

**GOOD AFTERNOON DEAR  
DOCTORIAL STUDENTS!**



# **LESSON PLAN**

**Subject: “ACADEMIC WRITING” (Doctorial students)**

**Theme of the lesson “Basics of writing”.**

**Date: 11.09.2020**

**Teacher: Zaure Badanbekkyzy**

**Time: 16.40- 18.35 p.m.**

**Department:” Aviation English”**

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# **Questions to be discussed:**

- 1. The concept of punctuation.**
- 2. Punctuation Marks in English.**
- 3. The importance of punctuation.**
- 4. The punctuation difference of British and American English.**
- 5. English punctuation rules.**

## **The main aims are:**

- to develop critical thinking, discuss, practice by doing, or teach others;**
- to truly tap into higher-order learning and thinking, analyzing, evaluating and creating;**
- to cycle through these various levels of cognitive development to do more than remember—also be able to apply what you have learned in other contexts beyond the lesson itself.**

## **Learning Objectives:**

- exhibiting memory of previously learned materials (punctuation)by recalling facts, terms, basic concepts, and simple answers;**
- understanding the paragraph writing;**
- mastering the key theoretical concepts of the basics of Writing.**

# Learning Outcomes:

**By the end of the lesson you will be able to:**

- understand the concept punctuation;
- remember the names of punctuation marks;
- to explain the importance of punctuation;
- recite the punctuation difference of British and American English.
- demonstrate simple and longer sentences by examples.
- be aware of formal writing conventions;
- enrich academic vocabulary and extend grammar range;

# Procedure of the Lesson:



## **SPEAKING**

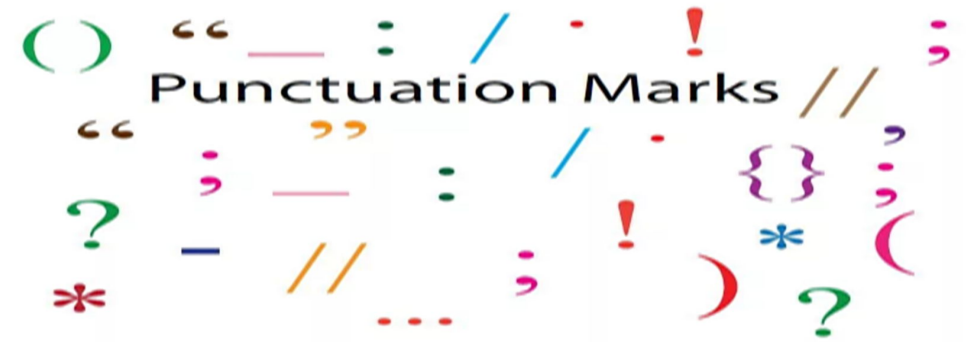
1. Revision of the previous lessons:  
How much do you know about Basics of writing?

2. Discuss the following

Brainstorming questions

1. What is the purpose of AW?
2. What features of academic writing do you know?
5. What common types of academic writing can you name?
6. Do you know the format of short and long writing tasks?
7. What components of academic writing do you know?
8. What is punctuation?
9. Can you name English punctuation marks?
10. What are the names of the punctuation marks in English?
11. Why is punctuation important?

# The concept of Punctuation



Punctuation is not merely an accessory in a language, as some believe. It is, in fact, as integral to a language as other components such as, conjunctions, articles and prepositions among others. Punctuations are essential in giving the intended meaning to the language. Wrong punctuation can change the meaning of a sentence completely.

When we speak, we can pause or emphasize certain words and phrases to help people understand what we are saying.

In our writing, we use punctuation to show pauses and emphasis.

Punctuation marks help the reader understand what we mean.

# FIRST video



# Let`s watch you tube video about Punctuation



# What are punctuation marks?

## Punctuation Marks in English

A punctuation mark is a mark (sign) used in writing to divide texts into phrases and sentences.

**Some common punctuation marks are:**

period (full stop) ( . )

comma ( , )

question mark ( ? )

exclamation mark ( ! )

colon ( : )

semicolon ( ; )

single quotation marks ( ' ' )

double quotation marks ( " " )

parentheses ( )

brackets [ ]

braces { }

hyphen ( - )

en dash (—)

em dash (—)

ellipsis (. . .)

apostrophe ( ‘ )

slash ( / )

## Some additional punctuation marks are:

- ampersand ( & )
- asterisk ( \* )
- at sign ( @ )
- bullet ( • )
- degree symbol ( ° )
- number sign ( # )

percent sign ( % )

underscore symbol ( \_ )

copyright symbol ( © )

registered trademark symbol ( ® )

trademark symbol ( ™ )

# THE MAIN USE OF FULL STOP

## 1. At the end of a sentence

The main use of full stop is to mark the end of a sentence that is a complete statement. It indicates a long pause before a new or fresh sentence begins. For example,

- a. My name is Ajay and I am a doctor.
- b. She went to the market. She bought many vegetables and fruits.

## 2. After initials

Full stops also appear after initials of a person, for example, U.S. (United States), U.K. (United Kingdom), W.B. Yeats (William Butler Yeats) and so on.

# FULL STOP

## 3. After abbreviations

It is a common practice to use full stops or periods to mark abbreviations. For instance, ‘Prof.’ for professor, a.m. for ante meridian, p.m. for post meridian, etc. for et cetera and so on. Full stops can be used after the first letter of each abbreviated word, for instance, B.B.C. (British Broadcasting Corporation). It can also be used after a selected group of letters from a word, for instance, St. (street), Mr. (Mister).

## 4. At the end of commands

Full stops mark the end of a sentence that is a command, that is, that tells someone to do something. For instance, ‘Open the door.’ ‘Pick up the eraser from the floor.’

# Full stops

## **5. At the end of indirect questions**

Full stops are used at the end of sentences that are indirect questions, for instance, ‘I wondered why she bunked the class.’ ‘He asked me why I missed the concert.’ In such cases, instead of a question mark, full stops are used.

## **6. In websites**

Full stops or periods are also used in website addresses, for instance, ‘[www.mbarendezvous.com](http://www.mbarendezvous.com)’ and so on. Websites will not work if you do not put the full stop at the appropriate places in a website address.

Full stop, primarily, mark the end of a thought. In the absence of full stops, each sentence will run into the next and the reader will have a tough time segregating two or more sentences. This would also create confusion for the reader or speaker.

Thus, full stops are an important punctuation mark, without which language would become incomplete and difficult to comprehend.

## COMMA (,)

1) The comma is used to indicate a short pause. It is used:

**a.** for words, phrases, and clauses in a series.

For example, "Gandhiji, the Father of the Nation, died on 30th January, 1948.

"Apples, Mangoes and Bananas are my favourites."

"Gandhiji, who was the Father of the Nation, died on 30th January, 1948.

**b.** when you address a person.

For example, "Yes, Sir."

**c.** to separate numbers, dates and address.

For example, I was born on 9th August, 1990 in Lucknow, Uttar Pradesh.

**d.** When two persons, things or other elements are contrasted, the two are separated by a comma.

For example, I meant Raj, not Robin.

**e.** Direct quotations are marked by comma.

For example, She said, "I'm sorry."



## **SEMICOLON (;) , COLON (:), DASH (-) EXCLAMATION MARK (!)**

**2) The semicolon** represents a stronger pause than a comma. It is used to stress the close relationship between one sentence and another.

For example, Today we love what tomorrow we hate; today we seek what tomorrow we shun; today we desire what tomorrow we fear.

**3) The colon** is used to show that something is to follow.

For example, The principle parts of a verb in English are: the present tense, the past tense, and the past participle.

**4) The dash** is used to make an abrupt stop or change of thought. For example, If my husband were alive-but why lament the past? He has-you may not believe it-failed.

**5) The exclamation mark** is used after interjections and after phrases and sentences expressing sudden emotion or wish.

For example, Alas! Oh dear!

# English punctuation rules

## To end a sentence

period (full stop) ( . )

question mark ( ? )

exclamation mark ( ! )

ellipsis ( . . . )

## To separate phrases or items

comma ( , )

semicolon ( ; )

## To begin a list

colon ( : )

## **INVERTED COMMAS (") QUESTION MARK (?)**

**6) Inverted Commas** are used to enclose the exact words of a speaker, or a quotation.

For example, "I would rather die," he exclaimed, "than join the oppressors of my country."

**7) Question Mark** is used, instead of the Full Stop, after a direct question.

For example, Have you finished writing?

# Continuation

## To quote or indicate a title

- single quotation marks ( ' ' )
- double quotation marks ( " " )

To indicate extra information

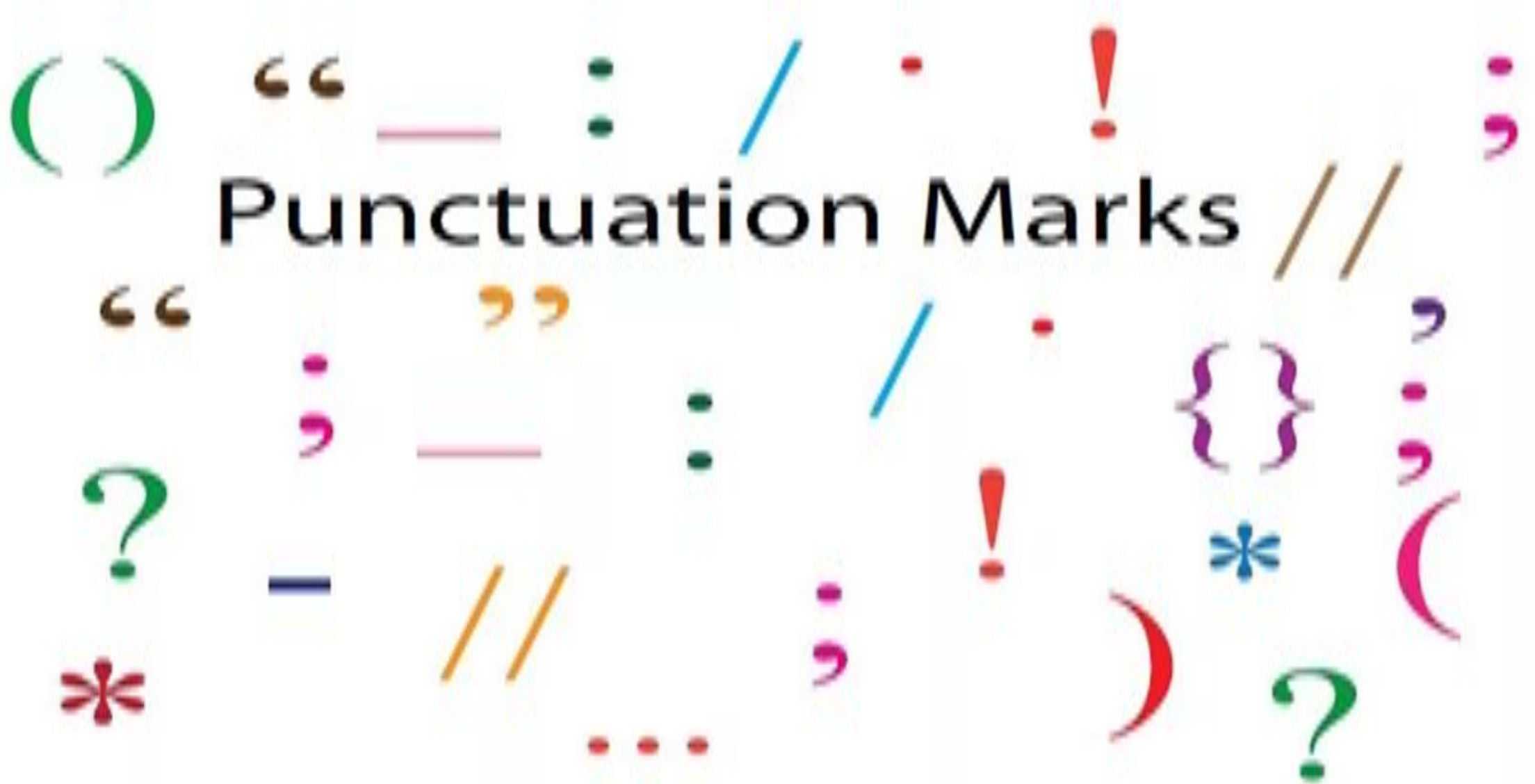
## To indicate extra information

- parentheses ( )
- brackets [ ]
- braces { }
- em dash ( — )

## To show alternatives

- slash ( / )

Please name the punctuation marks:



# Punctuation Exercise

- Put in semicolons, colons, dashes, quotation marks, Italics (use an underline), and parentheses where ever they are needed in the following sentences.
1. The men in question Harold Keene, Jim Peterson, and Gerald Greene deserve awards.
  2. Several countries participated in the airlift Italy, Belgium, France, and Luxembourg.
  3. There's no room for error, said the engineer so we have to double check every calculation.
  4. Judge Carswell later to be nominated for the Supreme Court had ruled against civil rights.
  5. In last week's New Yorker, one of my favorite magazines, I enjoyed reading Leland's article How Not to Go Camping.
  6. Yes, Jim said, I'll be home by ten.
  7. There was only one thing to do study till dawn.
  8. Montaigne wrote the following A wise man never loses anything, if he has himself.
  9. The following are the primary colors red, blue, and yellow.
  10. Arriving on the 8 10 plane were Liz Brooks, my old roommate her husband and Tim, their son.

## Continuation of the exercise

- 11. When the teacher commented that her spelling was poor, Lynn replied All the members of my family are poor spellers. Why not me?
- 12. He used the phrase you know so often that I finally said No, I don't know.
- 13. The automobile dealer handled three makes of cars Volkswagens, Porsches, and Mercedes Benz.
- 14. Though Phil said he would arrive on the 9 19 flight, he came instead on the 10 36 flight.
- 15. Whoever thought said Helen that Jack would be elected class president?
- 16. In baseball, a show boat is a man who shows off.
- 17. The minister quoted Isaiah 5 21 in last Sunday's sermon.
- 18. There was a very interesting article entitled The New Rage for Folk Singing in last Sunday's New York Times newspaper.
- 19. Whoever is elected secretary of the club Ashley, or Chandra, or Aisha must be prepared to do a great deal of work, said Jumita, the previous secretary.
- 20. Darwin's On the Origin of Species 1859 caused a great controversy when it appeared.

## Check yourself.

- Punctuate the following sentences.
- a. i like playing with my friends sandy sunny sameer
- b. we went through the smoky mountains, near shimla on our way to leh
- c. myfavourite soap is pears and my favourite toothpaste is pepsodent
- d. i'm a catholic and that's why i go to st.joseph's school
- e. my friend priya speaks german and she is teaching me some words
- f. he was honest sincere hard working
- g. hindusmuslimssikhschristians live together in India
- h. long ago in a town in Switzerland there lived a famous man called william
- i. akbar the greatest of the mughal emperors ruled wisely
- j. tanya said to ila rahul is a nice guy



## PUNCTUATION MARKS and SYMBOLS

,

comma

:

colon

;

semicolon

.

full stop/period (US)

—

dash

()

parentheses

?

question  
mark

!

exclamation  
point

“”

quotation  
marks

...

ellipsis

[]

brackets

—

underscore/  
understrike

@

AT sign

&

ampersand

#

number sign

\*

asterisk

















/

slash

'

apostrophe

# PUNCTUATION MARKS

 comma	 semicolon	 colon	 fullstop
 exclamation mark	 question mark	 apostrophe	 quotes
 double quotes	 hyphen	 dash	 stroke or slash
 parentheses or round brackets	 square brackets	 ellipsis	 asterix

## PUNCTUATION DIFFERENCE OF BRITISH AND AMERICAN ENGLISH

a) In Britain quotations are shown by single quotation marks, while nested quotations (those inside quotations) use double. In the US the convention is the opposite. UK: As Kauffman remarked: ‘His concept of “internal space” requires close analysis’. US: As Kauffman remarked: “His concept of ‘internal space’ requires close analysis.” Note that in British English the full stop comes after the quotation marks, while in the US it is inside.

b) In American English the ‘Oxford comma’ is standard (i.e. the comma before the final ‘and’ in a list): ... typhus [ˈtaɪfəs], cholera [ˈkɒləərə], tuberculosis [tjʊbɜ:kjuˈləʊsɪs], and smallpox were all endemic in the nineteenth-century slum.

# Punctuation (continuation)

In British English this is usually omitted:

... typhus, cholera, tuberculosis and smallpox were all endemic in the nineteenth-century slum.

c) Dates are generally written with the month first in American English:

11.30.2017 = November 30th 2017

In British English dates usually begin with the day:

30.11.2017 = 30th

November 2017

*Thank you for the lesson!  
Good job!*

