

PENANG SANGAM HIGH SCHOOL
P.O.BOX 44, RAKIRAKI
LESSON NOTES

School: Penang Sangam High School
Subject: English

Year/Level: 9
Week: 25

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

PUNCTUATION: MARKS AND MEANING

Punctuation	Symbol	Purpose	Example
Full stop/Period	•	To mark the end of a sentence.	Ruth is writing an essay about germs.
		Used after the initials in names.	Mr S. M. Khan
Semi colon	;	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.
Quotation marks	“ ”	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."
Hyphen	–	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
Comma	,	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.
Dash	–	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.
Colon	:	To introduce a list/ to introduce an idea.	I want the following items: butter, sugar, and flour.
Question Mark	?	Placed at the end of any sentence which asks a question.	Where are you going? What is your name?
Capital letters	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
Apostrophe	'	Used in contractions	I'm sorry. I'll be leaving the country before your wedding ceremony.

		In possessive pronouns	Billy's cousin found Susan's umbrella in Raju's car.
Exclamation Mark	!	To put the right stress or feeling of surprise or excitement in the word. It replaces a full stop at the end of a sentence.	Run faster! Hurry up! Don't eat that!
Brackets/ Parenthesis	()	Used for the following purposes: clarification, translation, emphasis and parenthesis.	I ran three kilometers (3km) while training for the marathon.

CLASS ACTIVITY

REWRITE PARAGRAPH WITH CORRECT PUNCTUATION:

in social science class the students were asked by the teacher to name the four Biggest islands in fiji. mosese started yelling: cicia lau kabara taveuni The whole class became quiet the teacher told mosese to stand up mosese stood up and went to the teacher the teacher quietly and kindly told mosese to look at the map of fiji on the wall behind her and start again mosese saw the map of fiji scratched his head and in a low voice said, viti levu vanua levu taveuni and kadavu.

REWRITE PARAGRAPH WITH CORRECT PUNCTUATION:

where are you going sheetal asked mira
im going to town do you want to come too
answered sheetal
oh yes shouted mira she was happy to be
going to town with sheetal
the two girls quickly stopped a taxi and
jumped into a red one that stopped
mira was happy to be going to town with
her sister sheetal.

Paragraph 1:

Paragraph 2:
