

Master 1 Architecture

Semester 2



# Course 3: Punctuation and Capitalization

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# Introduction

This course focuses on teaching you the essential punctuation rules and guidelines for using capital letters correctly in written English.

By the end of this course, you will have a solid understanding of the purpose and function of punctuation marks, and when to use them in your writing to ensure clear and effective communication.

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# Course Objectives

- 1. Mastering Proper Punctuation:** To ensure precise and effective communication in written English.
- 2. Understanding Capitalization Rules:** To clarify the conventions of capitalizing letters in various contexts, including sentences, proper nouns, and abbreviations.
- 3. Enhancing Written Communication Skills:** To help you apply the principles of punctuation and capitalization for improved clarity, professionalism, and impact in your writing.





# 1. Punctuation



## A. Basic punctuation marks and their uses :

**1. Period (.):** A period marks the end of a sentence or abbreviation.

Example: - This is a sentence.

- The U.S.A.





## A. Basic punctuation marks and their uses :

**2. Comma (,):** Commas is the most frequently used punctuation marks. Commas indicate a brief pause; they're not as final as periods.

- **Commas in Lists:** Use commas to separate items in a list.

Example: - I want to visit France, Italy, Spain, and Greece.





## A. Basic punctuation marks and their uses :

- **Commas in Compound Sentences:** Use a comma before the coordinating conjunction (and, but, for, nor, or, so, yet) in a compound sentence.

Example: - I was hungry, so I made myself a sandwich.

- **Commas after Introductory Phrases or Clauses:** Use a comma after introductory words, phrases, or clauses.

Example: - After school, I went to the park.

Example: - Before we begin, let me explain the rules.





## A. Basic punctuation marks and their uses :

- **Commas in Compound Words and Phrases:** Use a comma between compound words and phrases.

Example: -The cat, fluffy and white, played with a ball of yarn.

- **Commas with Interjections and Transitional Expressions:** Use a comma after interjections and transitional expressions like "yes," "no," "however," "therefore," etc.

Example: - Well, I think we should go.

Example: - Therefore, we decided not to go.





## A. Basic punctuation marks and their uses :

- **Commas with Dates and Addresses:** Use a comma to separate parts of dates (month, day, and year) and addresses (city, state, and country).

Example: - The party is on June 3, 2024, at 7 p.m.

Example: - Buffalo, New York, United States.

- **Commas with Direct Quotations:** Use a comma before or after a quotation tag.

Example: - He said, "I'll be there at 3 p.m."

Example: - "I love pizza", she replied.





## A. Basic punctuation marks and their uses :

- **Commas in Addresses, Names, and Degrees:** Use a comma to separate elements in addresses, names, and academic degrees.

Example: - John Smith, 123 Main St., City, State, Zip Code

Example: - Dr. Jane Doe, PhD,

- **Commas with Numbers:** Use commas to separate thousands and millions in numbers.

Example: - The population of the city is 1,500,000.

Example: - The book costs \$2,500.





## A. Basic punctuation marks and their uses :

**3. Question Mark (?):** A question mark indicates that a sentence is a direct question.

Example: - Where is the library?





## A. Basic punctuation marks and their uses :

**4. Exclamation Point (!):** An exclamation point is used to show strong emotion or emphasis.

Example: - I can't believe it!

- Help!





## A. Basic punctuation marks and their uses :

**5. Quotation Marks (" "):** Quotation marks are used to indicate direct speech, a title of a work, or a word or phrase that is being referenced.

Example: - She said, "Hello."

- He is reading "War and Peace."

- The word "delicious" describes the cake perfectly.





## A. Basic punctuation marks and their uses :

**Note:** In American English, double quotation marks (“ ”) are typically used for direct speech, titles of works, and most quoted material, while single quotation marks (‘ ’) are used within double quotation marks for quotes within quotes.

**For example:** She said, ‘He told me, “I am not coming.”’

In this example a character is speaking and quoting someone else.

In British English, the opposite is true (single quotation marks are used for direct speech, titles of works, and most quoted material, while double quotation marks are used within single quotation marks for quotes within quotes). The choice of whether to use single or double quotation marks may also be influenced by the style guide being followed or personal preference.





## A. Basic punctuation marks and their uses :

**6. Apostrophe ('):** An apostrophe is used to indicate possession or form contractions.

- **Indicating Possession:** The apostrophe is used to show ownership.
  - My friend's house
  - The boss's office
- **Forming Contractions:** The apostrophe is used to indicate where letters have been omitted to shorten forms of words or phrases:
  - Shorten words: don't (do not), can't (cannot), it's (it is ), I'm (I am)
  - Shorten phrases: I'll (I will), you're (you are), he's (he is), they're (they are)





## A. Basic punctuation marks and their uses :

**7. Parentheses (()):** Parentheses enclose information that is not essential to the meaning of the sentence but provides additional information.

**Example:** - The report (which was submitted last week) is ready.





## A. Basic punctuation marks and their uses :

**8. Brackets ([ ] or { }):** Brackets are used to insert words or phrases into quotations or to enclose editorial comments or corrections within quoted material.

**Example:** - She said, 'Hello [to everyone].'

Brackets can be used in writing to cross-reference a citation, explanation, or reference to another part of the document.

**Example:** - See [Appendix A, Table 1] for more information.





## A. Basic punctuation marks and their uses :

### 9. Colon (:):

- A colon is used to introduce an example or explanation:

Example: - Many fruits contain antioxidants: apples, oranges, and grapes.

- Introduce a quotation or a speech:

Example: - The president said: 'We must work together to solve these issues.'

- Introduce a description or definition of a term or concept:

Example: - Friendship: the mutual affection between individuals characterized by feelings of loyalty, trust, and understanding.

- Introduce a subtitle in a title or heading.

Example: - Chapter 1: The Beginning

- Introduce a direct address:

Example: Ladies and gentlemen: Please welcome our keynote speaker.





## A. Basic punctuation marks and their uses :

### 10. Semicolon (;):

- A semicolon can be used to separate independent clauses in a compound sentence without a coordinating conjunction.

Example: - She enjoys cooking; he prefers baking.  
- I finished my work; now I can go home.

- Separating Items in a Series with Commas: When the items in a series contain commas themselves, a semicolon can be used to separate the items in the list.

Example: - The meal options included scrambled eggs with toast, chicken sausages; salmon, lemon-dill sauce, pancakes with berries; salad, and a selection of fresh fruits and yogurt.





## A. Basic punctuation marks and their uses :

Example: - They will be discussing their trip to Paris, France; Venice, Italy; and Barcelona, Spain.

- Creating a Stronger Pause: A semicolon can also be used to create a stronger which can be helpful for clarity or emphasis.

Example: - She felt the chill of winter; her hands were freezing.

- Correcting a Run-On Sentence: A semicolon can be used to correct a run-on sentence where two independent clauses are incorrectly joined without a proper conjunction.

Example: - The cat is black; the dog is white.





# 1. Capitalization

# Capitalization

Capitalization refers to the use of capital letters (uppercase letters) in writing. In English, capitalization has several rules and purposes, including:

- 1. Starting Sentences:** The first letter of the first word in a sentence is always capitalized.  
Example: The quick brown fox jumps over the lazy dog.
- 2. Proper Nouns:** Capitalize the names of specific people, places, organizations, and things.  
Example: "John Smith", "Paris", "Microsoft", "Mount Everest"
- 3. First Letters in Words' Titles and Headings:** Capitalize the first letters in words of titles including (nouns, pronouns, verbs, adjectives, adverbs), without some conjunctions.

Example: "The Catcher in the Rye", "The Sun Also Rises", "The Best Day of My Life"



# Capitalization

**4. Pronouns:** The pronoun "I" is always capitalized, regardless of its position in a sentence.  
Example: "I went to the store."

**5. Abbreviations and Acronyms:** Abbreviations (shortened forms of words) and acronyms (words formed from the initial letters of other words) are usually capitalized.  
Example: "U.S.A", "N.A.S.A", "Mr.", "Dr."





## **3. Exercice**



# Exercise 01:

For each sentence, please choose the correct answer (A, B, or C) based on the punctuation rules you've learned:

- A) The team won the championship last year but lost in the finals this year.
- B) The team won the championship last year, but lost in the finals this year.
- C) The team won the championship last year ; but lost in the finals this year.

- A) His hobbies include hiking biking, and reading cooking or fishing.
- B) His hobbies include hiking, biking, and reading, cooking or fishing.
- C) His hobbies include hiking biking and reading, cooking or fishing.

- A) I want to go to the beach.
- B) I want to go, to the beach.
- C) I want to go; to the beach.



# Exercise 01:

For each sentence, please choose the correct answer (A, B, or C) based on the punctuation rules you've learned:

- A) The team won the championship last year but lost in the finals this year.
- B) The team won the championship last year, but lost in the finals this year.
- C) The team won the championship last year; but lost in the finals this year.

**Correct Answer: B) The team won the championship last year, but lost in the finals this year.**

- A) His hobbies include hiking biking, and reading cooking or fishing.
- B) His hobbies include hiking, biking, and reading, cooking or fishing.
- C) His hobbies include hiking biking and reading, cooking or fishing.

**Correct Answer: B) His hobbies include hiking, biking, and reading ,cooking or fishing.**

- A) I want to go to the beach.
- B) I want to go, to the beach.
- C) I want to go to; the beach.

**Correct Answer: A) I want to go to the beach.**



# Exercice 01:

For each sentence, please choose the correct answer (A, B, or C) based on the punctuation rules you've learned:

- A) The event will take place on June 5 2022 at 6 p.m.
- B) The event will take place on June 5 2022, at 6 p.m.
- C) The event will take place on June 5, 2022, at 6 p.m.

- A) She said "Hello to everyone."
- B) She said, "Hello to everyone."
- C) She said "Hello, to everyone."

- A) His friends include John, Smith; Jane, Doe; and Mary, Johnson.
- B) His friends include John, Smith, Jane, Doe, and Mary, Johnson.
- C) His friends include John Smith, Jane Doe, and Mary Johnson.



# Exercice 01:

For each sentence, please choose the correct answer (A, B, or C) based on the punctuation rules you've learned:

- A) The event will take place on June 5 2022 at 6 p.m.
- B) The event will take place on June 5 2022, at 6 p.m.
- C) The event will take place on June 5, 2022, at 6 p.m.

**Correct Answer: C) The event will take place on June 5, 2022, at 6 p.m.**

- A) She said "Hello to everyone."
- B) She said, "Hello to everyone."
- C) She said "Hello, to everyone."

**Correct Answer: B) She said, "Hello to everyone."**

- A) His friends include John, Smith; Jane, Doe; and Mary, Johnson.
- B) His friends include John, Smith, Jane, Doe, and Mary, Johnson.
- C) His friends include John Smith, Jane Doe, and Mary Johnson.

**Correct Answer: C) His friends include John Smith, Jane Doe, and Mary Johnson.**



# Exercice 01:

For each sentence, please choose the correct answer (A, B, or C) based on the punctuation rules you've learned:

- A) You can take the train to Los Angeles, California or San Francisco, California.
- B) You can take the train to Los Angeles, California; or San Francisco, California.
- C) You can take the train to Los Angeles, California or; San Francisco, California.

- A) She went to the store, and bought bread milk and eggs.
- B) She went to the store, and bought bread, milk, and eggs.
- C) She went to the store and bought bread, milk, and eggs.

- A) The cake is delicious, it has chocolate and strawberries.
- B) The cake is delicious; it has chocolate and strawberries.
- C) The cake is delicious, it has chocolate, and strawberries.



# Exercice 01:

For each sentence, please choose the correct answer (A, B, or C) based on the punctuation rules you've learned:

- A) You can take the train to Los Angeles, California or San Francisco, California.
- B) You can take the train to Los Angeles, California; or San Francisco, California.
- C) You can take the train to Los Angeles, California or; San Francisco, California.

**Correct Answer: A) You can take the train to Los Angeles, California, or San Francisco, California.**

- A) She went to the store, and bought bread milk and eggs.
- B) She went to the store, and bought bread, milk, and eggs.
- C) She went to the store and bought bread, milk, and eggs.

**Correct Answer: B) She went to the store, and bought bread, milk, and eggs.**

- A) The cake is delicious, it has chocolate and strawberries.
- B) The cake is delicious; it has chocolate and strawberries.
- C) The cake is delicious, it has chocolate, and strawberries.

**Correct Answer: B) The cake is delicious; it has chocolate and strawberries.**



# Exercise 01:

For each sentence, please choose the correct answer (A, B, or C) based on the punctuation rules you've learned:

- A) I saw the movie (The Matrix) last night.
  - B) I saw the movie, The Matrix, last night.
  - C) I saw the movie, The Matrix last night.
- 
- A) She is a talented artist, she creates beautiful sculptures.
  - B) She is a talented artist; she creates beautiful sculptures.
  - C) She is a talented artist: she creates beautiful sculptures.
- 
- A) He bought the following items from the store; bread, milk, and eggs.
  - B) He bought the following items from the store, bread, milk, and eggs.
  - C) He bought the following items from the store: bread, milk, and eggs.



# Exercise 01:

For each sentence, please choose the correct answer (A, B, or C) based on the punctuation rules you've learned:

- A) I saw the movie (The Matrix) last night.
- B) I saw the movie, The Matrix, last night.
- C) I saw the movie, The Matrix last night.

**Correct Answer: A) "I saw the movie (The Matrix) last night."**

- A) She is a talented artist, she creates beautiful sculptures.
- B) She is a talented artist; she creates beautiful sculptures.
- C) She is a talented artist: she creates beautiful sculptures.

**Correct Answer: B) "She is a talented artist; she creates beautiful sculptures."**

- A) He bought the following items from the store; bread, milk, and eggs.
- B) He bought the following items from the store, bread, milk, and eggs.
- C) He bought the following items from the store: bread, milk, and eggs.

**Correct Answer: C) "He bought the following items from the store: bread, milk, and eggs."**



# Exercise 01:

For each sentence, please choose the correct answer (A, B, or C) based on the punctuation rules you've learned:

- A) He will go to the library; he needs to return his books.
  - B) He will go to the library, he needs to return his books.
  - C) He will go to the library, he needs: to return his books.
- 
- A) She is a talented dancer; she performs beautifully.
  - B) She is a talented dancer, she performs beautifully.
  - C) She is a talented dancer, she performs “beautifully”.
- 
- A) The sun was shining; the birds were singing.
  - B) The sun was shining, while the birds were singing.
  - C) The sun was shining, the birds were singing.



## Exercice 01:

- A) He will go to the library; he needs to return his books.
- B) He will go to the library, he needs to return his books.
- C) He will go to the library, he needs: to return his books.

**Correct Answer: A) "He will go to the library; he needs to return his books."**

**A comma alone is not strong enough to correctly connect two independent clauses; a coordinating conjunction or semicolon should be used instead.**

- A) She is a talented dancer; she performs beautifully.
- B) She is a talented dancer, she performs beautifully.
- C) She is a talented dancer, she performs "beautifully".

**Correct Answer: A) "She is a talented dancer; she performs beautifully."**

- A) The sun was shining; the birds were singing.
- B) The sun was shining, while the birds were singing.
- C) The sun was shining, the birds were singing.

**Correct Answer: A and B.**

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Thank You !