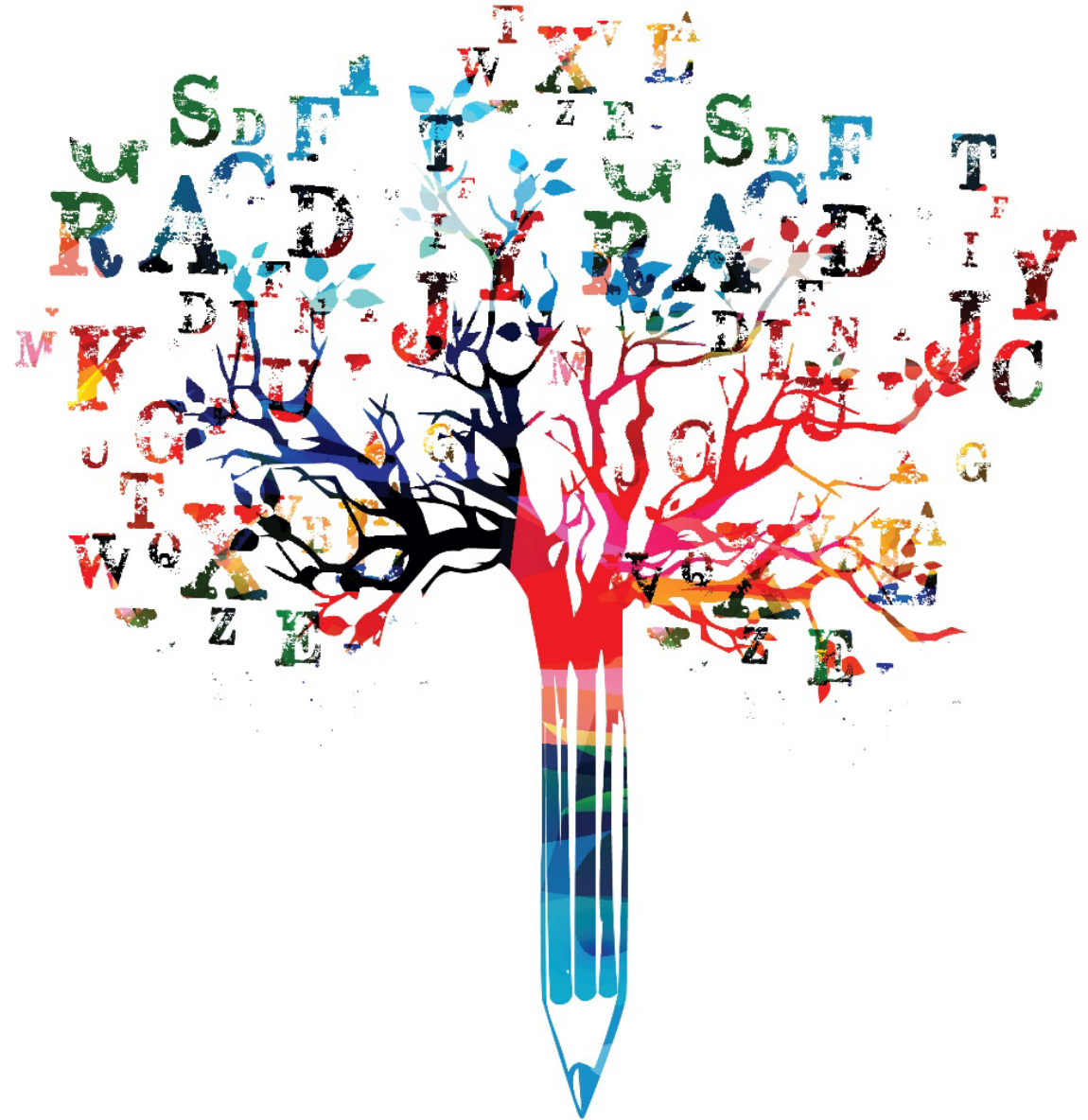# COMMUNICATION ESSENTIALS

COMM 1710

Week 3 – Punctuation

Assignment Alert

Proofreading & Editing #1

Weight: 5%

Instructions: Read through the paragraph provided and find the 10 errors. Highlight the errors, then record them in the provided table and provide the correction.

Submit to DC Connect- Assessments- Assignments

Due: end of Week 3- specific due date is posted on DC Connect

Assignment Alert

Reading & Writing Lab #2

Weight: 5%

Instructions: Read the passage and answer the questions provided.

Due: end of week 4

5 Minute Paper

Think of a time you overcame a struggle or challenge. How did you solve the problem? What steps did you take? (3-4 sentences)

How can this previous experience help you in your educational journey? (4-5 sentences)

Apostrophe

The apostrophe does 2 things:

- Combines two words (contraction, such as *he's, who's, it's*)
- Shows ownership: the knife's blade; Mubeen's ability; the building's age

An apostrophe is **never** used to make a word plural.

The **phone's** busy right now. = The **phone is** busy right now. (Contraction)

The **phone's** ringtone is annoying. = The ringtone **of the phone** is annoying. (Possession)

All the **phone's** are selling quickly. = NO APOSTROPHE WITH THE PLURAL!

Contractions

A contraction combines 2 words into one

Example: **didn't** = did not

Used in conversation & informal writing, but **not** in most professional & high academic writing.

Tip: The apostrophe takes the place of the missing word/letter(s)

Would n**o**t = wouldn't   It **i**s or it **ha**s = it's

They **a**re = they're   I **a**m = I'm

Is n**o**t = isn't   She **wi**ll = **she'll**

How To Use An Apostrophe

Contractions

Some contractions are commonly confused words.

Be careful with the contractions **who's**, **they're**, **it's**, and **you're**.

- **Who's** = who is (NOT whose)
  - **Who's** at the door?
  - Do you know **whose** car alarm that is? (the car alarm <u>belongs </u>to somebody)
- **They're** = they are (NOT **there**)
  - **They're** on vacation right now.(they are)
  - I will feed **their** cat. (the cat belongs to them)
- **It's** sounds like *its*
- **You're** sounds like *your*

PRACTICE ACTIVITY #1

Determine what words from the list belong in the blanks. Words can be used more than once and/or not at all.

1. They _____ tired of waiting in line at Tim Horton's.

2. If the players keep heckling the referee, _____ going to get kicked out of the game.

3. _____ hard to predict when the company will name _____ next CEO.

4. I love _____ dog!

5. _____ telling me I need to go to _____ other office, but I think _____ confused about what I'm asking for.

They're

It's

Were

Their

Where

Wear

Its

There

We're

PRACTICE ACTIVITY #1

Determine what words from the list belong in the blanks. Words can be used more than once and/or not at all.

1. They **were** tired of waiting in line at Tim Horton's.

2. If the players keep heckling the referee, **they're** going to get kicked out of the game.

3. **It's** hard to predict when the company will name **its** next CEO.

4. I love **their** dog!

5. **They're** telling me I need to go to **their** other office, but I think **they're** confused about what I'm asking for.

They're

It's

Were

Their

Where

Wear

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There

We're

Possession

Possession can be a state of <u>belonging to</u> or <u>being associated with</u>.
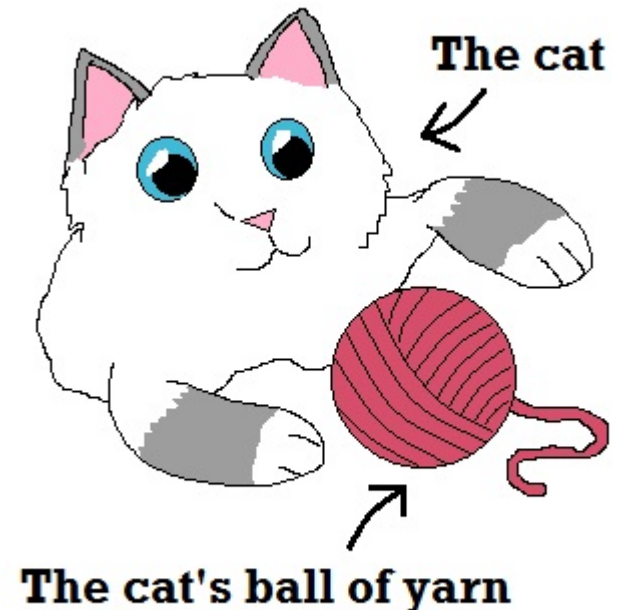
Examples:

    Hannah's dog = the dog belongs to Hannah

    The container's lid = the lid associated with the container

    Friday's test = the test associated with Friday

    Cat's yarn = the yarn belongs to the cat

The cat

The cat's ball of yarn

Possession/ belonging

There are two rules for showing possession using an apostrophe:

1. If singular subject (there is just one), add **'s** to show possession.
   → **dog's food** (the food belonging to Fido)

2. If plural subject (there is more than one), add only **'** to show possession.
   → **dogs' food** (the food belonging to Fido and Spot- multiple dogs)

Possession/ belonging

Follow these steps to show possession using an apostrophe:

1. Decide if the owner word is singular or plural.
   Janices big concert is tomorrow. = singular (Janice is one person)
   The teachers lounge is on the first floor. = plural (the lounge belongs to all of the teachers)

2. Apply the correct rule (either adding **'s** for singular or **'** for plural).
   Janice's big concert is tomorrow.
   The teachers' lounge is on the first floor.

Irregular plural

Some words have an irregular plural:

One woman → five women (not five womans)

One person → many people (not *usually* many persons, and *never* one people)

One diagnosis → multiple diagnoses (not multiple diagnosises)

One foot → two feet (not two foots)

In these cases, you still show possession the same way:

Five women**'s** work

Many people**'s** opinions

Reader Assumptions

Be careful! Your reader will make assumptions about your meaning based on where you place the apostrophe.

"The **park's** soccer fields were always booked."

Your reader would conclude that there was <u>one</u> park with several fields that were always booked.

"The **parks'** soccer fields were always booked."

Your reader would conclude that the fields were always booked in parks.

Possessive Pronouns

Possessive pronouns show possession without using an apostrophe.

Some of these words can lead to homonym confusion.

Examples of **possessive pronouns** include:

yours	ours
hers, his, its	theirs
whose	yours

Never add an apostrophe to these words: they already show possession.

Possessive Pronouns

You can avoid repeating nouns by using **possessive pronouns**.

Bev's garden was full of beautiful roses. Her neighbour Anne liked to plant native species, so <u>Anne's</u> had wildflowers instead.

→ Since there is no reason to repeat Anne's name, use "hers":

Bev's garden was full of beautiful roses. Her neighbour Anne liked to plant native species, so <u>hers</u> had wildflowers instead.

Anne's = belonging to Anne

hers = belonging to her

PRACTICE ACTIVITY #2

Choose the correct answer in the following examples:

1. The bears' cubs were playing beside the highway into town.
   a. There were at least two bears who had cubs.
   b. There was only one bear that had cubs.

2. Grace said that the pen was hers, but I knew it was Nicks'.
   a. Hers is correct, but Nicks' is incorrect.
   b. Hers is incorrect, and Nicks' is incorrect.

3. Isher said the hotels' bed was the most comfortable she had slept in.
   a. Hotels' is correct because it means "belonging to one hotel."
   b. Hotels' is incorrect because it means "belonging to more than one hotel."

PRACTICE ACTIVITY #2

Choose the correct answer in the following examples:

1. The bears' cubs were playing beside the highway into town.
   a. **There were at least two bears who had cubs.**
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2. Grace said that the pen was hers, but I knew it was Nicks'.
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3. Isher said the hotels' bed was the most comfortable she had slept in.
   a. Hotels' is correct because it means "belonging to one hotel."
   b. **Hotels' is incorrect because it means "belonging to more than one hotel."**

PRACTICE ACTIVITY #3

Fix the errors in each sentence below by adding, moving, or removing an apostrophe.

HINT: Some other words in the sentences may need adjusting also.

1. The neighbourhood schools' fundraiser was a success.
2. I looked for you're name on the list.
3. Its a shame that you can't come over this afternoon.
4. There are three lunch's in the fridge; is one of them your's?
5. The art class showed off it's work at an end-of-term show.
6. I didnt see where the noise was coming from.

PRACTICE ACTIVITY #3

Fix the errors in each sentence below by adding, moving, or removing an apostrophe:

1. The neighbourhood school**'s** fundraiser was a success.
2. I looked for you**r** name on the list.
3. It**'s** a shame that you can't come over this afternoon.
4. There are three lunch**es** in the fridge; is one of them you**rs**?
5. The art class showed off i**ts** work at an end-of-term show.
6. I didn**'t** see where the noise was coming from.

Commas

Why should you care about commas?
BECAUSE COMMAS SAVE LIVES!

Let's eat grandpa.

Let's eat, grandpa.

correct punctuation can
save a person's life.

Commas

Can you correct these statements?

Visit Reason

PERSISTENT COUGH
EMS-POST OP LEFT SHOULDER
UNABLE TO EAT DIARRHEA
FORGETFULNESS HEADACHE
CHEST PRESSURE
FEVER
FEVER 102, WHEEZING, IRRITABLE
FALL RT ARM INJURY

COMMAS. USE THEM.

EAT, RAY, LOVE

Rachael Ray finds inspiration in cooking her family and her dog

Commas: Rule #1

1) to separate three or more items in a series

Example:

> I own a bike, car, and scooter.
> I like cooking, my family, and my pets.

Note: The last comma (called an Oxford comma) is optional, but it helps with clarity.

Example: They invited the dancers, Beyoncé and Jay Z.
They invited the dancers, Beyoncé, and Jay Z.

Commas: Rule #1- Practice

Insert commas where necessary in the following sentences:

1. My favourite comedians are Curly Larry and Moe.

2. If you ignore my terrible accent poor grammar and limited vocabulary my French is excellent.

3. A panda is a bear-like marsupial that eats shoots and leaves.

4. Cambodian food is spicy colourful nourishing and delicious.

5. In Canada, the seasons are spring summer fall winter winter and winter.

Commas: Rule #1- Practice

1. My favourite comedians are Curly, Larry, and Moe.

2. If you ignore my terrible accent, poor grammar, and limited vocabulary, my French is excellent.

3. A panda is a bear-like marsupial that eats shoots and leaves. (no comma required)

4. Cambodian food is spicy, colourful, nourishing, and delicious.

5. In Canada, the seasons are spring, summer, fall, winter, winter, and winter.

Commas: Rule #2

2) To separate introductory material (words, phrases, or clauses) from the rest of the sentence.

Example:

As a matter of fact, I care about grammar.

After riding his bike around the neighborhood twice, Arnold was sweating profusely.

Commas: Rule #2

A **dependent clause** can be an introductory dependent word (beginning of a sentence).

NOTE: If a dependent clause comes at the end of the sentence, there is <u>no comma</u>.

Example:

Since meaning can be distorted by incorrect punctuation, I care about grammar.

(Comma after introduction)

But:

I care about grammar because meaning can be distorted by incorrect punctuation.

(No introduction, so no comma)

Commas: Rule #3

3) Two commas are used around **non-essential information** in a sentence.

Example:

    Some people, **like me**, are nervous of dogs.

    I think, **in spite of everything**, that people are really good at heart.
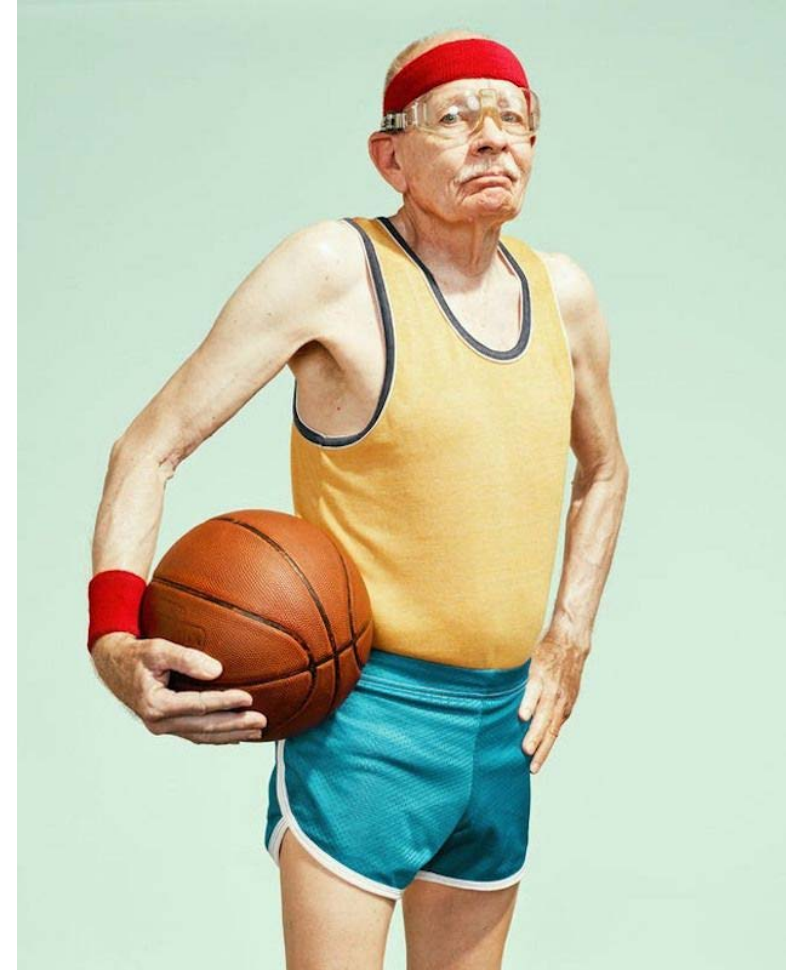
    (Anne Frank)

Commas: Rule #3

Non-essential information can come at the beginning, in the middle, or at the end of a sentence.

Henry wants to find a way to thank his doctor, who is retiring next month.

A veteran basketball coach, Mr. Vella is joining our Phys-Ed department.

The candy-floss machine, which we rented on a whim, was a huge hit at the fundraiser.
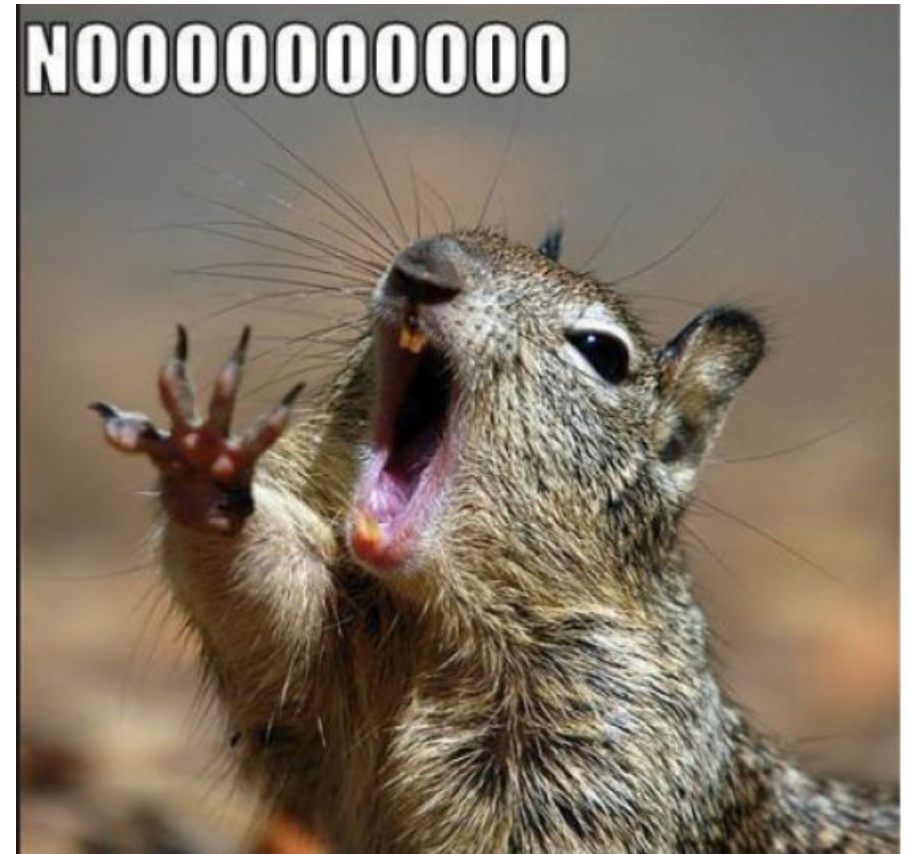
Commas: Rule #4

4) Between two **complete thoughts** that are **connected by a coordinating conjunction** (FANBOYS- *for, and, nor, but, or, yet,* or *so)*

Example:

I went to the store, **but** they were out of candy.

NOOOOOOOOOOO

Commas: Rule #4

- A comma is NOT needed with FANBOYS conjunctions if **they don't connect two complete thoughts.**
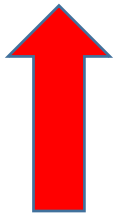
Complete thought   **Fanboy Conjunction**   **NOT a Complete thought**

Example:

- Lee broke her leg in the accident and badly damaged the car. (NO COMMA)

- Lee broke her leg in the accident, **and** her car was badly damaged.

Complete thought   **USE A COMMA!**   **Complete thought**

Commas: Rule #5

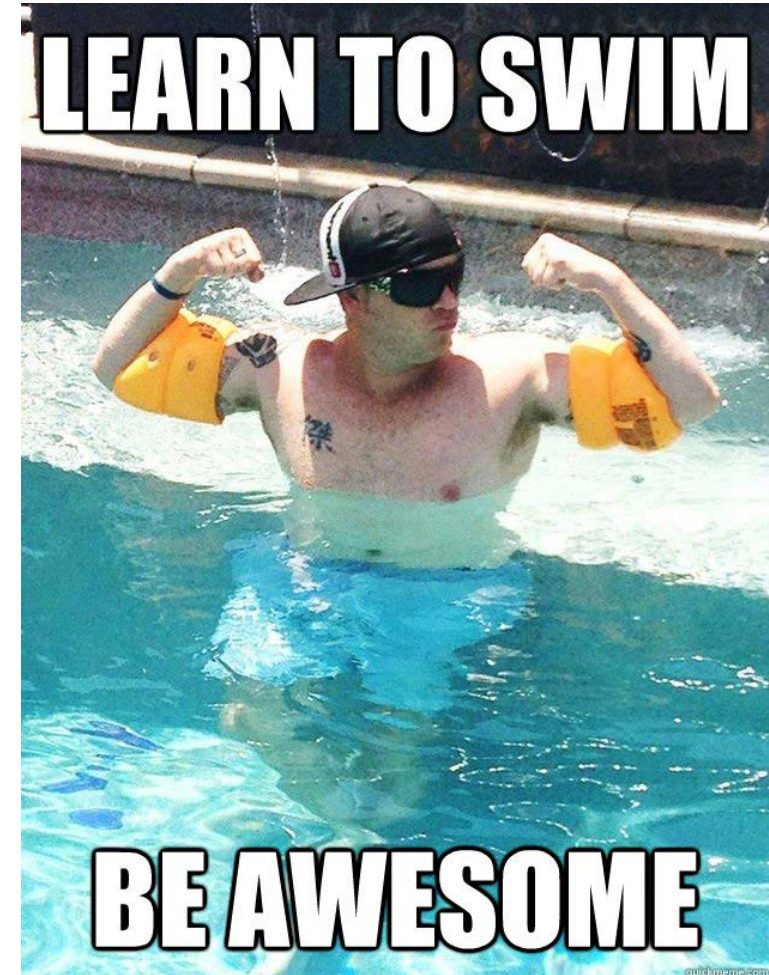5) Between coordinate adjectives

Coordinate adjectives can be arranged **in any order** without changing the meaning of the sentence. They can also be separated by the word "and".

The three sentences below, because they contain coordinate adjectives, are identical in meaning.

Dean likes his *fun, energetic* swimming teacher.
Dean likes his *energetic, fun* swimming teacher.
Dean likes his *fun and energetic* swimming teacher.

Commas: Rule #5

Here is an example of adjectives that DO NOT use commas between them:

The tall maple trees ran with sap in the spring.

The adjectives cannot be switched around:
- The maple tall trees ran with sap in March **or**
- The tall and maple trees ran with sap in March.

(This would suggest that there were two sorts of tree: tall and maple.)

Commas Rules

1) To separate items in a series.

2) To set off non-essential material.

3) On both sides of words that interrupt the flow of thought in a sentence.

4) Between two complete thoughts connected by and, but, for, or, nor, so, yet (FANBOYS).

5) Between adjectives that are coordinate (can be switched around without changing the meaning)

Semi Colon- not just a winky face

Use a semi-colon to join two complete sentences that are related.

Example:

It's official; I'm moving in April.

Laine felt terrible; she had completely forgotten the appointment.

Davia's blunt; Suzanne's more subtle.

Do NOT use a semicolon if the two thoughts are not connected:

The mail just arrived; I want pie.

"Can anyone, *anyone*, tell me how a semicolon is used other than in emoticons?!"

Semi Colon

Before transitional words between independent clauses

Terrell sprinted back to his car**;** **unfortunately,** it had already been given a parking ticket.

Cherie loved dogs but wasn't ready to adopt**; instead,** she fostered dogs from the local animal shelter.

Use a semi-colon before the transition word and a comma after it.

IN A BITTERSWEET MOMENT, BILL REALIZES HE ISN'T ACTUALLY THE LAST PERSON LEFT ON EARTH.

CITATION $200

Search ID: gra101124

© Guy & Rodd/Distributed by Universal Uclick for UFS via CartoonStock.com

Semi Colon

The following table lists commonly used transitional words and phrases:

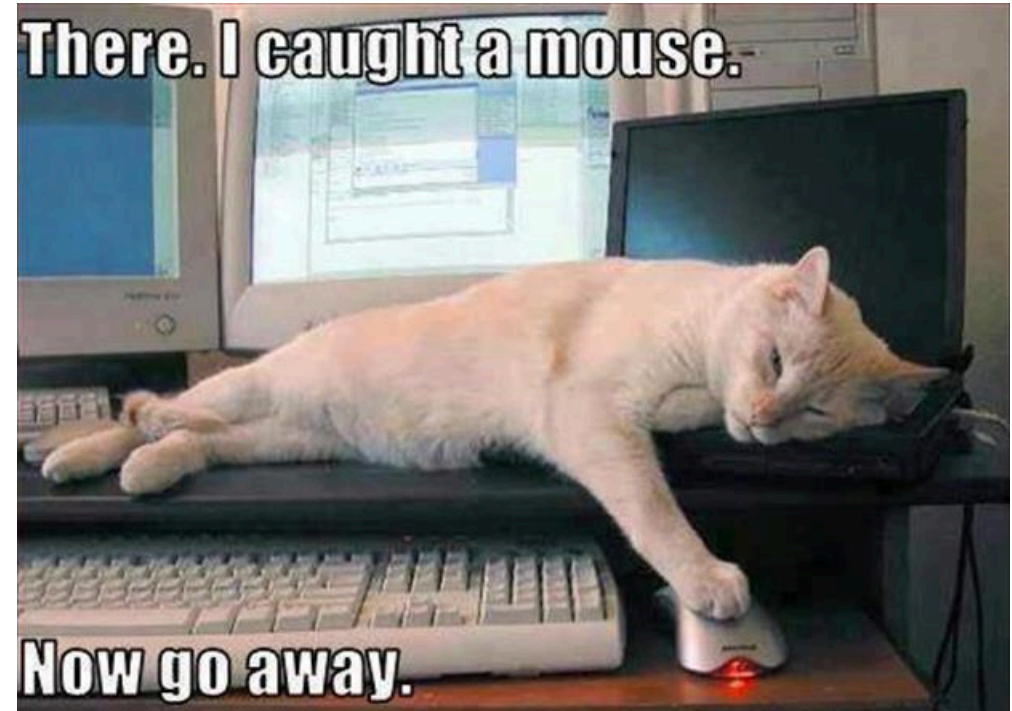| ; accordingly,	; furthermore,	; nevertheless,
; also,	; however,	; on the other hand,
; as a result,	; in addition,	; otherwise,
; besides,	; in fact,	; then,
; consequently,	; indeed,	; therefore,
; finally,	; instead,	; thus,
; for example,	; moreover,	; unfortunately,

Semi Colon + Transitional Words

When **transitional words or phrases** are used as non-essential expressions, use commas, NOT semicolons.

The cat, however, kept the mouse population under control.
Adam was, in fact, the least likely person to break the rules.

Semi Colons- in a complex list

Use in a list where there are already commas.

On our trip, we visited the towns of Red Deer, Alberta; Duncan, British Columbia; and Melita, Saskatchewan.

Colons

Use a **colon** to introduce a list, explanation, quotation etc..

To introduce a list:
Worry about the these three factors when buying real estate: location, location, and location.

To introduce an explanation:
Doug soon realized the cause of the cat's distress: a raccoon had made a home under the deck.

Colons

Use a colon after **an independent clause** when introducing a list.

The catering facility offers the following entrees: fried catfish, grilled chicken, pan-seared salmon, and sirloin steak.

Colons

A colon **never** follows *is, are, was,* or *were*.

My favourite musicals are: *West Side Story, Les Misérables,* and *RENT*.

My favourite musicals are *West Side Story, Les Misérables,* and *RENT.*
(no colon)

I have three favourite musicals: *West Side Story, Les Misérables,* and *RENT.*
(colon after an independent clause)

Colons

Use a **colon** to separate a title from a subtitle.

Book *Wild: From Lost to Found on the Pacific Coast Trail*
Film *Batman v Superman: Dawn of Justice*
TV show *Star Trek: The Next Generation*

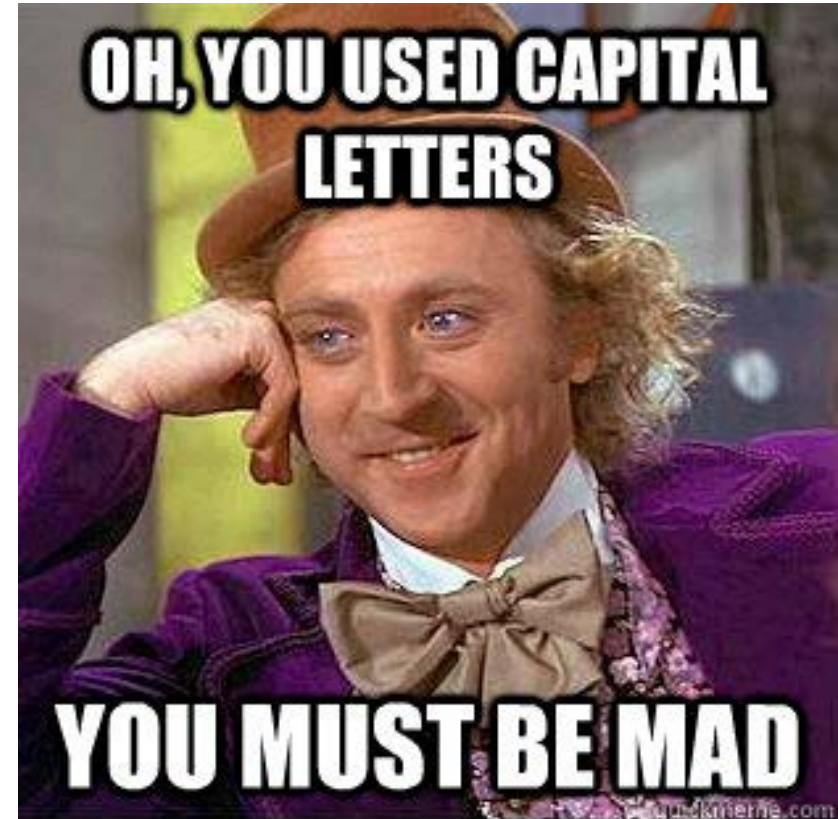**Unless it is used in a title**, a colon must follow an independent clause.

Capital Letters

6 main uses of capital letters.

1. Capitalize the first word in a sentence.
2. Capitalize names of people, places & specific things.
3. Capitalize the names of major historical events, religions, holy texts and holy days.
4. Capitalize days of the week, months and specific holidays.
5. Capitalize major words in titles of books, plays, songs, etc. (except in some citation formats)
6. Capitalize specific school courses & languages

Capital Letters- #1

Capitalize the first word in a sentence.

He wears two pairs of pants while golfing, in case he gets a hole in one.

Capital Letters- #2

Capitalize proper nouns

People (and their titles)

Yesterday, **M**ayor **J**ohn **T**ory was speaking about transit.
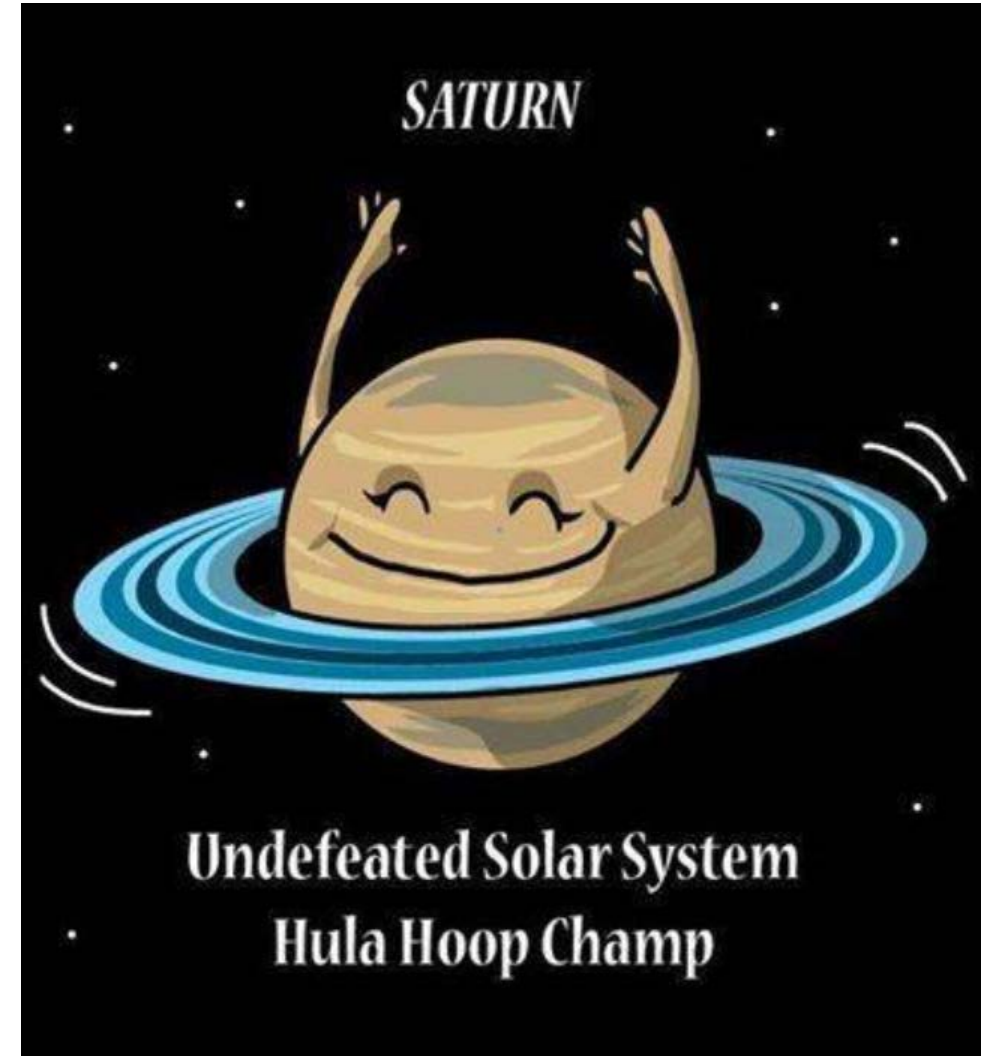
Do NOT capitalize titles in general (the professor)

Places, regions – even in space:

Durham **C**ollege, **A**lgonquin **P**ark, **S**aturn, the **M**ilky **W**ay, the **B**adlands

Do NOT capitalize general directions: north, south, east, west.

Official names of buildings, institutions, companies, departments and products

Gordon **W**illey **B**uilding, **M**cGill **U**niversity, **R**ogers, the **H**uman **R**esources **D**epartment, **L**abatt **B**lue

SATURN

Undefeated Solar System
Hula Hoop Champ

Capital Letters- #3

Major historical events, religions, holy texts and holy days

World War 1, the Depression, the Renaissance

Judaism, Islam, Buddhism, Hinduism, Christianity

the Torah, the Koran, the Bible

Easter, Ramadan, Yom Kippur

Capital Letters- #4

Days of the week, months & holidays, but not seasons.

We had an assignment due on Monday, October 15th.

On Remembrance Day, I wore a poppy.

Luckily, Canada Day is always a holiday.

In the spring, we plant flowers and enjoy them in the summer and fall.

Capital Letters- #5

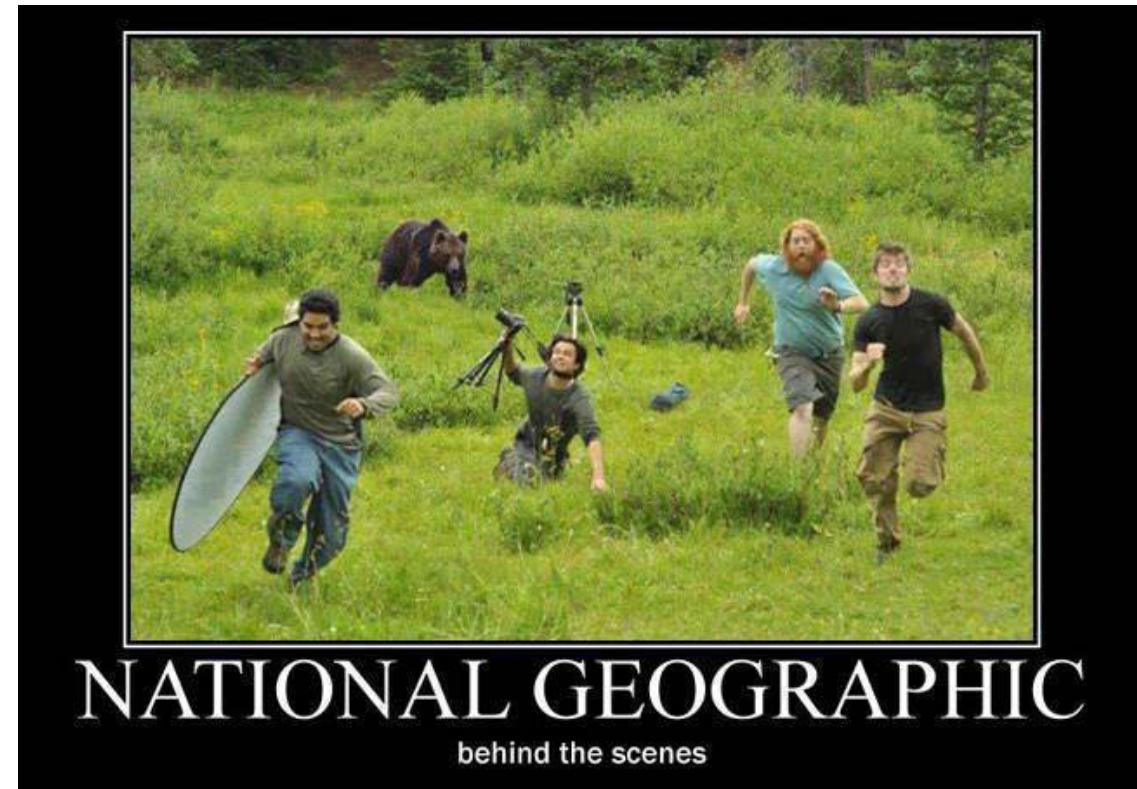**Titles of books, films, essays, songs, works of art etc.**

I liked reading *Harry Potter and the Goblet of Fire*.

We have a subscription to National Geographic.

Have you seen "Miss Peregrine's Home for Peculiar Children"?

Beyonce's song, "Formation", is a call for civil rights.

I find that Instagram has far too many ads.

NATIONAL GEOGRAPHIC
behind the scenes

Capital Letters- #6

Specific school courses, but not subject areas

I am enrolled in Communication Essentials.

Did you like Marketing 101?

Was there a lot of work in Mathematics 220?

NO capitals when using subject areas.

Our program includes courses in history and communications.

NOTE: Languages are capitalized

I studied English, French, and Spanish.

STUDENTS IN SPANISH = ESTUDIANTES

ESTUDIANTES

ESTUDIA = STUDY

DIA = DAY

ANTES = BEFORE

I see what you did there

Capital Letters- Practice

Correct the capitalization errors from the below passage. You only need to rewrite the words you correct.

Sherlock Holmes and his friend dr. watson were on a camping trip in british Columbia's rocky mountains. During the night, Holmes awakened his friend and said, "Watson, look up. What do you see?"

Watson replied, "I see millions and millions of stars."

"And what does that tell you?" asked holmes.

"If I recall correctly, my astronomy 200 course taught me that there are countless stars, Galaxies, and planets. From my knowledge of Astrology, I observe that taurus is in scorpio. From the position of the planets, I deduce it is about 3:30 in the morning, and according to my understanding of Meteorology, it will be a lovely Summer day tomorrow."

Holmes was silent for a moment and then said, "you Idiot, Watson, someone has stolen our tent!"

Capital Letters- Practice- Answers

Correct the capitalization errors from the below passage. You only need to rewrite the words you correct.

Sherlock Holmes and his friend Dr. Watson were on a camping trip in **B**ritish Columbia's **R**ocky **M**ountains. During the night, Holmes awakened his friend and said, "Watson, look up. What do you see?"

Watson replied, "I see millions and millions of stars."

"And what does that tell you?" asked **H**olmes.

"If I recall correctly, my **A**stronomy 200 course taught me that there are countless stars, **g**alaxies, and planets. From my knowledge of **a**strology, I observe that **T**aurus is in **S**corpio. From the position of the planets, I deduce it is about 3:30 in the morning, and according to my understanding of **m**eteorology, it will be a lovely **s**ummer day tomorrow."

Holmes was silent for a moment and then said, "you **i**diot, Watson, someone has stolen our tent!"
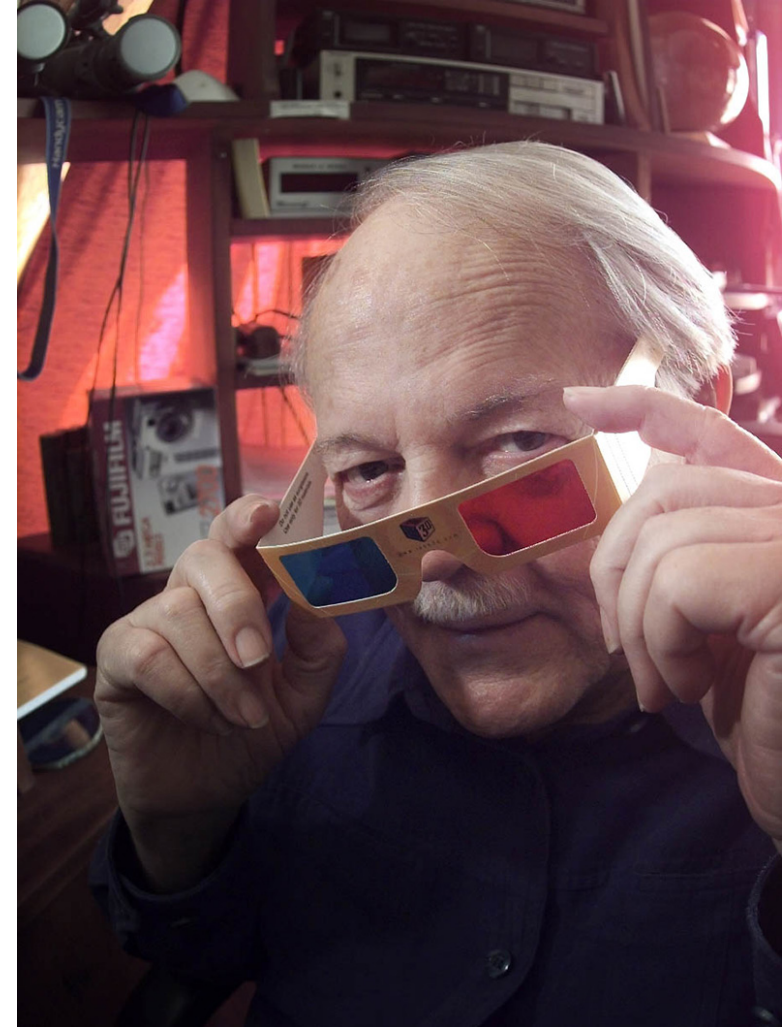
Quotation Marks

Use quotations marks when you use **someone's exact words** in your writing.

Example:

Frank Ogden, one of Canada's foremost futurists, says, "my idea of long-range planning is lunch" (Smith, 2016).

Single Quotation Marks

Use single ('quote') quotation marks for quotes within quotes.

Example:

   According to John Robert Colombo, "the most widely quoted Canadian aphorism of all time is Marshall McLuhan's 'The medium is the message.'"

Think: Why are there three quotation marks at the end of this quotation?

Quotation Marks- not for emphasis!

Air Quotes

Air quotes are used to show that what is being said is ironic or mocking, or is not a turn of phrase the speaker would typically employ (Dictionary.com, n.d.)

Proofreading

- First impressions

- Written representation of you

my sister is about to have a baby and my brother showed up to the hospital in a suit because "first impressions matter"

Proofreading Checklist

Writing Practice

Write a 2 paragraph response to ONE of the below questions/topics. Just write, do not edit or think about what you are writing. This is called freewriting.

Prompts- Choose ONE

1. Are digital pictures too plentiful to be meaningful? Why or why not?
2. Can music change your emotions? How so or why not?
3. Why does society have a fascination with famous/rich people?
4. Is live theatre (plays & musicals) still relevant? Why or why not?
5. Have curse words lost their impact due to overuse? Why or why not?

Proofreading Practice

1. Swap your writing with another student.
2. Using the Proofreading Checklist, proofread your peer's work, making edits for them as you go. Make sure to answer the questions at the end of the checklist.
3. Return the work to the original writer.
4. Review the edits suggested by your peer.
   a. Do you agree/disagree?
   b. Did your peer understand your message? If not, why?
   c. How does this review help improve your writing?

Homework/Readings

This week, feel free to read/review the following from your textbook:

- Subjects & Verbs, pages 42-50
- Review, if needed, sentences, pages 282-286

Please complete/prepare:

- Did you complete the Academic Integrity Quiz? Check for an email from me.
- Proofreading & Editing #1- end of week 3
- Reading & Writing Lab #2- end of week 4