

PUNCTUATION FORMS IN ENGLISH

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ABSTRACT

A pause or signal used to make our sentences more clear is called punctuation. They serve as cues to the reader to halt, emphasize a point, switch up the flow of the text, or show connections between different parts of the text. When writing, punctuation is a crucial tool that authors employ to make their points concise and easy to understand. The most common punctuation marks used in writing have been covered in this study along with examples. This research aims to give a concise summary of various findings that the author has looked up from multiple sources, as well as to pinpoint the most challenging punctuation patterns in English writing and provide a number of punctuation marks that are frequently used in books, articles, and other written works.

Keywords: punctuation marks, punctuation significance, and punctuation type

1. INTRODUCTION

Punctuations are important for learning languages, yet they are not taught or learnt enough. More focus must be given, particularly when teaching writing and reading skills together. Punctuation is thought of as a means of directing the reader through the text and facilitating comprehension. The symbols or marks used in writing to divide sentences or phrases are known as punctuations. Though various punctuation is employed in different contexts, they all contribute to clearly communicating the message. Additionally, to make the content cohesive and to bolster the point.

Writing is a crucial communication tool. People often write effectively, but they struggle with grammar and punctuation. They are proficient in prewriting, organizing, and revising; yet, they struggle with grammar and punctuation proofreading. These conventional written English

conventions are nothing to be afraid of. Actually, by adhering to certain norms, writers can improve their communication skills.

The precise meaning of punctuation rules varies with time and is determined by writers in an effort to improve the effectiveness of their text. The most beneficial punctuation symbols for writing are covered in this study. Rather than enumerating several rules, as a grammar book would, these different markers are introduced and generally explored to help readers understand how to apply them to construct sentences.

If a piece of writing contains all the information that is necessary and that information is presented with improper punctuation, the reader will undoubtedly become perplexed and have trouble understanding the message. As an example, it is evident that improperly placed punctuation marks make the text difficult and

demanding for the reader to understand. As Truss (2003) states, “proper punctuation is both the sign and the cause of clear thinking.”

Writing is a means of communication for both the writer and the audience. To accomplish a writing goal, the writer must effectively communicate her or his ideas through writing. In order to write well or receive good writing, one must predict the reader’s responses. As a result, when kids write, they may express concepts that are in their heads on a page, expressing what they are unable to express verbally and helping the reader to understand what they are trying to convey. In order to write well-crafted paragraphs, students need to be mindful of the various factors that influence their writing.

2. METHODS

The literature and library studies are used in the research. The activities involved in literature study include gathering information from libraries, reading and taking notes, and organizing research materials. Research on libraries or research data collection techniques is what this type of research is called, and it involves exploring research objects using a variety of library resources (books, scientific journals, newspapers, magazines, and documents).

This study used secondary data, or information that was not gathered through direct observation, as its data source. On the other hand, this

information came from the findings of earlier studies. The documentation method, which gathers material from a variety of literary sources and compiles it into a single unit to address the research questions, was the technique employed for data collection in this study.

3. RESULT AND DISCUSSION

3.1. Punctuation Marks

Punctuation marks are pauses or motions that help make our speech more clear. “They are cues to the reader to pause, emphasize a point, change the purpose, or highlight how the text’s elements relate to one another.” Jane (2008) said.

Another way to think of punctuation is as a sophisticated system of signals that writers use to indicate to readers how easily they should read a piece of prose. It is he who assists the writers in achieving effort and clarity (Garner, 2016: 345). The use of a specific symbol or mark in written language is known as punctuation. This demonstrates how words in sentences or paragraphs can be put together to make their meaning clear to readers. “Spoken” English typically refers to spoken English with a pause that differs from the sound but is expressed by punctuation when written in English (Peland uk, 200 2:3 8).

3.2. The importance of using punctuation

The significance of punctuation cannot be disputed. One positive aspect of writing is that it helps readers

comprehend what is written; proficient writers will employ words wisely and arrange them so that the reader is not confused or has to strain to grasp what is being written.

Readers may find it difficult to comprehend and may even misunderstand what is written if the author ignores these indicators, misuses or abuses them, or fails to provide them the proper context.

According to Snooks (2002), punctuation plays a crucial part in conveying the language's intended meaning. He said that used it incorrectly. The arrangement of punctuation can alter a sentence's overall meaning and occasionally even make sentences unintelligible.

Using Punctuation Marks Correctly

As is well known, a lot of authors write about punctuation in English, including its comprehension, application, and markings. To help us understand the quantity of English punctuation marks, I will in this instance give Declared English Punctuation by Multiple Experts.

Along with capitalization, punctuation is one of the mechanics of writing, according to Ross and Doty (1985: 283-290). The punctuation is then divided into thirteen marks, which are as follows:

1. Period (.)
2. Quotation Marks (" ")
3. Comma (.)
4. Semicolon (;)
5. Colon (:)

6. Dash (---)
7. Exclamation Point (!)
8. Question Marks (?)
9. Parentheses ()
10. Brackets []
11. Apostrophe (')
12. Ellipses (...)
13. Underlining (____)

However, Janis (1977: 318–347) divided punctuation into eleven categories, which are as follows:

1. Period (.)
2. Quotation Marks (" ")
3. Comma (.)
4. Semicolon (;)
5. Colon (:)
6. Dash (---)
7. Exclamation Point (!)
8. Question Marks (?)
9. Parentheses ()
10. Brackets []
11. Apostrophe (')

Chandler (1955: 1-8) divided punctuation into thirteen marks, which are as follows:

1. Conquering the comma (,)
2. Period (.)
3. Questions Marks (?)
4. Exclamation Point (!)
5. Semicolon (;)
6. Apostrophe (')
7. Underlining (____)
8. Quotations Marks (" ")
9. Colon (:)
10. Dash (---)
11. Parenthesis ()
12. Brackets []
13. Hyphen (-)

3.3. The use of English Punctuation Marks

a) Quotation Marks

There are two different systems for using quote marks: the English method and the American system. Whereas the English system uses a single quotation mark, the American system uses double ("") quotation marks.

When quoting someone verbatim, double quote marks are used to encompass their precise words. For example, Lina stated, "I am going to medan Wednesday" (exact quote). The following are enclosed with single quote marks:

Within the question is a quotation mark (Chandler, 19)

For instance. "Who said that practice makes perfect?" Reny questioned.

Remake addition: "The phrase 'initiate any appropriate action' appears to leave a lot of room for interpretation."

b) Semicolon

In these three situations, use semicolons:

First, in cases when there isn't a coordinating conjunction, divide two sentences with a semicolon.

For example, and, but, or, not, of.

With coordinated conjunction: Fall foliage dumped itself in a kaleidoscope of colors from the trees, resembling snow. With a semicolon: Fall foliage dumped a kaleidoscope of hues from the trees, resembling snowfall. If a conjunctive adverb, such however or consequently, joins the two phrases.

Consequently, or additionally, place a comma behind the conjunctive adverb and a semicolon before it.

Autumn leaves fall from the trees in a multitude of hues; as a result, raking them into compost piles will be a major task for us.

Second, if there are commas in any of the two phrases that are united by a coordinating conjunction, use a semicolon to separate them.

Autumn leaves rained down from the trees in shades of red, gold, yellow, and brown, resembling rainbow-colored snow. Third, if there are commas among the items in a series, use a semicolon to separate them.

My music teacher, Ms. Ricardo, my aunt, Mrs. Addison, and my neighbor, Mr. Johnson, all attended the open house.

c) Comma

For written concepts to be expressed clearly, commas are required. They are used set of:

When writing sentences in series, separate words, phrases, and subordinate clauses with commas (Warriner, 1958: 445):

Words: biscuits, fruit, candies, sandwiches, and dandy

Say this aloud: "Those puppies play under the house, in the flower beds, and on the back steps."

Clause: My behavior, where I go, and what I do all matter to my parents.

d) Colon

Colonization is useful for three reasons.

First, use a colon for standard items like drafting a salutation in a business letter, separating volume from page in bibliography references, indicating the time, and separating chapter from verse in Bible references. It's scheduled to go off at 5:30 a.m.

He went over Luke 4:17–28.

He referenced a piece from National Geographic 196:81, or volume 196, page 81.

Second, introduce a formal list with a colon. Often, phrases like as follows or the following indicate a formal list.

My car's oil level, transmission fluid level, tire pressure, battery, and windshield washer fluid were all checked by the attendant.

Third, indicate that an explanation or summary follows by using a colon. The synopsis or elucidation could comprise an entire phrase.

The zoo experienced a number of problems, including losing its certification, having a lion attack a keeper, having a monkey bite a tourist, and having the director removed.

4. CONCLUSION

Another way to look at punctuation is as an intricate system of signals used by authors to let readers know how simple a piece of writing is to read. He is the one who helps the writers put in effort and achieve clarity.

The significance of punctuation is undeniable. It has a valid point about the significance of writing: well-written

texts make reading easier, avoid misunderstandings and word overlap, and, when employed and arranged correctly, aid in comprehension for the reader.

13 marks were assigned to punctuation, which are as follows:

1. Conquering the comma (,)
2. Period (.)
3. Questions Marks (?)
4. Exclamation Point (!)
5. Semicolon (;)
6. Apostrophe ('')
7. Underlining (____)
8. Quotations Marks (" ")
9. Colon (:)
10. Dash (---)
11. Parenthesis ()
12. Brackets []
13. Hyphen (-)

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