

**PENANG SANGAM HIGH SCHOOL**  
**P.O.BOX 44, RAKIRAKI**

**LESSON NOTES**

**School:** Penang Sangam High School  
**Subject:** English

**Year/Level:** 10  
**Week:** 24

<b>STRAND</b>	<b>Reading and Viewing</b>
<b>SUB STRAND</b>	<b>Grammar and Language</b>
<b>CONTENT LEARNING OUTCOME</b>	-Understanding punctuation and their functions. -Using language for meaning.

**PUNCTUATION: MARKS AND MEANING**

<b>Punctuation</b>	<b>Symbol</b>	<b>Purpose</b>	<b>Example</b>
<b>Full stop/ Period</b>	.	To mark the end of a sentence.	Ruth is writing an essay about germs.
		Used after the initials in names.	Mr S. M. Khan
<b>Semi colon</b>	;	It separates two related, but independent clauses. Use a full stop if your clauses are very complex.	Once clean water was plentiful; now it is a scarce resource.
<b>Quotation marks</b>	" "	To mark out speech or when quoting someone else's speech.	"Will you get your books out please?" said Mrs Prasad. Or My grandpa said, "Share your chocolates with your friends."
<b>Hyphen</b>	-	To form compound words and is used: With all words containing the word self.	such as: self-expression, self- confidence, self-assured, self-denial.
		In nouns that consist of a verb and a preposition	Hold-up, washing-up, telling-off.
		In some compound nouns and adjectives.	Well-known, know-it-all, drive-in
<b>Comma</b>	,	It separates items in a list of three or more.	The recipe includes flour, milk, eggs, oil and baking powder.
		It is used before certain conjunctions such as but, yet, nor, for, or and so.	That was his suspicion, but it seemed to be incorrect.
		It separates direct speech or quotations from the rest of the sentence.	"Oh no", he said, "I failed my driving test again!"
		Commas are used to separate contrasting elements in a sentence.	It's spicy, not hot.
<b>Dash</b>	—	Conveys the feeling of a pause; less complete than that of a full stop. It can take the place of commas, parentheses, or colons.	Sami is afraid of two things—bees and dogs.
<b>Colon</b>	:	To introduce a list/ to introduce an idea.	I want the following items: butter, sugar, and flour.
<b>Question Mark</b>	?	Placed at the end of any sentence which asks a question.	Where are you going? What is your name?
<b>Capital letters</b>	A B	Begins a sentence	Ranish is the most intelligent boy in our school.
		Begins the name of a person or place or titles [proper nouns]	Person - Sachin Place - Dreketi Title - Prime Minister
<b>Apostrophe</b>	'	Used in contractions	I'm sorry. I'll be leaving the country before your wedding ceremony.



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