

Unit One

Punctuations

Part One

Language Development

1. Lead-in

Directions: *Discuss the following questions with your partner.*

- (1) How many punctuations can you name?
- (2) Why do we need punctuations in writing?
- (3) What is the importance of punctuations?

2. Pre-writing

2.1 Reading for Writing

Directions: *Read the paragraph below and follow the instructions.*

Sally Corlin's success is due to her hard work Her store Sally's Sweet Necessities specializes in creating beautiful gift baskets Corlin explains It's my job to know the tastes of my customers Corlin also makes an effort to find out what's going on in her customers lives she says I always ask them about their kids so they see that I'm really interested She enjoys speaking with people and always tries to delight her customers Because she works so hard her store has become very popular It's my favorite place to shop claims Frank Wang a regular customer I recommend Sally's to all my friends he added

- (1) Read the paragraph aloud to your partner and pay attention to the place where you can have a pause.
- (2) Add appropriate punctuations where necessary.

3. While-writing

3.1 Reading for Writing

Directions: *Read the long extract from Tom's Midnight Garden by Philippa Pearce and follow the instructions.*

Tom was silent, turning over in his mind what Hatty had just said. He was beginning to change his mind about climbing the wall, because he saw that there could not be-for-him the danger that there had been for James. He might possibly fall off the wall, but a fall, even from such a height, could neither bruise nor break him.

He said to Hatty, "I'm going to see if there is really a nest behind the sundial; I'm going to walk along that wall."

"Oh, Tom!"

The way in which Hatty said "Oh, Tom!" made Tom feel warm and kind. He patted her hand. "Don't worry. It's all right for me." He climbed, by means of the laddering branches of the espalier pear, to the top of the wall. In spite of all he had told himself, he felt a pang of horror when he stood upright upon it. The wall top was so narrow—nine inches, in some places weathered away to even less by the crumbling of brickwork; quite bushy plants grew along it, over which Tom would have to step; and on either side of that narrow, hazardous path the wall face went sheer and far, down to the orchard on one side; on the other, down to the garden, where Hatty stood, her pale face upturned to him. Tom knew, however, that he must not look down, if he were to keep his head and walk on that wall top. He lifted his eyes and stepped resolutely forward.

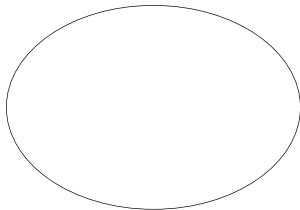
- (1) Underline the punctuations used in the above passage.
- (2) Share your understanding with your partner or group members of the reason that the above passage is punctuated like that.
- (3) Try to summarize the rules of punctuations.

colon	dash	apostrophe	full stop	semicolon
capital letters	comma	quotation marks	exclamation mark	question mark

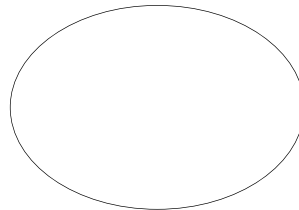
- ① A shows the end of a sentence, and it is also used after initials (P. J. Proby) and abbreviations, etc.
- ② A shows a short pause that separates parts of a sentence, e.g. a non-defining relative clause or words in a list.
- ③ show words that are spoken in the direct speech. They are also used around titles of books, films, or a nickname.
- ④ An is used to show surprise. It comes at the end of a sentence and is often used in dialogues.
- ⑤ A at the end of the sentence shows that a direct question is being asked. It is also used in requests, e.g. "Could you bring me...?"
- ⑥ A tells you that something is coming next, such as a list.
- ⑦ A marks the insertion of a material that explains, amplifies, complements, or corrects.
- ⑧ A is used to separate independent parts of a sentence or a list.
- ⑨ An is used when two words are contracted, to show possession. e.g. "It's Jane's."
- ⑩ are used for the first letter of a name, a country, nationality or a language, days of a week and months.

(4) Put the punctuations into different columns.

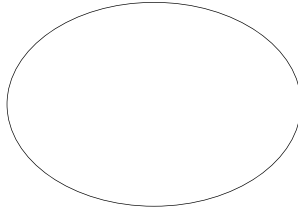
Punctuating Sentences



Punctuating Speech and Quotations



Punctuating Words and Phrases



4. Post-writing

4.1 Matching

Directions: Match the punctuation symbols with their names.

,		semicolon
.		apostrophe
:		exclamation mark
;		dash
...		capital letters
?		comma
!		quotation marks
—		full stop
,		question mark
ABC		colon

4.2 Punctuating

Directions: *Work in pairs to add appropriate punctuations to the following short paragraphs and check the other pairs.*

- (1) Its 7:45 on Tuesday morning and 26 year old Steve Clarkson is going to work
He puts on his jacket and picks up his cell phone pager and laptop As he
leaves the house he turns on his MP3 player and puts on his headphones He
is ready to go
- (2) Most American people are fond of cats and dogs It is said that every year they
spend about \$5.4 billion on their pets including \$1.5 billion on pet food four
times the amount of money they spend on baby food Now there are about
100 million dogs and cats in the country The number is still going up rapidly
since 12 500 puppies are born every hour
- (3) When the trolley came it was full I stopped on the back platform Seats up
front the conductor said I looked into the car There were no seats on the left
side Im not going far I said Ill just stand here Better go up front and get a seat
The conductor said I get off pretty soon I said A couple of blocks I got off
before we reached the post office

4.3 Reading and Writing

Directions: *Two students get the same text, one copy of which is punctuated, and the other is not. Student A reads the punctuated text to student B, who should insert appropriate punctuation marks into the text. Both students should compare their texts at the end, discussing any differences, problems, etc.*

For Student A

Morris Martian was flying around the Solar System one day when he saw a strange light in front of him.

What is that? He thought to himself. Morris was scared, but he flew a little bit closer so that he could see it better. "Hello," he called out. There was no reply.

"Hello. Is anyone there?" he called, but again there was no reply. Suddenly a creature appeared in front of the light.

"BOO!", it shouted. Poor Morris was really scared and he flew off home and hid under his bed.

For Student B

Morris Martian was flying around the Solar System one day when he saw a strange light in front of him

What is that He thought to himself Morris was scared but he flew a little bit closer so that he could see it better Hello he called out There was no reply

Hello Is anyone there he called but again there was no reply Suddenly a creature appeared in front of the light

BOO it shouted Poor Morris was really scared and he flew off home and hid under his bed

5. Exercises

5.1 Blank-filling

Directions: Put each of the following punctuation symbols in the correct gap.

apostrophe	dash	comma	capital letter	quotation marks
exclamation mark	full stop	colon	semi-colon	question mark

- (1) To form a contracted form of the verb, such as “don’t”, I need to use an
- (2) Each sentence should always begin with a
- (3) When giving a list of objects such as “hat, jacket, scarf and gloves”, you need to separate each object by inserting a
- (4) If you want to show that you are really excited in a sentence, use an
- (5) It is necessary to use a after “http” when typing a URL.
- (6) Telephone numbers in the United States often have groups of numbers separated by a
- (7) Indirect questions end with a period, not with a
- (8) When reporting what another person says, the author can use reported speech or direct speech, which is signaled by the use of
- (9) Long lists of items are often introduced by the use of a
- (10) The vast majority of sentences end in a

5.2 Punctuating

Directions: Use appropriate punctuation marks in the following sentences.

- (1) Why don't you show me how replied the young man sweetly
- (2) We started early in the morning and before dark we reached the village
- (3) On hearing about the accident he went to the scene at once
- (4) The children sang danced jumped and chased each other
- (5) Miss Wang who has returned from America with a doctor's degree is going to offer a course of American history
- (6) a. Many people find large supermarkets convenient places for buying their groceries Others prefer the intimacy of small grocery stores
b. Many people find large supermarkets convenient places for buying their groceries but others prefer the intimacy of small grocery stores
c. Many people find large supermarkets convenient places for buying their groceries others prefer the intimacy of small grocery stores

- (7) He promised to come to the meeting however he didn't appear
- (8) He gave two reasons for his failure in the exam poor health and insufficient time for preparation
- (9) There are three flights to Tokyo today at 11:35 16:20 and 20:50
- (10) How beautiful Yellow Mountain is
- (11) All his belongings a few articles of clothing and a few books are here

5.3 Sentence Writing

Directions: *Write two sentences with several kinds of punctuations.*

- (1)
- (2)

5.4 Correcting Mistakes

Directions: *There are some mistakes in the use of punctuations and the capitalization of letters in the following essay. Edit the essay by correcting the mistakes.*

Poor People and Nutrition

Nutrition is for people who have the power to buy any kind of food they want, food is at their doorstep. and if they do not have the money, the government protects and feeds them. These people can afford to take care of their bodies and their appearance through good nutrition.

However; in my Country. Diet and Nutrition are not popular subjects, you cannot talk about proper diet and nutrition to most people here because the words have no meaning for the masses. Only a tiny group of Privileged People can afford to understand these words?

People live from day to day, they eat whatever they can get in any day. Sometimes they have one meal a day: and they wake up the next day with nothing to eat. There is a lack of everything; and there is no money to buy anything.

Part Two

Case for Teaching

(以义务教育课程标准实验教科书七年级英语第12单元为例)

As a part of punctuations, capitalized letters in English are very important. The case is based on the presupposition that students in Grade One are familiar with capitalized words, but they haven't realized the importance of capitalized letters in writing; at the same time, they have got some knowledge of the different situations in which capitalized words are used. Therefore, it's the teacher's duty to help students realize the importance of capitalized words and consolidate students' understanding of the basic usage of capitalized words.

1. Teaching Objectives

1.1 Language Knowledge Objectives

By the end of the unit, students will be able to raise the awareness of the importance of capitalized words and be familiar with the basic usage of capitalized words. For example, all sentences should begin with capital letters; persons' names should be capitalized; the name of a country/city should be capitalized; the title of an article/a book should be capitalized, etc.

1.2 Language Ability Objectives

- (1) Students can tell the situations in which capitalized words are used.
- (2) Students can use the correct capitalized words in writing.
- (3) Students can find and correct the mistakes of capitalized words in writing.