**3-2-2 Proofreading (Mechanics)**

1. **Punctuation**

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| **Symbols** | **Uses** | **Examples** |
| **Full stop****.** | 1. At the end of a sentence
2. 2 After each letter which stands for a word in an abbreviation
3. With shortened words
4. A decimal point
5. A ‘dot’ in a website address
 | 1. He loves watching TV.
2. i.e.; e.g.
3. adj.; pron.
4. three point five - 3.5
5. www.english.com
 |
| **Comma****,** | 1. Before a coordinating conjunction
2. With non-defining relative clauses
3. With additional information which does not define
4. With enumerations
5. To separate an introductory element (clause, phrase, adverb, interjection)
6. To separate tag quest
7. For **numbers** over 999
8. For addresses
9. For some dates
10. For titles following a name
 | 1. Three of the burglars escaped, but one was arrested by the police.
2. Tom, who lives in Canada, is a geologist.
3. Ted Heath, the Prime Minister…
4. I need tomatoes, milk, rice, apples...
5. If you refuse to work, I’ll call the manager.
6. It’s very warm here, isn’t it?
7. 1,000 (one thousand); 2,524
8. Seattle, Washington
9. Tuesday, 10 March 2015 (Br. Eng.)Tuesday, March 10, 2015 (AM)
10. Dr Jeckyll, MDSammy Davis, Jr
 |
| **Semi-colon****;** | 1. With lists that are too long
2. To separate closely related independent clauses
3. To separate independent clauses, even when they’re connected by a coordinating conjunction
 | 1. There are people here today from all parts of the world: Sara, from Rome; Michel, from Paris…
2. She usually takes a cup of thee before going to bed; it helps her sleep.
3. Most people have two jobs in order to raise their living standard; but I don’t think it’s worth it.
 |
| **Colon****:** | 1. To introduce a quote
2. Before a list or explanation preceded by a clause that can stand by itself
 | 1. The author said: “To be or not to be: that’s the question.”
2. This is what you should do: you should call the police, tell them the whole story…
 |
| **Double quotation marks****“ ”** | 1. At the beginning and end of the direct speech
2. To show words as being quoted
3. With titles of short stories, poems, articles…
 | 1. He said: “Let’s do it!”
2. “The Pearl” by Steinbeck
3. ‘To be or not to be…’
 |
| **Single quotation marks****‘ ’** | 1. If we want to use quotation marks inside quotation marks, then we use single inside double, or double inside single.
 | 1. He said to her: "I thought 'Titanic' was a good film."ORHe said to her: 'I thought "Titanic" was a good film.'
 |
| **Apostrophe****‘** | 1. In possessive forms
2. In contracted forms
3. To show the plural of letters and numbers
 | 1. John’s car
2. it’s; they’re…
3. Do you like music from the 1950's?
 |
| **Exclamation mark****!** | 1. At the end of an emphatic declaration, interjection or command.
2. After strong imperative.
3. After many interjections
 | 1. Stop being silly!; Help!
2. Look out!
3. "Hi! What's new?"
 |
| **Question mark****?** | 1. After direct questions
2. With question-tags
 | 1. What are you doing?
2. It’s a lovely morning, isn’t it?
 |
| **Em dash****−** | 1. To separate words or groups of words
 | 1. All of us − myself including − are willing to help you.
 |
| **Dash; Hyphen****-** | 1. To separate a prefix and a word
2. Used in compounds
3. When writing numbers 21 to 99, and fractions
 | 1. ex-wife; all-inclusive
2. a blue-eyed boy
3. twenty-nine, one hundred and sixty-five
 |
| **Round brackets****( )** | 1. To separate groups of words
2. To add a personal comment
 | 1. Charlie Chaplin (better known as Charlot) was a famous comedian.
2. Many people love parties (I don't).
 |
| **Square brackets****[ ]** | 1. To add clarification
2. To add information
 | 1. The witness said: "He [the policeman] hit me."
2. The two teams in the finals of the FIFA Football World Cup were both from South America [Uruguay and Argentina].
 |
| **Slash****/** | 1. For fractions
2. In dates to separate day, month and year
3. To separate parts of a website address
 | 1. 1/2 (one half)
2. He was born on 30/11/2007. (30th November 2007 - BrE)
3. http://www.english.com/punctuation-slash.htm
 |
| **Ellipsis mark****...** | 1. When we want to omit information because it’s not relevant or necessary
2. To indicate a pause
 | 1. The film focussed on three English learners...studying at university.
2. It's not easy to explain. It's not...
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| **Underscore****\_** | 1. Used for email addresses
2. For filenames
3. For URLs
 | 1. my\_name@example.com
2. image\_123.jpg
3. http://www.englishclub.com/under\_score
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