place quotation marks after question marks and exclamation points only if the question or exclamation is part of the quoted text

## Quotations within Quotations

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- **Single quotation marks ( ‘ ’ ):** Punctuation marks that are always used in pairs to enclose a quotation within a quotation

## Titles

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- Use quotation marks around titles of short works of writing, such as essays, songs, poems, short stories, and chapters in books

## Apostrophes

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- A punctuation mark (') that is used with a noun to show possession or to indicate where a letter has been left out to form a contraction
- Possession
  - An apostrophe and the letter s indicate who or what owns something
  - To show possession with a singular noun, add 's
  - A plural noun that ends in s, just add an apostrophe (')
  - If the plural noun does not end in s, add an apostrophe and an s ('s)

## Apostrophes

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- **Contraction:** A word that is formed by combining two words
- In a contraction, an apostrophe shows where one or more letters have been left out
- Contractions are commonly used in informal writing but not in formal writing

## Parentheses

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- Punctuation marks ( ) that are used in pairs to contain information that is secondary to the meaning of a sentence
- Parentheses must never contain the subject or verb of a sentence
- A sentence should make sense if you delete any text within parentheses and the parentheses



## Dashes

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- A punctuation mark (—) used to set off information in a sentence for emphasis
- You can enclose text between two dashes, or use just one dash

## Hyphens

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- A punctuation mark (-) that combines words that work together to form a single description, or it breaks a word across two lines of text

## Key Terms

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- Comma
- Coordinating adjectives
- Interrupting words
- Semicolon
- Colon
- Quotation marks
- Direct quotation
- Indirect quotation
- Single quotation marks
- Apostrophe
- Parentheses
- Dash
- Hyphen