



**Ministry of Higher Education and  
Scientific Research  
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# **PUNCTUATION MARKS**

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

(( يَا أَيُّهَا الْعَزِيزُ مَسَّنَا وَأَهْلَنَا الضُّرُّ وَجِئْنَا  
بِبَضَاعَةٍ مُزْجَاةٍ فَأَوْفِ لَنَا الْكَيْلَ وَتَصَدَّقْ  
عَلَيْنَا إِنَّ اللَّهَ يَجْزِي الْمُتَصَدِّقِينَ )) يوسف 88

صدق الله العلي العظيم

(( 'O mighty prince, we and our people are afflicted with distress. We have brought but little merchandise. Fill up the measure, and be charitable to us; Allah rewards the charitable. ' )) Yousuf 88

## **Dedication**

**To my mother and father**

**To my family**

**To my teachers**

**To my colleagues and friends**

**To candles that burn to light up for others**

**To everyone who taught me a character**

**Give this humble research**

**Almighty to find acceptance and success**

## **Acknowledgement**

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1-

## Introduction

As it known , punctuation is everywhere . While it can be a struggle at first to learn the rules that come along with each mark , punctuation is here to help us . These marks were invented to guide readers through passages . To let them know now and where words relate to each other . When we learn the rules of punctuation, we equip ourselves with an extensive tool set so we can better craft language to communicate the exact message you want .

First , this study will discuss the concept of punctuation . Then the development of punctuation through history . After that , it will discuss the basic rules of all punctuation marks . Later , it will introduce some errors of sentence punctuation .

Punctuation according to Oxford English Dictionary and Encyclopedia Britannica : ( formally sometimes called pointing ) is the use of spacing , conventional signs , and certain typographical devices as aids to understanding and the correct reading , both silently and aloud of hand written and printed text .

Another description is : “ The practice , action , or system of inverting points or other small mark into texts , in order to aid interpretation , division of text into sentences , clauses , etc., by mean of such marks .

As Truss , Lynee ( 2003 - 612 ) said : “ In written English , punctuation is vital to disambiguate the meaning of sentences . For example : “ Woman , without her man , is nothing “ ( emphasizing the importance of men ) , and “woman : without her , man is noting “ ( emphasizing the importance of women ) have very different meanings ; as do “ eats shoots and leaves “ ( which means the subject consumes plant growths ) and “ eats , shoots , and leaves “ ( which means the subject eat first , then fires a weapon , and then leaves the scene ) .

According to Chelsea , Lee (2017,77) , There are two major styles of punctuation in English : British or American . These two styles differ mainly in the way in which they handle quotation marks , particularly in conjunction with other punctuation mark . In British English , punctuation such as periods and commas are placed

outside the closing quotation mark ; In American English , however , punctuation is placed inside the closing quotation mark . This rule varies for other punctuation marks ; for example , American English follows the British English rule when it comes to semicolons , colons , question marks and exclamation points .

### 3-

### ( The history of punctuation )

According to Qingyan , ( 2006 , 957 -520 -111-6 ) and the History of the Song Dynasty ( 1346 ) ,

The first writing systems were either logographic or syllabic . For example , Chinese and Mayan script – which do not necessarily require punctuation , especially spacing . This is because the entire morpheme or word is typically clustered within a single glyph . So spacing does not help as much to distinguish where one word ends and the other starts . Disambiguation and emphasis can easily be communicated without punctuation by employing a separate written form distinct from the spoken form of the language that uses slightly different phraseology . Even today , Written English differs subtly from spoken English because not all emphasis and disambiguation is possible to convey in print , even with punctuation .

Ancient Chinese classical texts were transmitted without punctuation . However , many warring states period bamboo texts contain the symbol

〈 ˆ 〉 and 〈 ■ 〉 indicating the end of a chapter and full stop , respectively .

By the Song dynasty , addition of punctuation to texts by scholars to aid comprehension became common .



Byrne , Eugene ( 2017 ) believes that the earliest alphabetic writing had no capitalization , no spaces , no vowels and few punctuation marks .

This worked as long as the subject matter was restricted to a limited range of topics ( e.g. , writing used for recording business transactions ) .

Punctuation is historically an aid to reading aloud .

The oldest known document using punctuation is the Marsha Stele ( 9<sup>th</sup> century B.C . ) .

This employs points between the words and horizontal strokes between the sense section as punctuation .

### **3-1 - Western Antiquity**

According to Gruyter ( 1972 , 22 ) , most texts were still written in scriptura continua , that is without any separation between words . However , the Greeks were sporadically using punctuation mark consisting of vertically arranged dots –usually two ( dicolon ) or three ( tricolon ) . In around the 5<sup>th</sup> century B.C. as an aid in the oral delivery of text .

Greek playwrights such as Euripides and Aristophanes used symbols to distinguish the ends of phrases in written dram ; This essentially helped the play's cast to know when to pause . After 200 B.C. , the Greeks used Aristophanes of Byzantium's system ( called thèseis ) of a singledot ( punctus ) placed at varying heights to mark up speeches at rhetorical divisions .

In addition , the Greeks used the paragrahos ( or gamma ) to mark the beginning of sentences , marginal dipler to mark quotations , and a Koronis to indicate the end of major sections .

The Romans ( ca. 1<sup>st</sup> century B.C. ) also occasionally used symbols to indicate pauses , but the Greek thèseis – under the name distinctions .

### 3-2- Medieval

Punctuation developed dramatically when large numbers of copies of the Bible started to be produced . These were designed to be read aloud , so the copyists began to introduce a range of marks to aid the reader , including indentation , various punctuation marks ( diple , poragraphos , simplex capitals ( litterae notabiliores ) .

Jerome and his colleagues, who made translation of Bible into Latin , the vulgate ( ca. A.D. 400 ) , employed a layout system based on established practices for teaching the speeches of Demosthenes and Cicero .

According to Parkes ( 1991 , 1 - 4 ) , in the 7<sup>th</sup> – 8<sup>th</sup> centuries Irish and Anglo-Saxon scribes , whose native languages were not derived from Latin , added more visual cues to render texts more intelligible . Irish scribes introduced the practice of word separation .

Harvard University ( 2015 ) believes that paleography : How to read Medieval Handwriting ?

In the late 8<sup>th</sup> century a different system emerged in France under the Carolingian dynasty . Originally indicating how the voice should be modulated when changing the liturgy , the positurae migrated into any text meant to be read aloud , and then to all manuscripts . Positurae first reached England in the late 10<sup>th</sup> century probably during the Benedictine reform movement , but was not adopted until after the Norman conquests .

According to Clemens and Graham ( 2007 , 84 – 86 ) , in the late 17<sup>th</sup> century the punctus versus disappeared and was taken over by the simple punctus ( now with two distinct values ) .

### **3- 3 - Printing –press era**

According to Truss , Lynnes ( 2004 , 77 , 112 -113 ) , the amount of printed material and its readership began to increase after the invention of explained by writer and editor Lynee Truss , the rise of printing in the 14<sup>th</sup> and system of punctuation was urgently required . By the 14<sup>th</sup> century , punctuation in the Western world had evolved “ to classify the marks hierarchically , in terms of weight .

Celcil Hartly’s poem identifies their relative values : The stop point out , with truth the time of pause . A sentence dot require at every clause . At ev’ry comma , stop while one you count .

At semicolon , two is the amount ; The period four , as learned men agree .

According to ( Lona and Peter Opie ( 1943 , 11 ) ) , the use of punctuation was not standardized until after the invention of printing . according to the 1885 edition of the American printer , the importance of punctuation was noted in various saying by children such as :

Charles the first walked and talked half an hour after his head was out off . With a semi-colon and a comma added it reads .

According to Trask ( 1997 , 55 ) ,

Why should you learn to punctuate properly ?

After all , many people have made successful careers without ever learning the difference between a colon and a semicolon . Perhaps you consider punctuation to be an inconsequential bit of decoration , not worth spending your valuable time on . Or perhaps you even regard punctuation as a deeply personal matter – a mode of self –expression not unlike your taste in clothing or music .

Well , punctuation is one aspect of written English . How do you feel about other aspects of written English ? Would you happily write pair when you mean pear , because you think the first is a nicer spelling ? Would you , in an essay , write Einstein were a right clever lad , è were , just because that's the way people speak where you come from ? Would you consider it acceptable to write proceed when you mean precede , or vice versa , because you've never understood the difference between them ? Probably not- at – least , I hope not .

Yet , it is quite possible that you do things that are every bit as strange and bewildering when you punctuate your writing . Perhaps you use comma in what shall soon see are surprising places , merely because you think you might pause there in speech . Perhaps you colons because you have quite understood the difference between them . Or perhaps , if you're really committed to punctuation as self-expression , you just stick in whatever punctuation takes your fancy , because it's your piece of work , and so it ought to have your punctuation .

## 5 - The Rules of Punctuation Marks

### 5 -1

#### Punctuation of sentences

According to Al-Hamash , ( 1980, 68 ) , they are either end marks or non-end marks .

#### ( 1 ) End marks

As is obvious from their names , they end a thought unit , whether it is a statement , a question or an exclamation .

#### a) The period ( full stop )

It is used at the end of all sentences except question and exclamations . Its obvious function is to indicate the end of a sentence : to tell us that a statement , a request or a command has been completed and that we are ready to start something new , as in :

- *I live in Baghdad .*
- *Open the door , please .*

#### b) The question marks

It is used in the following situations :

#### 1- To mark a direct question , as in :

- *How old are you ?*
- *Are you coming with us ?*

#### 2- To mark a tail –question , such as :

- *He is good , isn't he ?*

#### 3- To mark an intonation question , such as : *He is a teacher ?*

#### 4- To mark a polite request , as in : *Would you please come with me ?*

#### c) The exclamation mark

It is used sparingly in English . Its use limited to expressions of strong feelings , e.g. , anger , surprise , regret , happiness , etc.

- *Hello ! What a surprise to see you !*
- *Good heavens !*
- *We've missed the train ! There it goes !*
- *What a wonderful day !*
- *Oh dear !*

## ( 2 ) Non-end marks

There are punctuation marks that don't indicate the end of utterances . They separate , enclose , and link word groups . Some of them also indicate omission of words or word groups .

### 5 – 2

#### **Separating marks**

According to Al-Hamash ( 1998 , 70 )

The only non-end separating mark is the comma , which is the most frequently used punctuation mark , Without it , many sentences and phrases cannot be properly understood . On the other hand , too much use of the comma may result in over-burdening one's writing unnecessarily.

In many cases the writer's intended meaning and his common sense decide the use of comma in his writing . There are rules for using the comma which don't cover all its uses ; but they can be great help to teacher and learners of writing English . A comma is generally used in the following situations :

1- To avoid ambiguity , i.e., to avoid two-way interpretation of a sentence or a phrase . For example , the sentence : - *Mr. Adnan , our English teacher has retired* . Is not clear . The writer may be talking to Mr. Adnan and telling him that the English teacher has retired ; or he is stating that Mr. Adnan , being the English teacher , has retired . The use of another comma after our English teacher clarifies the situation .

*Mr. Adnan , our English teacher , has retired* .

2- To separate main clauses :

- *Man sins , God forgives* .

3- To separate elements of a list .

- *I bought two books , three copy-books , a ruler , a pencil , and a rubber* .

The use of the last comma , i.e. , the one that precedes ( *and* ) is optional .

4- To separate direct speech from introductory words such as , He said , He asked , etc.

- *He asked , " Would you like to come to lunch with me ?*

- *I said , " I am only too pleased . "*

5- To separate words used in addressing a person from the rest of the sentences : -

*Ahmed , I hope you and your wife can come to dinner tomorrow .*

6- To separate elements denoting contrasted thought , as in :

- *He is disappointed , not angry .*

- *I am ordering , not suggesting .*

7- To separate elements for a date , an address and names of places , as in :

The course starts on January 1<sup>st</sup> , 1978 .

13 ,Church Street , London , NW3 .

8- To separate and introductory adverbial word or phrase from the rest of the sentences : -

*You are late . Therefore , you must apologize .*

- *I have not done anything wrong . However , my apologies .*

9- To indicate an omission :

- *He is going to London , and I , to France .*

10- To mark off a series of noun clauses or adjective clauses , excepting the first .

- *I do not know when he has gone , where he has gone , or why he has gone?*

- *She is a woman who is never satisfied with what she has , who is always asking for more , and who works hard to get what she wants .*

**5 – 3**

### **Enclosing Marks :**

A) Comma :

According to Castellani , Arrigo ( 1995 , 21 )

Commas are used to separate parts of a sentence . They tell readers to pause between words and groups of words , and they help clarify the meanings of sentences .

Usage :

1- Comma are used after an introductory dependent clause ( a group of words before the subject of a sentence that do not form a complete sentence .

Ex. )) If your friends enjoy Chinese food , they will love this restaurant .

2- Commas are used to set off introductory words , introductory adverbial , participial , or infinitive phrases , and longer introductory prepositional phrases .

Example : Incidentally , I was not late this morning ( word )

Hoping for a bigger fish , Rob spent three more hours fishing ( phrase )

3- Commas are used between independent clauses joined by a coordinating conjunction ( for , and , not , but , or , yet , so ) .

Ex. *My dog had fleas , so we gave him a bath .*

4- Commas are set off nonessential phrase , or clauses .

Ex. *The man , I think , had a funny laugh .*

5- Comma set off an appositive ( a word or phrase that renames a noun ) .

Ex. *Tanya , Debbia's sister , gave a brilliant speech last night .*

## B) Bracket

According to Truss , Lynne ( 2003 , 161 )

A bracket is a tall punctuation mark typically used in matched pairs within text , to set a part or interject other text . The matched pair is best described as opening and closing . Less formally , in a left-to- right context , it may be described as left and right , and in a right -to - left context , as right and left .

According to **Forsmann , Friedrich** , ( 2004 , 263 )

They are of two types : ( 1 ) round brackets and ( 2 )square brackets .

1- Round brackets are used to mark off parenthetical expressions . Their three most common uses are the following :

a) To enclose an exclamation , a qualification , or an example :

*His book ( He wrote in 1966 ) is one of many written on the subject .*

*“ He gained from heaven ( It was all the wanted ) a friend . “*

Scientific words ( geology , for example ) are mostly Latin .

b) To enclose cross-references , as in : ( See Appendix I , page 335 . )

c) To repeat formally ( especially in business ) a sum stated in words :

*I enclose here with a sum of ten ( 10 ) American Dollars .*

2 – Square bracket are mainly used to enclose words that are used by an editor or reporter :

I have heard from [ name of reporter not to mentioned ] that the meeting came to nothing .

## C) Pair of Dashes

According to Al-Hamash , Al-Rufa'i , Al-Hiti ( 1980 , 74 )



There are a third type of punctuation marks that enclose parenthetical expressions : *This work - - if we can call it work at all - - is useless and a waste of time .*

D ) Slashes

According to Al-Hamash , ( 1980 , 74 -75 ) ,

They are generally used for enclosing symbols or words written in phonetic symbols , such as :

/ i: / ----- / si: /

/ a / -----/ hat /

**5-4**

### **Quotation Mark**

According to Hayes, Andrea ( 2007 , 17 )

Quotation marks , also called quotes , quote marks speech marks , inverted commas or talking marks , are punctuation marks used in pairs in various writing systems to set off direct speech , a quotation , or phrase . The pair consists of an opening quotation mark and a closing quotation mark , which may or may not be the same character .

Usage :

1- Quotation marks are used to show the beginning and end of a quotation or a title or a short work .

2- Quotation marks enclose the exact words of a person ( direct quotation )

Example : *Megan said , “ Kurt has a red hat “*

3- Do not use quotation marks around a paraphrase ( using your own words to express the author's ideas )

Or a summary of the author's words .

Example : *Megan said that Kurt's hat was red .*

4- Quotation marks set off the title of magazine articles , poems , reports and chapters within a book .

( Title of books , magazines , plays , and other whole publications should be under lined or Italicized ) .

Example : “ *The talk of Town* “ : a regular feature in *Time magazine* .

### **Quotation marks with other punctuation**

1- Place periods and commas inside ----- quotation marks .

Example : *Aida said* , “ *Aaron has a blue shirt* “

2- Place semicolons and colons outside quotation marks .

Example : *He calls me his teddy bear* “ ; *I am not a bear* .

3-Place question marks or exclamation points inside the quotation marks if they punctuate the quotation only .

Example : “ *Are we too late ?* “ *She asked* .

4- Place question marks or exclamation points outside the quotation marks if they punctuate the entire sentence .

Example : *Why did she say* , “ *We are too late* “ ?

## **5 -5**

### **Linking Marks**

a) The colon ( : ) according to Georgia College Writing Center ( 2013 ) is a punctuation mark consisting of two equally sized dots centered on the same vertical line . A colon proceeds an explanation or an enumeration, or list . A colon is also used with ratios , titles and subtitles of books , city and publisher in bibliographies , Biblical citation between chapter and verso , an-in –American English – to separate hours and minutes , for business letter salutation and in formal letter writing .

## Usage

According to Hacker , Diana ( 2010 , 384 -387 )

The most common use of the colon is to inform the reader that what follows the colon proves , explains , defines , describes , or lists elements of what preceded it . In modern American English usage , a complete sentence proceeds a colon , while a list , description , explanation , or definition follow it . The elements which follow the colon may or may not be a complete sentence : since the colon is preceded by a sentence , it is a complete sentence whether what follows the colon is another sentence or not . While it is acceptable to capitalize the first letter after the colon in American English . It is not the case in British English , except where a proper noun immediately follows a colon .

According to Oxford History English Dictionary ( 1891 )

The English word “ colon “ is from Latin colon , itself from Ancient Greek , meaning limb , member , or portion . In Greek , the term did not refer to punctuation but to the expression or passage itself . A “ colon “ was a section of a complete thought or passage .

In Armenian , a colon indicates the end of a sentence , similar to a Latin full stop or period .

- Colons follow independent clauses and are used to call attention to the information that comes after .
- Colon come after the independent clause and before the word , phrase , sentence , quotation, or list it is introducing .

Example: *Joe has only one thing on his mind : girls ( word )*

*Joe has only one thing on his mind : the girl next door . ( phrase )*

*Joe has only one thing on his mind : he wants to go out with Linda . ( clause )*

*Joe has several things on his mind : his finals , his job , and Linda . ( list )*

-Never use a colon after a verb that directly introduces a list .

b) Semicolon ( ; )

According to Spencer , David 9 2011 , 55 ) is punctuation mark that separates major sentence elements . American can be used between two closely related independent clauses , provided they are not already joined by a coordinating conjunction . Semicolons can also be used in place of commas to separate items in a list , particularly when the elements of that list contain commas .

A semicolon connects independent clauses –parts of a sentence that could stand as their own sentences :

Example : 1- he loved that car ; it was his greatest treasure .

2- Where would you put the period of semicolon in the sentence below ?

In western films , “ Dark Hats “ often represent bad or evil characters a white hat does just the opposite .

You should always use a semicolon in these two situations :

1-Use a semicolon ( ; ) to closely link two independent clauses

Example : Some of the studies seem to confirm the theory , appears to refuse it .

2- Use semicolons to separate items in a list of items contain commas :

Ex. The contributors are Marie Noel , professor of history ; Stephen White , Research Fellow in Media Studies ; and Wu Ming , lecture at the II research institute .

According to Al-Hamash ( 1998 , 76 - 77 )

The semi-colon is used :

1- To join long co-ordinate clauses , especially when conjunctions are absent as in :

*I don't care what you say about me ; what matters is that what you say is what you think about me .*

2- With works like therefore , however , otherwise , nevertheless , etc.

- *You did not work hard ; therefore , you did not finish the work in time .*
- *You must stop eating bread ; otherwise , you will get too fat . He did not do very well in the exam ; nevertheless , he will pass .*

### c ) Dash ( - )

According to **Joyce , James ( 1922 , 335 )**

Dash . A pair of dashes can be used to separate extra information in a sentence .

Ex. Mason –The builder – arrived before Nathon .

The dashes go around the extra bit of information . They are more commonly used in less formal writing and indicate a stronger pause than a comma .

The hyphen's slightly longer cousin , the dash is another popular punctuation mark that not everyone is sure how to use .

In formal writing , the dash is used to mark off information or ideas that are not essential to an understanding of the rest of the sentence .

For example , you might see : *Once I have a free afternoon – I've been quite busy – I will meet you for lunch .*

However , it has become quite common to see the dash in sentences in the place of other punctuation marks , as in : *It depends when you would like to visit – I'm home for all October .*

( you might alternately use a semicolon in that instance )

Even though dashes are common in informal writing , such as personal emails or blogs , it's best to use them sparingly when writing formally .

## Usage

According to Butterfield , Jeremy ( 2015 , 81 )

1- In the middle of sentence , a dash can put special emphasis on a group of words or make them stand out from the rest of the sentence .

*Ex. Our ideas for the weekend – going to movie , having a picnic , doing homework , and hiking Garcia Tail , seemed like a lot to squeeze in .*

2- At the end of a sentence , a dash separates information from the rest of the sentence .

*Ex. I knew the material perfectly – until test day .*

*Ex. We went to Slauson Park – the one north of fifth street .*

## 5 – 6 Marks Denoting Omission

According to Al-Hamash , etc. ( 1980 ,77-78 )

These are : ( a ) the dash ; ( b ) the three dots and ( c ) the four dots . They are used as follows :

a ) The dash is used to mark an omission or interruption :

*“ I don’t much care where --- , “ said Alice .*

b ) The three dots are used to indicate that a word or more have been omitted from middle of a quotation :

*“ A comma ... between sentences may cause serious misinterpretation . “*

c ) The four dots are used to indicate a broken ( an unfinished ) quotation .

For example :

*Mr. Smith wrote , “ And , blindly stumbling , she passed out into night , into .... “*

## 5 – 7 Punctuation of words

According to Al-Rufa’i ( 1980 , 78 – 79 )

Up to this point , the discussion has been about sentence –punctuation . Single words have their own punctuation too . In a word the dot , the apostrophe , the hyphen and the quotation marks are used .

## **5 – 8 The Abbreviation Dot** is used with :

- a) Abbreviation words , such as : *Mr. Dr. St. , U.S.A. , e.g. , etc. .*
- b) Initials , as in C.H. Brown .
- c) Contracted words , such as : *Nov. ( November ) , Sat. ( Saturday ) .*

## **5 – 9 Apostrophes**

According to Castellain , Arrigo ( 1995 , 22 )

Apostrophes , show possession and also indicate where a letter has been omitted to form a contraction .

1- To show possession , add an apostrophe and an ( s ) to singular nouns or indefinite pronouns that end in one or body .

*Ex. Jenny's book anyone's guess .*

2- Add only an apostrophe for plural possessive nouns ending in ( s ) . Remember that the apostrophe placement depends on whether there is more than one noun :

student's book ( one student ) , students' books ( more than one student ) .

*Ex. My parent's car , the musicians' instruments .*

3- Do not use an apostrophe with possessive personal pronouns

*Ex. Yours , his , hers , ours , theirs , whose , its .*

According to Hardesty , Ray E. ( 2010 , 90 )

1- The marking of the omission of one or more letters ( as in the contraction of do not to don't ) .

2- The marking of possessive ( as in the eagle's feathers , or in one month's time ) .

3- The marking of plurals of individual characters ( e.g. p's and q's three a's , , four i's , and two u's , Oakland A's ) .

According to Al-Hamash, etc. ( 1980 , 79 )

The apostrophe is used to indicate :

a) Omission of some letter or letters from a word , as in :

*He's done it . Don't deny it . You'll understand later .*

b) Possessive forms , as in :

*Is it that man's book ?*

c) The plurals of special words and figures , as in :

*He has written down five &'s . Mind you p's and Q's .*

*How many s's are there in necessary ?*

*He was born in the 1930's .*

## **5 – 10 Single Inverted Commas**

According to Al-Hiti ( 1998 , 79 ) are used to indicate a word used in a new or special sense , as in :

*“ Without the words ‘ intelligentsia ‘ no writer’s vocabulary is complete . “*

*The enemy’s ‘ democratic ‘ way of doing things .*

## **5 – 11 Ellipsis**

According to Oxford Dictionaries ( 2015 )

Ellipsis this dot dot dot piece of punctuation is written with three dots , no more and no less , and is typically accompanied by a space on either side . The ellipsis can be used for a few different purposes .

One common use is to represent excised or omitted text , especially in quoted passages , as in the journal entry said , ‘ *He used to ... go to the movies with us* ‘ , where the ellipsis might be ‘ watch television and in the original journal entry .

Another use of ellipsis is to create ironic or dramatic effect , as in

“ Do you mean that ... you ate the ice-cream ? ” , the ellipsis is also sometimes used to represent a continuation of a list , as in :

*We danced the salsa, tango , rumba , the twist ...*

However , in recent years , people have started using the ellipsis in email and informal written communication to signify general pauses and hesitations , rather than pauses intended to create specific dramatic effect . For instance , it is easy to imagine the following email or text message :

*Well ... I don't know ...do you still want to watch the game ?*



## 5 - 12 Hyphen

According to Al-Hamash , ( 1980 , 72 ) The hyphen ( a punctuation mark , not an element in the spelling of words ) is used :

- a) To connect the elements of certain compound words .
- b) to indicate continuation of a word divided at the end of a line .
- c) Between the letters of a spelled word .

Example : The style Board changed “ new Jerseyite to “ New J-e-s-e-y-a-n .

A native of Halifax is a H-a-l-i-g-o-i-n .

The Chinese repressive action book place in T-i-a-n-a-n-m-e-n square .

- d) To separate elements of chemical formals . The hyphen , as an element , may be used -
- e) To represent letters deleted or illegible words in copy .

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## 5 – 13 Parentheses ( )

According to Al-Hamash , ( 1980 , 72 ) ; Parentheses are used to enclose optional or additional material in a sentence that could be removed without destroying the meaning of the main text .

Example :

“ George Washington ( The father of his country ) was not the wodden figure with wooden teeth that many think him . “

**6-**

## **Conclusion**

**Throughout this research paper , it concluded that :**

**1- Punctuation is of great importance in English .**

**2- It's importance rises from the fact that it helps a lot in the understanding of what is written .**

**3- Even in speech , we must pay attention to the way we speak , i.e. , to be on the alert as to what to do and when to pause .**

**4- There are many punctuation marks , some come at the beginning , others , are in the middle while some others , come finally .**

**5- Above all punctuation is part and parcel of the language ; therefore ; the writer or speaker must pay special attention to punctuation .**

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