

LectureN5

Last lecture, we talked about the usage of some basic signs of punctuation like comma, semicolon, colon, question mark, full stop, and exclamation mark. Today we will continue our speech on the same topic, but our focus will be on the following signs:

- The apostrophe (‘)
- Quotation marks (“ ”)
- The hyphen (-)
- Brackets () or []
- The slash (/)

Apostrophe Definition

What is an apostrophe? What is the symbol (‘) called? The symbol (‘) is called an apostrophe in the English language. It is an important punctuation mark which is often used incorrectly in English.

An apostrophe is used to show that certain letters have been omitted from a word (contractions, i.e. she’s, it’s...).

The punctuation symbol can also be used to show the possessive form of a noun (possessive apostrophe, i.e. John’s books,...), in addition to indicating the plural form of lowercase letters.

When to Use an Apostrophe

Apostrophe Rules for Contractions

A contraction is a shortened version of the written and spoken forms of a word, syllable, or word group, created by omission of internal letters and sounds.

The apostrophe is used to show the **contraction** of words in a sentence.

Examples:

- aren't – are not
- can't – cannot
- couldn't – could not
- didn't – did not
- doesn't – does not
- don't – do not
- hadn't – had not
- hasn't – has not
- haven't – have not
- he'd – he had; he would
- he'll – he will; he shall
- he's – he is; he has
- I'd – I had; I would
- I'll – I will; I shall
- I'm – I am
- I've – I have
- isn't – is not
- let's – let us

Example Sentences:

- **It's** rain outside.
- **I'll** be there.

Apostrophe Rules for Possession (Possessive Apostrophe)

Apostrophe Before S

In most cases, we add an **apostrophe before s** for singular nouns to show possession. For examples, dog owned by Jack – Jack's dog, wallet belongs to Jim – Jim's wallet, etc.

Examples:

- The **children's** room
- The **men's** work
- The **women's** club
- A **ship's** captain
- A **doctor's** patient
- A **car's** engine

Example sentences:

- The **girl's** hands were chapped by the cold.
- The **cat's** toy was missing.
- **John's** attempts to solve the problem were rewarded.

Apostrophe After S

For plural nouns, we simply add an **apostrophe after s** except for those few plural nouns that do not end in s.

Examples:

- **Boys'** ball
- **Babies'** shoes
- **Lemons'** acidity
- **Owls'** eyes
- **Students'** bag
- Two **girls'** dresses

Example sentences:

- The **tables'** legs were all wobbly and needed repair.
- **Cherries'** stones can break your teeth if you are not careful.
- People are prepared to pay high prices for **designers'** clothes.

Note:

We use an apostrophe and an –s to indicate the plural form of lowercase letters.

Example:

- *You need to write your l's more legibly.*

Quotation Marks

What Are Quotation Marks

Quotation marks (“...”) are a type of punctuation used to mark an exactly replicated word or statement. This can be a phrase by a person or character, the title of a work, or to indicate or emphasize the alternate use of a word. Quotation marks take the appearance of a set of inverted commas and are used in pairs consisting of an opening quotation mark and a closing one.

There are two major sets of rules regarding quotation marks: British and American.

When to Use Quotation Marks

To Show Speech or Writing by a Character

Quotation marks are used to indicate speech or writing by another person in your writing. This can be seen in the following examples:

- Harry sighed. “I didn’t mean to break the window.”
- “I don’t want to eat dinner,” said Judith.

At times, a longer quotation, or block quote, may be needed that takes up an entire paragraph(s). Quotation marks should not be used in these cases. Instead, special formatting, font, or indenting is used to emphasize the quote.

To Give Someone a Special Description

Quotation marks are also used to indicate unique or unusual descriptors for a person or item, commonly in the form of a nickname or general identifier for an unnamed item.

Examples:

- *His name is Ben “Impossible” Jones.*
- *The satellite sent back pictures of some weird “fuzz” on the star.*

In the first example, the nickname “Impossible” is a unique descriptor for Ben Jones. He is not known by that nickname to everyone, and it is an uncommon identifier for Ben.

In the second example, “fuzz” is used as a placeholder for a yet unnamed attribute of the mentioned star. Literal fuzz was not seen in the images transmitted by the satellite, but something describable by the word “fuzz” was seen and “fuzz” is used as a filler until that thing can be named.

To Emphasize a Word

Quotation marks are used to indicate an unusual expression of a word, an alternate description of a common word, or any other way in which the word differs from standard usage.

Example:

- *He had a “chat” with the neighbors yesterday.*
Here, the word “chat” is used as a euphemism. He didn’t actually chat with the neighbors; he more likely scolded or argued with them.

To Notate Smaller Sections in a Larger Composition

Short and complete pieces such as poems and short stories use quotation marks. With these two exceptions, works that do not stand on their own, but belong to a larger composition, such as book chapters or articles in a newspaper, conventionally use quotation marks.

Examples:

- The first chapter of *The Hobbit* is titled “An Unexpected Visit.” (Book Chapter)
- “Creep” is a song on Radiohead’s 1993 album, *Pablo Honey*. (Song in an Album)
- The final episode of *The Sopranos* is aptly named “Made in America.” (Individual TV episode)
- “The Beast from the East” was one of the BBC’s most viewed articles in 2018. (Article in a Newspaper)

Special Case: Single Quotation Marks within a Passage Enclosed by Double Quotation Marks

At times, it may be necessary to have a quote within another quoted passage. This is commonly seen when characters are re-quoting themselves or other characters, but may occur for any of the four reasons noted above. When such a scenario occurs, the primary quote is marked with double quotation marks as per usual and the secondary quote, or quote within a quote, is emphasized with single quotation marks.

Examples:

- “I didn’t actually mean it when I said ‘right now’.” (Re-quote)
- “Your essay on the literary influence of T.S. Eliot’s ‘The Wasteland’ is due tomorrow,” said the teacher. (Reference to a Work in a Quote)

-Hyphen

What is a Hyphen?

A hyphen is a punctuation mark with three main uses. Many people confuse this punctuation mark with the dash, but the two are quite different. The hyphen can be used in compound words, to link words to prefixes, and also as a way to show word breaks

The hyphen examples:

- They came home to find their **father-in-law** in a lot of pain.
- She's a **widely-recognized** expert in technology.
- I noticed two **middle-aged** passengers.
- His books are **world-famous**.
- We have 20 **part-time** members of staff .

When to Use a Hyphen

Using Hyphens to Form Hyphenated Words

Hyphenated words are compound words that are made up of two or more words usually with hyphens (-) between them. In simple words, hyphens are used between words to form hyphenated words.

Hyphenated Adjectives

We use hyphens to join adjective, adverb, noun, past participle, present participle... to form compound adjectives in English.

Examples:

- An English-speaking country
- A twenty-story building
- Well-known writer
- Good-looking person

Hyphenated adjectives in sentences:

- A full-length portrait of the Queen hung on the wall.
- Writing a dictionary is a never-ending task.
- He was stuck in a line of slow-moving traffic.
- He was tall and quite good-looking.
- He is an obedient and well-behaved child.

Hyphenated Verbs

We use a hyphen to join two nouns to form a verb.

Examples:

- Color-code
- Double-click
- Water-proof

Hyphenated Nouns

Examples:

- Dry-cleaning
- Daughter-in-law
- Editor-in-chief
- Mother-in-law
- One-half

Using Hyphens to link Prefixes to Words

In English, a prefix is a few letters put at the beginning of a word to change its meaning. We use hyphens in words beginning with the prefixes co-, ex-, pre-, post-...

Examples

- Co-worker, co-pilot, co-operation
- Ex-president, ex-boyfriend
- Extra-terrestrial
- Post-mortem, post-natal
- Pre-intermediate
- Sub-category

Using hyphens in example sentences:

- These things happened before the pre-enlightenment era.
- A study was undertaken in co-operation with oil companies.
- This was the ex-president of the Union talking!

Hyphens in Numbers

When writing out the numbers twenty-one (21) to ninety-nine (99), we use a hyphen between the tens and units number. Other numbers don't require a hyphen.

Examples:

- Twenty-two
- Eighty-six million dollars
- Twenty-four thousand

Example Sentences:

- The old man was pushing eighty-five.
- Nineteen eighty-two was probably the high-water mark both of the fascination and the frustration with literary theory in this country.
- He's working maybe twenty-five hours a week.

Brackets

What Are Brackets?

A pair of brackets, or [], is a type of punctuation used to hold extraneous information within a quotation. Unlike other parenthetical forms, such as () or <>, brackets are only used within quotations. They will typically enclose words or phrases that help clarify and aid understanding of the subject matter, but can also be removed from the sentence without altering the meaning or causing confusion.

When to Use Brackets

Brackets are used to convey additional text to the reader within a quotation. This information can take many forms.

(1) To help clarify information about the subject or subject matter

Brackets will often be used to add details about a subject's identity or role, or give supplementary information about the subject.

Example:

- “She [Jane] wasn't so sure about the plan,” Bill said.

Here, Bill said in reality, “She wasn't so sure about the plan.” However, the reader is unaware of the identity of the “she” spoken about. [Jane] is inserted into the quote to inform the reader of her identity.

Example:

Original Quote:

- “John didn't get the game today. He was planning to get it tomorrow during his lunch break.”

Shortened Quote with Brackets:

- “He was planning to get it [the game] tomorrow during his lunch break.”

[The game] here explains what “it” is to the reader. It gives context and pertinent information to the sentence without requiring the addition of the entire backstory. For this reason,

brackets are extremely useful when citing small parts of a quote in your written material.

(2) To note any translation for material quoted in a foreign language

At times, quotations may include information in other languages. The quote should be recorded with the foreign language for accuracy, but a translation may be included alongside within brackets.

Example:

- “The only French I spoke in Paris was *parlez-vous anglais* [Do you speak English]”.

(3) To notate grammatical errors

When copying a quotation, it is important to do so accurately. That means one must include grammatical errors, misspellings, and other incorrect information to preserve the character and legitimacy of the quote. However, when these inaccuracies make the quote difficult to understand, [sic] is inserted after the mistake to note the error. Sic is a Latin word from the phrase “*sic erat scriptum*”, which means “thus it was written”. Its presence in a quote means that this quote was written exactly as such. The reader then understands to read the incorrect material as a mistake.

Example:

- He said, “It came to my house and than [sic] went to hers.”

Although he said “than” rather than the correct “then”, the presence of [sic] tells the reader to read the phrase as “It came to my house and then went to hers”, which is what he meant to say.

(4) To change the punctuation to maintain contextual accuracy

In a perfect world, all quoted material would have proper punctuation, have no extraneous information, and be contextually accurate. In reality, quoted material often starts in the middle of a sentence and speakers do not always pronounce the whole word. When these things happen, brackets are used to make the grammar and punctuation accurate with the rest of the passage.

Example:

Original Quote:

- “He wasn’t sure about all the details, but most of the general points seemed alright. Mainly, John just wanted an easy class with little to no homework, no mandatory attendance, and no exams.”

The following sentence uses quoted material from the above quotation.

- Although “[h]e wasn’t sure about all the details”, John was pretty certain that it would be an easy class.

Here, brackets are used to keep punctuation within the quote consistent with the rest of the sentence. In a scenario such as this one, in which quoted material remains unchanged, it is unnecessary to insert brackets after the original word. In other

words, unlike case (1), in which correct formatting requires something in the form of “she [Jane]”, something like “H[h]e” would not be used. Instead, new punctuation replaces the original quotation as needed.

When brackets are used, the reader understands that the following information is a side note or outside comment.

Brackets are not part of the original quotation, but are used by a third-party source (understood to be a narrator) to help clarify to the reader any inconsistencies or relevant information needed to better understand said quote

Slash

When to Use a Slash (/)

1. We use slashes to separate parts of a website address (URL) on the Internet.

Examples:

- <https://7esl.com/>
- <https://www.google.com/>

2. We use the slash to form abbreviations.

Examples:

- w/o (without)
- w/ (with)
- b/4 (before)
- b/c (because)
- j/k (just kidding)
- s/t (something)
- n/a (not applicable, not available)

3. We use slashes in dates to separate day, month and year.

Examples:

- He was born on 26/07/1995. (British English)
- She arrived in Tokyo on 03/20/2001. (American English)

4. We use slashes to indicate fractions.

Examples:

- $\frac{1}{2}$ (a half/ one half)
- $\frac{3}{4}$ (three quarters)
- $1\frac{1}{2}$ (one and a half)

5. We use the slash to indicate the word “OR”

Examples:

- When his/her client comes, call him on this number.
- The director is allowed to designate his/ her successor.
- He/ she can help you as an objective legal adviser.

6. We use the slash to express the word “PER”.

Examples:

- He clocked up 180 km/h on the straight in that car.
- An average electric bill might go up \$4/month.
- The price of oil had fallen to \$18/barrel.

7. We use the slash to separate lines from a poem or song.

Example:

- Mary had a little lamb/ little lamb, little lamb/ Mary had a little lamb/ whose fleece was white as snow.

8. We use the slash to show contradictory notions.

Example:

- The optimism/pessimism ideologies are very popular.

Lecture N6

Hello again

In this lecture, we will focus on a very important grammatical rule which many of you still have problem with. This rule is reported speech. In fact, When we use reported speech, we are referring to something that was said either by ourselves or by someone else in the past. An example of this might be ‘he said that he was going shopping’. This type of speech is used very frequently during both spoken and written examples of English and it is an important part of the language which any English student will find useful to learn. In this section, we are going to look at types of reported speech as well as how we can use it.

Tense Changes in Reported Speech

When changing from direct to indirect speech, you need to change the grammar in certain ways. Verb tense forms usually need to change. The tenses generally move backwards in this way:

- **Present Simple Tense into Past Simple Tense**
- **Present Continuous Tense into Past Continuous Tense**
- **Present Perfect Tense into Past Perfect Tense**
- **Past Simple Tense into Past Perfect Tense**
- **Past Continuous Tense into Past Perfect Continuous Tense**
- **Past Perfect Tense** (The tense remains unchanged)
- **Will into Would**
- **Will be into Would be**

- **Will have** into **Would have**
- **Will have been** into **Would have been**
-

Other Verb Form Changes in Indirect Speech

- **Can** into **Could**
- **Could** (The verb remains unchanged)
- **Have to** into **Had to**
- **Must** into **Must/Had to**
- **May** into **Might**
- **Might** (The verb remains unchanged)
- **Should** (The verb remains unchanged)

Examples:

She always wears a coat- He said that she always wore a coat.

My friend gave me a bar of chocolate- He said that his friend had given him a bar of chocolate.

I must go to the bank and get some money- He said that he had to/ must go to the bank and get some money.

Changes in Time and Place in Reported Speech

Time and place references often have to change in Indirect Speech

- Now → Then
- Today → That day
- Here → There
- This → That
- Tomorrow → The following day/ The next day/ The day after
- Next week → The following week/ The next week/ The week after

- Yesterday → The previous day/ The day before
- Last week → The previous week/ The week before
- Ago → Previously/ Before
- Tonight → That night

Examples:

The children were playing football outside now- he said that the children were playing football outside then.

The letters came a few days ago- He said that the letters had come a few days before.

No Change in Verb Tenses in Reported Speech

There is no change in verb tenses in Indirect Speech when:

-The introductory verb is in the Present, Present Perfect or Future.

-If the reported sentence deals with a fact or general truth.

-The reported sentence contains a time clause.

-The verb of the sentence is in the unreal past (the second or the third conditional).

-The subjunctive stays unchanged in the subordinate clause.

Had better, could, would, used to, should, might, ought to and mustn't remain unchanged.

-If the speaker reports something immediately or soon after it was said.

Examples:

He say, "I will come"- He says he will come.

The children said, "We wish we didn't have to take exams". The children said that they **wished** they **didn't have to take** exams.(this is an example of a subjunctive; the change happened only in the verb 'wish' but no change in the subordinate clause)

Introductory Verbs in Indirect Speech

List of Introductory Verbs in Reported Speech.

- Tell, say, ask
- Verb + that + clause: complain, deny, explain, exclaim, remark, promise, boast, inform somebody, claim, agree, suggest
- Verb + to + infinitive: agree, offer, refuse, demand, threaten, promise, claim
- Verb + indirect object + to + infinitive: advise, allow, beg, command, encourage, forbid, invite, want, instruct, permit, urge, order, remind, warn
- Verb + “ing” form: admit (to), accuse somebody of, apologize for, boast about/ of, complain to somebody of, deny, insist on, suggest
- Verb + how: explain to somebody
- Wonder

Examples:

She refused to buy me a car.

He demanded to be told the truth.

My doctor forbade me to eat sweets.

He instructed me to insert coins.

He apologized for shouting at me.

She insisted on me wearing warm clothes.

She promised that she would call me.

He suggested that I should take the other road.

He explained to me how to make polite conversation.

He wondered how to get to the post office.

He wondered what he should wear.

Reported Questions in English

When you are changing a question from direct speech into indirect speech, you follow the same kinds of rules as for statements.

Direct questions (wh questions)

Where is Tondo street?

How much do you earn?

Indirect questions (positive word order)

Can you tell me where Tondo street is?

Could you tell me how much you earn?

Direct questions (Yes/ No questions)

Are you living in London?

Was she a teacher?

Indirect questions (if /whether + positive word order)

I would like to know if you are living in London.

Can you tell me whether she was a teacher?

Reported Commands and Requests in English

Reported Orders, Commands and Requests are formed using the to-infinitive and not to-infinitive.

The reporting verbs for the orders/ commands/ requests are: order, shout, demand, warn, beg, command, tell, insist, beseech, threaten, implore, ask, propose, forbid...

When we change from direct to indirect speech, the pronoun and tense changes that are also needed.

Examples:

Direct speech

“open the door”.
door

“Don’t answer the phone”.
the phone.

Indirect speech

He ordered me to open the

She told me not to answer

The End