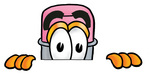
**Punctuation Rules**

, , When do we use a **Comma???** , ,

We use commas in two main ways:

**Commas separate the items in a list.**   
Sometimes these items are real things.  
***E.g.*** *I need some pens, pencils, paper and a calculator before I start my class.*   
*I must buy some eggs, milk, sugar and tea.*   
  
Sometimes these items are things you do, or places you go.  
***E.g.*** *Yesterday I went to work, played badminton, went to the pub and then went to bed.*   
*I'm going to spend my holiday walking on the beach, sleeping in the sun and reading my book.*   
  
BEWARE!  
Always make sure you use **and** to separate the last two items in your list.  
Make sure that you don't use a comma before the word **and** at the end of your list.  
  
**Don't** use commas where you should use a full-stop. If the words could stand alone as a proper sentence then you need to put a full-stop or a joining word ('and', 'but' etc) in and not a comma.  
*'Yesterday I went to work, I walked the dog, I went shopping and I washed the car.'*   
This doesn't work as these could all stand alone as proper short sentences. If you want to write them as a list (for example, to show you were in a hurry, or that you had a lot to do) take out the 'I'.  
*'Yesterday I went to work, walked the dog, went shopping and washed the car.'*

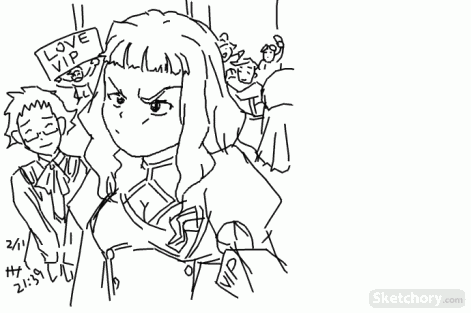
1. **Commas mark out the less important part of a sentence.**   
   This is a useful way to make your sentences more interesting by adding extra information.  
   ***E.g.*** *The car, which was parked by the light, had a dog in the back seat.*   
   This sentence is about the car and the dog, it's not about where the car was parked.  
     
   *Tony, his mum's favourite, was given chocolate cake for tea.*   
   This sentence is about Tony eating chocolate cake. We don't need 'his mum's favourite' for the sentence to make sense, it's extra information.  
     
   *Rajinda, the youngest in the family, is about to get married.*   
   This sentence is about Rajinda getting married, it's not about her position in the family.  
     
   HOW CAN I CHECK?  
   A quick way to check this second use of commas is to see if the sentence makes sense without the words between the commas.  
   The first sentence -  
   '**The car, which was parked by the light, had a dog in the back seat.**'   
   would become   
   **'The car \_\_\_\_ had a dog in the back seat.'**   
   This sentence makes sense so the commas are in the right places.

When we are ,

When we have ,

Strong emotions

Surprised

When we are  ,Angry

Angry

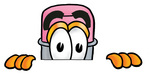
When we are 

Excitment

When we use **BUT** only when it is not a question…

**Always Remember…**

Exclamation marks must be put inside quotation mark **“ ! ”**



 : : When do we use an **colons ???** : :

|  |
| --- |
|  |

**We use colons In lists**

We use a **colon** before a **list** of items 

but **ONLY** when the phrase before the list is an independent clause.

*What’s an independent clause?*

An **Independent Clause** is a clause that can stand alone as a complete sentence.

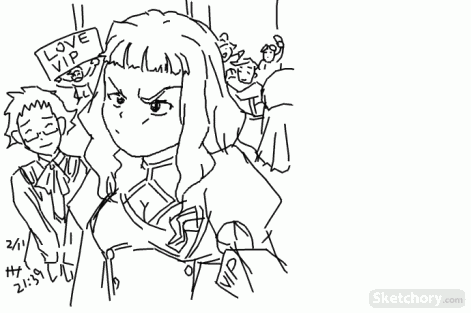
**Examples:**

I have books on many interesting subjects: geography, scince, and nature.

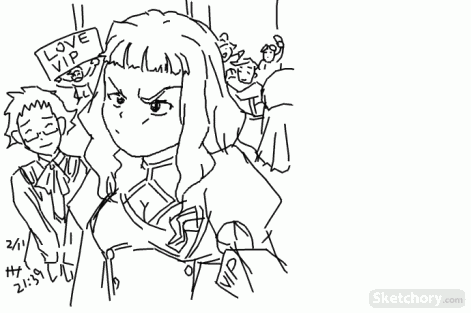
The health club has every facility: a pool, Jacuzzi, gym, and steam room.

~~The things you need to take on the trip are: warm clothes, thick socks, and boots.~~

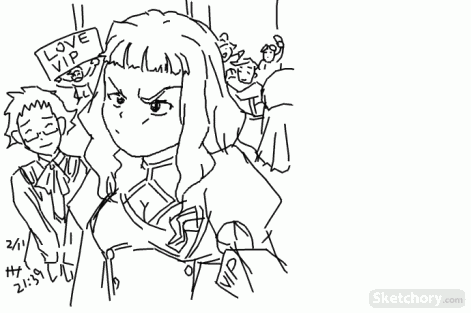
*(The things you need to take on the trip are)* **is NOT an independent clause and cannot stand alone**

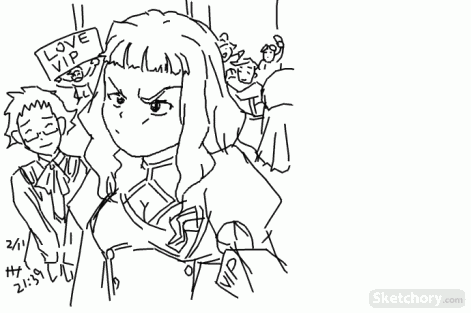
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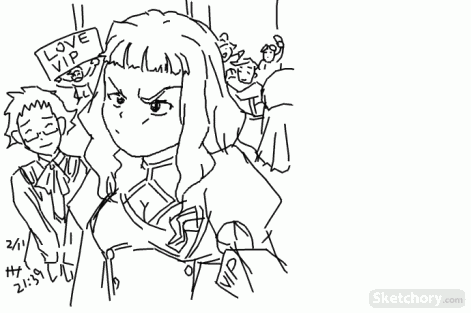
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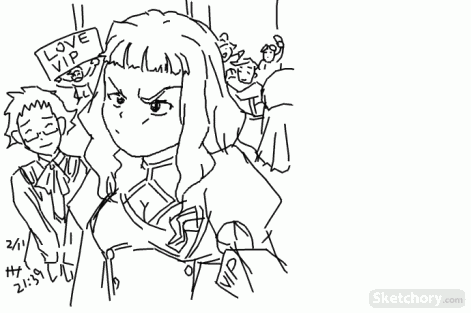
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**Practice**: Add exclamation marks and colons where appropriate.

1. Reggie had a number of things in his closet ice skates, a football helmet, shoulder pads, and a football.
2. This vacation we visited five countries Malaysia, Indonesia, Philippines, Taiwan, and Singapore.
3. “how wonderful that you won” exclaimed Anna.
4. Mazin cried, “what a fantastic idea that is”
5. Sheikha applied to three universities Abu Dhabi University, Sharjah University, and Ajman University.
6. “Hurry up” yelled Sultan.
7. “How kind of you to remember” gushed Josephine?
8. Where would you like to go the movies, the club, a coffee shop, or the Cultural Foundation

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