ESL ENGLISH LESSON (60-120 mins) – 30th March 2010

Revise your punctuation - 2

Today we'll look at some more English language punctuation marks.

Don't confuse a **dash** (i.e.**–**) with a **hyphen!** (i.e.**-**) A **dash** is used to denote a sudden change in the construction or sentiment: e.g. "*The heroes of the Great War – how we cherish them*." A **dash** is also used to replace the words: (*that is*, *namely*) e.g. *He excelled in three sports – football, rugby, and cricket*. Another example is when a dash is used to indicate a conclusion without expressing it e.g. *"She is an excellent woman but –"*

A **dash** is also used to indicate what is not expected *or* what is not the natural outcome of what has gone before. For example *he delved deep into the water and found instead of the hidden treasure – a button*. A **dash** is used between a citation and the authority e.g. *"All the world's a stage" – Shakespeare*. When writing questions and answers, which are in the same paragraph, they can be separated by **dashes** e.g. *"Are you a good girl? Yes, Sir – Do you love to study? I do."*

A **hyphen** is shorter than a **dash**. It has umpteen uses! It links two words like *cross-breeding* or *punch-drunk* together. It is also used if the root word is capitalised e.g. *pre-Christmas* or *anti-European* or to avoid repeated consecutive letters e.g. *let's re-evaluate* (not reevaluate). A **hyphen** is also used to join a prefix to a proper name e.g. anti-Edwardian or anti-Darwinian. It is also used with specific prefixes and suffixes e.g. *ex-wife*, *vice-chairman* and *self-sacrificing*.

Finally, it is also used in awkward pronunciation e.g. *re-read* or to avoid ambiguity e.g. *un-ionised* (so as not to be confused with *unionised*). **Hyphens** also link numbers like *twenty-six* or fractions *one-quarter*. Don't forget initial letters like *X-ray*! *U-turn* or *T-shirt*. We also use it for clarity e.g. *Mother-in-law* or *sit-in*. **Hyphens** are also used in compound adjectives that modify what they proceed e.g. *up-to-the-minute news* or *blue-chipped company*.

Category: English Language / Grammar / Punctuation
Level: Intermediate / Upper intermediate

Open quotation marks (i.e.'**) and ***closed quotation marks*** (i.e.'**) are used when stating a definition e.g. '*Livre'* is French for book or for special meanings, noting inaccuracies or misnomers etc… e.g. *the 'free gift'* *actually cost US$50*. We can use them to '*mark'* phrases. e.g. *The book was signed* '*J.K. Rowling'*.

The author said, **"***It is important to know your punctuation so practice makes perfect sense*.**"** Here we use ***open speech mark*** (i.e.**")** and ***closed speech mark*** (i.e.**")**.

Note: Some British English ***punctuation rules*** are slightly different to American English. For example British English tends to add more hyphens. The end of quoted sentences with ***closed speech marks*** can also be different. In British English for example: *Did she really say, "I love you."?* With American English for example: *Did she really say, "I love you?"*

There are different types of brackets. ***Open*** and ***closed brackets*** (i.e. **(**like these**)**) are used to clarify something e.g. *David's bike was blue (bright blue) with a green stripe.* These type of brackets are also used for asides and comments e.g. *The elephant was pink (I kid you not).* ***Square brackets* [**like these**]** are used for editorial information e.g. *Her first book [Harry Potter] was written in 1999.* These are also used for special purposes e.g. *in technical manuals*.

Angle brackets, **{**like these**}** (known also as ***curly, squiggly*** *or* ***flower brackets,*** *or even* ***chicken lips*** *or* ***braces***) are used in poise to select a series of equal choice e.g. *Select your animal {chicken, pig, cow, goat} and follow me.* Programming languages also use them.

Like most things in life ***punctuation marks*** evolve over time. This article has hopefully been a bit of fun revision. It covers some punctuation rules. In your country you probably use even more ***punctuation marks! – Really?***

EXERCISES

1. Dictation: The teacher will read four to six lines of the article slowly and clearly. Students will write down what they hear. The teacher will repeat the passage slowly again. Self correct your work from page two - filling in spaces and correcting mistakes. Be honest with yourself on the number of errors. Advise the teacher of your total number of errors. Less than five is very good. Ten is acceptable. Any more is room for improvement! More than twenty - we need to do some work!

2. Reading: The students should now read the article aloud, swapping readers every paragraph.

3. Vocabulary: Students now look through the article and underline any vocabulary they do not know. Look in dictionaries. Discuss and help each other out. The teacher will go through and explain any unknown words or phrases.

4. The article: Students look through the article with the teacher.
   a)   What is the article about?
   b)   What do you think about the article?

5. Let's tell a story: Below are some punctuation marks that were discussed in the article. Use them to compile a short story about: **Punctuation marks**. Tell your story to your partner.

1	hyphen	4	dash
2	open and closed bracket	5	open and closed speech mark
3	angle bracket	6	square bracket

The teacher will choose some pairs to discuss their stories in front of the class.

6. Let's do 'The Article Quiz': Have the students quiz each other in pairs. They score one point for each correct answer, and half a point each time they have to look at the article for help. See who can get the highest score!
                           Student A
   1)   When do you use square brackets?
   2)   What is the French word for book?
   3)   When do you use angle brackets?
   4)   Can you name the famous children's author?
   5)   What animals are mentioned?
                           Student B
   1)   When is a dash used?
   2)   Name the famous playwright.
   3)   When do you use a hyphen?
   4)   Name the sports.
   5)   When do you use open and closed speech marks?

7. Let's write! An e-mail: Write and send a 200 word e-mail to your teacher: **The importance of punctuation**. Try to use as many forms of punctuation as you can! Your e-mail can be read out in class.

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LET'S PRACTISE

1. Dashes: Write two sentences using a **dash** in each sentence. Correct your mistakes. Compare with what other students have written.

1) _____

2) _____

2. Hyphens: Write two sentences using a **hyphen** in each sentence. Correct your mistakes. Compare with what other students have written.

1) _____

2) _____

3. Open & closed quotation marks: Write two sentences using **open and closed quotation marks** in each sentence. Correct your mistakes. Compare with what other students have written.

1) _____

2) _____

4. Open and closed brackets: Write two sentences using **open and closed brackets** in each sentence. Correct your mistakes. Compare with what other students have written.

1) _____

2) _____

5. Square and angle brackets: Write a sentence using **square brackets** then write another using **angle brackets**. Correct your mistakes. Compare with what other students have written.

1) _____

2) _____

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GAP FILL: READING

Put the words into the gaps in the text.

Revise your punctuation - 2

Today we'll look at some more English language _____ marks.

Don't confuse a **dash** (i.e.**–**) with a **hyphen!** (i.e.**-**) A **dash** is used to denote a sudden change in the _____ or sentiment: e.g. "*The heroes of the Great War* **–** *how we cherish them*." A **dash** is also used to replace the words: (*that is, namely)* e.g. *He excelled in three sports –* _____*, rugby, and cricket*. Another example is when a dash is used to indicate a _____ without expressing it e.g. "*She is an excellent woman but* **–***"* A **dash** is also used to _____ what is not expected *or* what is not the natural outcome of what has gone before. For example *he delved deep into the water and found* _____ *of the hidden treasure* **–** *a button*. A **dash** is used between a _____ and the authority e.g. "*All the world's a stage"* **–** *Shakespeare*. When writing questions and answers, which are in the same _____, they can be separated by **dashes** e.g. "*Are you a good girl? Yes, Sir – Do you love to study? I do."*

A **hyphen** is shorter than a **dash**. It has _____ uses! It links two words like *cross***-***breeding* or *punch-drunk* together. It is also used if the root word is capitalised e.g. *pre***-***Christmas* or *anti***-***European* or to _____ repeated _____ letters e.g. *let's re-evaluate* (not reevaluate). A **hyphen** is also used to join a prefix to a proper name e.g. anti-Edwardian or anti-Darwinian. It is also used with _____ prefixes and suffixes e.g. *ex***-***wife*, *vice***-***chairman* and *self***-***sacrificing*.

Finally, it is also used in _____ _____ e.g. *re***-***read* or to avoid _____ e.g. *un-ionised* (so as not to be confused with *unionised*). **Hyphens** also link numbers like *twenty***-***six* or fractions *one-quarter*. Don't forget initial letters like *X-ray*! *U-turn* or *T-shirt*. We also use it for _____ e.g. *Mother***-***in-law* or *sit-in*. **Hyphens** are also used in compound adjectives that modify what they proceed e.g. *up-to-the-minute news* or *blue***-***chipped company*.

construction

indicate

conclusion

punctuation

instead

paragraph

citation

football

umpteen

ambiguity

clarity

specific

awkward

avoid

consecutive

pronunciation

GAP FILL: LISTENING

Listen and fill in the spaces

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A **dash** is also used to _____ expected *or* what is not the natural outcome of what has gone before. For example *he delved deep into the water and found instead* _____ **–** *a button*. A **dash** is used between a citation and the authority e.g. "*All the world's a stage*" **–** *Shakespeare*.   When writing _____, which are in the same paragraph, they can be separated by **dashes** e.g. "*Are you a good girl? Yes, Sir – Do you love to study? I do.*"

A **hyphen** is shorter than a **dash**. _____! It links two words like *cross-breeding* or *punch-drunk* together. _____ the root word is capitalised e.g. *pre-Christmas* or *anti-European* or to avoid repeated consecutive letters e.g. *let's re-evaluate* (<u>not</u> reevaluate). A **hyphen** is also used _____ a proper name e.g. anti-Edwardian or anti-Darwinian. It is also used with specific prefixes and suffixes e.g. *ex-wife*, *vice-chairman* and *self-sacrificing*.

Finally, it is also used in _____ e.g. *re-read* or to avoid ambiguity e.g. *un-ionised* (so as not to be confused with *unionised*). **Hyphens** also link numbers like *twenty-six* or fractions *one-quarter*. Don't forget initial letters like *X-ray*! *U-turn* or *T-shirt*. We also _____ e.g. *Mother-in-law* or *sit-in*. **Hyphens** are also used in compound adjectives that _____ e.g. *up-to-the-minute news* or *blue-chipped company*.

GRAMMAR

Put the words into the gaps in the text.

Revise your punctuation - 2

Today we'll look at (1)___ more English language punctuation marks.

Don't confuse a **dash** (i.e. **–**) with a **hyphen!** (i.e. **-**) A **dash** is used to denote a sudden change in the construction or sentiment: e.g. "*The heroes of the Great War – how we cherish them*." A **dash** is (2)___ used to replace the words: (*that is, namely)* e.g. *He excelled in three sports – football, rugby, and cricket*. (3)___ example is (4)___ a dash is used to indicate a conclusion (5)___ expressing it e.g. "*She is an excellent woman but –*"

A **dash** is also used to indicate (6)___ is not expected *or* what is not the natural outcome of what has gone before. For example *he delved deep into the water and found instead of the hidden treasure – a button*. A **dash** is used between a citation and the authority e.g. "*All the world's a stage*" *– Shakespeare*. When writing questions and answers, (7)___ are in the same paragraph, (8)___ can be separated by **dashes** e.g. "*Are you a good girl? Yes, Sir – Do you love to study? I do.*"

A **hyphen** is shorter than a **dash**. It has umpteen uses! It links two words like *cross**-**breeding* or *punch-drunk* together. It is also used (1)___ the root word is capitalised e.g. *pre**-**Christmas* or *anti**-**European* (2)___ to avoid repeated consecutive letters e.g. *let's re**-**evaluate* (<u>not</u> reevaluate). A **hyphen** is also used to join (3)___ prefix to a proper name e.g. anti-Edwardian or anti-Darwinian. It is also used with specific prefixes and suffixes e.g. *ex-wife*, *vice-chairman* (4)___ *self-sacrificing*.

Finally, (5)___ is also used in awkward pronunciation e.g. *re-read* or to avoid ambiguity e.g. *un-ionised* (6)___ as not to be confused with *unionised*). **Hyphens** also link numbers like *twenty**-**six* or fractions *one-quarter*. Don't forget initial letters like *X-ray*! *U-turn* or *T**-**shirt*. (7)___ also use it (8)___ clarity e.g. *Mother**-**in**-**law* or *sit-in*. **Hyphens** are also used in compound adjectives that modify what they proceed e.g. *up-to-the-minute news* or *blue**-**chipped company*.

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7

DISCUSSION

STUDENT A's QUESTIONS

1) How important is learning English?
2) Has this punctuation lesson been of any benefit to you?
3) What benefits are there of learning English?
4) What other languages do you speak?
5) What level of English would you say you are?
6) Do you find learning English easy?
7) What aspects of English do you find difficult to learn?
8) How much grammar do you remember?
9) Think of three symbols you use on your keyboard.

STUDENT B's QUESTIONS

1) What do you think about what you read?
2) How important is English grammar to you?
3) What books are you reading in English at the moment?
4) When was the last time you read a book in English?
5) Give three examples of web pages you read in English.
6) Do you do your English homework? Why? Why not?
7) Is punctuation a tedious part of learning English? Why? Why not?
8) Is the punctuation in your country's language more difficult than in English? Explain.
9) Think of three punctuation marks you use in your language on your keyboard?

ANSWERS

GAP FILL: Revise your punctuation – 2: Today we'll look at some more English language **punctuation** marks. Don't confuse a *dash* (i.e.**–**) with a *hyphen!* (i.e.**-**) A *dash* is used to denote a sudden change in the **construction** or sentiment: e.g. "*The heroes of the Great War – how we cherish them*." A *dash* is also used to replace the words: (*that is*, *namely*) e.g. *He excelled in three sports –* **football***, rugby, and cricket*. Another example is when a dash is used to indicate a **conclusion** without expressing it e.g. "*She is an excellent woman but –"* A *dash* is also used to **indicate** what is not expected *or* what is not the natural outcome of what has gone before. For example *he delved deep into the water and found* **instead** *of the hidden treasure – a button*. A *dash* is used between a **citation** and the authority e.g. "*All the world's a stage*" *– Shakespeare*. When writing questions and answers, which are in the same **paragraph**, they can be separated by *dashes* e.g. "*Are you a good girl? Yes, Sir – Do you love to study? I do."* A *hyphen* is shorter than a *dash*. It has **umpteen** uses! It links two words like *cross-breeding* or *punch-drunk* together. It is also used if the root word is capitalised e.g. *pre-Christmas* or *anti-European* or to **avoid** repeated **consecutive** letters e.g. *let's re-evaluate* (<u>not</u> reevaluate). A *hyphen* is also used to join a prefix to a proper name e.g. anti-Edwardian or anti-Darwinian. It is also used with **specific** prefixes and suffixes e.g. *ex-wife*, *vice-chairman* and *self-sacrificing*. Finally, it is also used in **awkward pronunciation** e.g. *re-read* or to avoid **ambiguity** e.g. *un-ionised* (so as not to be confused with *unionised*). *Hyphens* also link numbers like *twenty-six* or fractions *one-quarter*. Don't forget initial letters like *X-ray*! *U-turn* or *T-shirt*. We also use it for **clarity** e.g. *Mother-in-law* or *sit-in*. *Hyphens* are also used in compound adjectives that modify what they proceed e.g. *up-to-the-minute news* or *blue-chipped company*.

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