

THE ROLE OF ENGLISH PUNCTUATION IN THE WRITTEN TEXT

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В статье рассмотрены практическое обучение, пунктуация.

The article devoted to the teaching practice, punctuation, writing. The students studying English have to use either Kyrgyz or Russian punctuation because we have hardly any information about English punctuation in the textbooks.

Many research studies show that students who can write well in their first language will find it easier to do in a second language. This is because the macro level skills that students learn in the first language will apply equally well in their second.

But there are some differences in using punctuation of the English and Kyrgyz languages, which should be definitely explained to the students. For this reason this article focuses on punctuation usage, exactly on instructions about using comma because it is the most frequently used mark. Hence, Margaret Babcock said: “ The use of commas is not simply a matter of following rules. It requires a sensitivity to the rhythms of the language, to the pace of the life, to the sense of what is being said.”

It is common knowledge that punctuation signals meaning. It lends to written language the flexibility that facial expressions, pauses, and variations in voice pitch give to spoken language.

Punctuation is a group of supplementary visual cues which organize letters on a two dimensional surface. Some kind of punctuation merely format a text, without affecting its basic meaning; for example.abbreviations,hyphenated line breaks, word spacing and the left to right direction of reading. Other forms affect the meaning of a text, like a comma, colon, period and question mark, which stand in place of spoken pauses and intonations.

However, the teaching practice displayed the students incapability to use punctuation in their writing. The students studying English have to use either Kyrgyz or Russian punctuation because we have hardly any information about English punctuation in the textbooks. Some scholars consider teaching punctuation as an insufficiently worked out problem.

Punctuation forms are important because they enable writers to create complex structures, which in turn help them to express complex thoughts clearly.

The people had been taught to work, but they were not taught to live, and that's why a day off is considered as the difficult day.

(Gorky)

Jeane Gunner says that sophisticated stylists tend to develop personalized punctuation use, which helps to create an individual voice in their work. Used stylistically, punctuation is an essential part of authorial voice- a written form of oral inflection, or voice emphasis.

So, of all the punctuation marks commas are the most frequently used, they occur twice as often as all other punctuation marks combined. A comma must be used in certain places, it must not be used in other places, and it's optional in still other places.

not "There's been an accident!" she shouted yes "There's been a accident" she shouted yes "There's been a accident" she shouted

There are hard fast rules about commas but within those rules there is plenty of room for nuance interpretation - Bill Walsh (lapsing in to comma)

When the poet called, Kenneth Murhn answered. The English teachers should teach students not to be confused with using commas. First of all let's speak about the etymology of the word, transliteration of Greek "komma" related to kept in to cut means literally "a cutting" hence "a cutting off" hence a cause, which after all, in nothing but a part, especially a comparatively short part, cut off from the rest of the sentence, the sign that indicates the division. In modern languages the comma serves to separate not only clauses, but certain kinds of phrases, certain groupings of words.

The earliest grammar books defined punctuation marks as oral reading. From the middle ages to the twentieth century, however grammarians in Europe and England slowly dissociated punctuation from speech, defining language as a spatial structure rather than a spoken linear stream. As stated in the classic grammar books the king English, 1906 (H. W. Fowler F. G. Fowler) The old stopping was frankly to guide the voice in reading aloud while the modern is mainly to guide the mind

in seeing through the construction. While teaching we should get our students know the basic principles of comma usage and the role of the comma.

1. A comma comes before a coordinating conjunction (and, but, for, or,yet) that links independent clauses.

No one knows exactly how many types of South western lottery there are, ho there a list of even the most common, but scientists are working to change that.

When the independent clauses are short the comma can be before *and*, *but*, *or*, or *but* not usually before *for*, *not*, *so*, or *get*.

I liked my lessons but Annie hated hers. Nowie worked hard of calculus, for he wanted to be an engineer.

2. A comma usually follows an introductory word, phrase, or clause

When you write, you make a sound in the reader's head (Russell baker)

3. Commas separate parallel elements, such as items in a series.

The sky was cloudless bright, and blue.

4. Commas set off elements.

Some people lie, as my grandmother observed, because they don't know how to tell the truth.

Still air is often polluted my diesel motors. Still, air is often polluted my diesel motors. But still air is often polluted.

5. Unnecessary or misplaced commas send false signals rain at frequent integrals, can produce mosquitoes. scab ration of subject (rain verb (produce))

The Semicolon

The semicolon may be the most rhetorical of the punctuation marks because it clarifies the relationship the writer wants the reader to make between ideas in a sentence. A stronger mark of punctuation than the comma, the semicolon connects grammatically equal elements such as two independent clauses and separates grammatically equal elements that contain internal commas. Two related independent clauses can be linked by a semicolon, connected by a comma and one of the coordinating conjunctions (*and*, *but*, *for*, *nor*, *or*, *so*, or *yet*), or punctuated as separate sentences. The method you choose depends to a large extent on your conscious rhetorical decision as well as on your sense of the way your ideas are connected.

A semicolon connects independent clauses not linked by a coordinating conjunction.

The semicolon can be a valuable resource for writers who sense that two sentences" are so closely related that they belong in a single sentence but do not lend themselves to being joined by a coordinating conjunction.

Sometimes, a conjunctive adverb such as *however* or *therefore* accompanies the semicolon and further establishes the exact relationship between the ideas.

Researchers now think that language functions as a kind of index for memories? events that occurred before we acquired language apparently aren't indexed, and so we cannot retrieve those memories at will.

Semicolons separate elements that themselves contain commas.

When a series of phrases or clauses contain commas, semicolons indicate where each element ends and the next begins.

To survive, mountain lions need a large range area, a steady supply of deer, skunks, raccoons, foxes, and opossums, and plenty of room to mate and raise litters.

Semicolons do not connect sentence elements that are grammatically unequal, such as phrases and clauses.

Semicolons do not connect clauses with phrases.

We consulted Alinka Kibukianf the local meteorologist.

The Apostrophe

Apostrophes serve a number of purposes. For example, you can use them to show that someone owns something (*my neighbor's television*), that someone has a specific relationship with someone else (*my neighbor's children*), or that someone has produced or created something (*my neighbor's recipe*). Apostrophes are also used in(contractions {*can't, don't*) and in certain plural forms {*B.A. 's, M.D. s*).

Apostrophes indicate ownership and other relationships.

An apostrophe most commonly indicates ownership or origin.

Fumi's computer, Dr. Smith's office, the photographer's camera [ownership]

Most singular nouns, indefinite pronouns, abbreviations, and acronyms require -'s to form the possessive case.

the dean's office Parrish's paintings Yeats' poems
anyone's computer someone's birthday

Plural nouns ending in -s require only an apostrophe for the possessive form.

the boys' game the babies' toys the Joneses' house

To show joint ownership or collaboration, add -s or an apostrophe to the second noun only. the carpenter and the plumber's decision [They made the decision collaboratively.]

Olga and Nadia's stocks [They jointly own more than one stock]

To show separate ownership or individual contributions, add -'s or an apostrophe to each noun.

the carpenter's and the plumber's proposals [They each made a proposal.]

(5) Add -'s to the last word of compound nouns.

my brother-in-law *s friends, the attorney general's statements [singular] my brothers-in-law's friends, the attorneys general's statements [plural]

(6) Add ~'s or an apostrophe to nouns that come before gerunds.

Lucy's having to be there seemed unnecessary, [gerund]

Follow an organization's preference for its name or the name of a product; follow local conventions for a geographical Location.

Consumers Union Actors' Equity Shoppers Choice Taster's Choice
Devil's Island Devils Tower Devil Mountain

Apostrophes mark omission in contraction, numbers, and words mimicking speech.

do not → don't

Quotation Marks

Quotation marks are always used in pairs. The first pair indicates the beginning of the quotation, and the second indicates the end.

Quotation marks set off direct quotations.

Double quotation marks enclose words that are direct quotations.

"Like branding steers or embalming the dead," writes David Sedaris, "teaching was a profession I had never seriously considered.

Single quotation marks enclose quotations within quotations.

"We have been going together for two years, and now all of a sudden she says, 'Let's just be friends,' " Derek complained. [The comma appears inside the quotation within a quotation; the period goes at the end of the sentence. (When a direct quotation appears within an indented block quotation, use double quotation marks.)]

4) Dialogue is enclosed in quotation marks.

Dialogue is directly quoted conversation. When quoting a dialogue, write what each person says, no matter how short, giving a separate paragraph to each speaker, and changing paragraphs whenever the speaker changes. Expressions such as *he said*, as well as closely related bits of narrative, can be included in the same paragraph as a direct quotation.

Jack Maggs listened only fitfully, for he was more concerned with Mercy Larkin, and the mischief he imagined in those sleepy eyes.

"He wants us now," cried Percy Buckle, pushing away his buttered toast.

"I cannot go now, Sir."

"Yes you can, Sir," winked Mr. Buckle. "I would not miss this for the world."

"You're coming with me, Sir?"

Mr. Buckle stood, slurping down his tea. "Wild horses couldn't stop me." Mercy Larkin made a hand signal Jack Magge did not understand.

PETER

CARY, *JackMagge*

Thoughts are enclosed in quotation marks.

Quotation marks set off thoughts reported directly within a narrative. "I want to bake that cake again," I thought.

Short excerpts of poetry included within a sentence are enclosed in quotation marks.

When quoting fewer than four lines of poetry, enclose them in quotation marks and use a slash to indicate the line division.

After watching a whale swim playfully, the speaker in "Visitation" concludes, "What did you think, that joy was some slight thing?"

Quotation marks enclose the titles of short works, such as stories, essays, poems, and songs.

Lon Otto's *Cover Me* contains such wonderful stories as "Winners" and "How I Got Rid of That Stump."

Quotation marks are sometimes used around a word or phrase to convey an ironic tone.

Writers sometimes use quotation marks to indicate that they are using a word or phrase ironically.

His "gourmet" dinner turned out to be processed turkey and instant mashed potatoes. [COMPARE His so-called gourmet dinner turned out to be processed turkey and instant mashed potatoes. The use of *so-called* eliminates the need for quotation marks.]

Placement of other punctuation marks relative to quotation marks depends on the context.

Commas and periods are placed inside quotation marks.

Commas go inside closing quotation marks. Periods go inside closing quotation marks if the quotation ends the sentence.

"Amanda," she said, "we need to talk." [commas and period inside the quotation marks]

Semicolons and colons are placed outside quotation marks.

Semicolons and colons always go outside the quotation marks.

She spoke of "the gothic tale"; I immediately thought of "The Dunwich Horror": H. P. Lovecraft's masterpiece is the epitome of "gothic."

Question marks, exclamation points, and dashes are placed, outside quotation marks unless they are part of the quotation.

When a question mark, an exclamation point, or a dash is part of the quoted material, it goes *inside* the quotation marks. When it is not, it goes *outside* the quotation marks. When a quotation containing one of these marks ends a sentence you have written, do not add an additional end punctuation mark either inside or outside the quotation marks.

Inside the Quotation Marks

Pilate asked, "What is truth?" Gordon shouted "Congratulations!"

"Achievement—success!" states Heather Evans, "has become a national obsession."

Why do children keep asking "Why?" [Use one question mark inside the quotation marks when a question ends with a quoted question.]

Outside the Quotation Marks

Who wrote "The Figure a Sentence Makes"? Stop playing "Dancing Queen"!

She exclaimed, "I'm surprised at you!"—understandable under the circumstances.

The Period and Other Punctuation Marks

Periods, question marks, exclamation points, colons, dashes, parentheses, brackets, ellipsis points, and slashes help clarify writing, usually by conveying tone and speech inflections. (For use of the hyphen, see 36f.) Notice how the punctuation marks in the sentences below signal meaning and intonation.

What a beautiful view! Mountains inspire awe. Don't you feel it ?

Periods punctuate sentences and abbreviations.

Rhetorically and grammatically, the period indicates completion.

(1) A period marks the end of a declarative sentence or a mildly imperative one.

Global warming is a serious problem, [declarative sentence]

(2) A period follows an indirect question.

Indirect questions are phrased as statements, and therefore they end with periods.

They want to know what Ruth is doing. [COMPARE What is Ruth doing?]

(3) Periods follow some abbreviations.

Dr. Jr. A.M. P.M.

A question mark follows a direct (but not an indirect) question

Rhetorically, the question mark indicates uncertainty. A request is also sometimes stated as a question and is followed by a question mark: *Would you pass the salt?*

What in the world is Shahri doing; [direct question]

An exclamation point shows strong feeling

Although the exclamation point can mark the end of a sentence—the same grammatical function as the other two end punctuation marks— its primary use is rhetorical, to create emphasis.

Wow! Amazing! That was the best movie I've ever seen!

A colon directs attention to an explanation or summary, a series, or a quotation.

I am always seeking the answer to the eternal question^ How can we be joined to another person—spouse, parent, child—yet still remain ourselves?

2) A colon separates titles from subtitles as well as figures in time references and in citations of scripture.

I just read *Women's Ways of Knowing! The Development of Self, Voice, and Mind*.

(3) Colons have specialized uses in business correspondence.

A colon follows the salutation of a business letter and any notations.

Dear Dr.Horner: Dear Maxine: enc:

The colon is also used in bibliographical entries.

A dash marks a break in thought sets off a parenthetical element for emphasis or clarity, or follows an introductory list or series.

You can use your keyboard to form a dash by typing two hyphens with no spaces between, before, or after the hyphens. Most word-processing programs can be set to convert these hyphens automatically to an the dash (—).

Dashes signal a specific meaning, so use them purposefully rather than as easy or automatic substitutes for commas, semicolons, or colons.

A dash marks a sudden break in thought, an abrupt change in tone, or a faltering in speech.

ii i ii

I was awed by the almost superhuman effort Sconehege represents—but who wouldn't be?

I know who she is, Mrs.—Mrs.—Mrs. Somebody—the Mayor of Gilpin—or Springtown.

(2)A dash sets off a parenthetical element for emphasis or (if it contains commas) for clarity.

In many smaller cities of this nation, cable television operators—with the connivance of local government—have a virtual monopoly.

The trail down into the Grand Canyon—steep, narrow, winding, and lacking in guard rails—is treacherous.

The main part of the following sentence sums up the meaning of the list.

Eager, determined to succeed, and scared to death—all of these describe, my emotions-the first day on the job

Parentheses set off nonessential matter and enclose numerals or letters used for lists.

Use parentheses to set off information that mainly illustrates or supplements the main part of the sentence or that is nonessential (parenthetical).

I accepted his explanation (up to a point) and set out to enjoy the evening, [an explanatory parenthetical expression]

Square brackets set off additions or alterations to quoted matter and replace parentheses within parentheses.

Parker Pilgrim has written, "If he [Leonard Aaron J ever disapproved of any of his children's friends, he never let them know about it." [An unclear pronoun reference is explained by the bracketed addition.]

Ellipsis points indicate an omission from a quoted passage or a reflective pause or hesitation.

Ellipsis points mark an omission within a quoted passage.

Whenever you omit anything from material you quote, make sure your omission does not change the meaning of the original. Replace the omitted material with ellipsis points—three equally spaced periods.

A satire is supposed to make fun of whatever it is attacking. But there is no humor in *Natural Born Killers*. It is a relentlessly bloody story designed to shock us and to further numb us to the senselessness of reckless murder. The film wasn't made with the intent of stimulating morally depraved young people to commit similar crimes, but such a result can hardly be a surprise. —JOHN GRISHAM, "Unnatural Killers"

Nothing that *Natural Born Killers* "wasn't made with the intent of stimulating . . . similar crimes," John Grisham points out that copycat behavior has, nevertheless, been one result.

Omission at the beginning or end of a quoted sentence. If the initial part of a quoted sentence is omitted, neither ellipsis points nor a capital letter is used at the beginning of the quotation, whether it is run into the text or set off in a block. John Grisham points out that "satire is supposed to make fun of whatever it is attacking." [The first word of the sentence has been omitted.]

An omission that coincides with the end of the sentence requires an end punctuation mark (a period, a question mark, or an exclamation point) in addition to the ellipsis points. Put a space after the last word quoted and before the three spaced periods. Place the end punctuation mark after the ellipsis points. If the quoted material is followed by a parenthetical source or page reference, the period comes after the second parenthesis. John Grisham points out that the film "is a relentlessly bloody story designed to shock us . . ." OR "shock us . . ." Omission of a sentence or more (even a paragraph or more) within a quoted passage is indicated by a period before the ellipsis points. A comma preceding the ellipses indicates the omission of part of one sentence and part or all of another. The slash is used to mark line divisions in quoted poetry and between terms to indicate that either term is applicable. There are no spaces before and after a slash used between terms, but a space is inserted before and after a slash used between lines of poetry.

Wallace Stevens refers to the listener who, "nothing himself, beholds / Nothing that is not there and the nothing that is." As it was stated by Confucius, "In language, clearness is everything".

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