



# **SNS COLLEGE OF TECHNOLOGY**

**Coimbatore-35**  
**An Autonomous Institution**

Accredited by NBA – AICTE and Accredited by NAAC – UGC with ‘A++’ Grade  
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai



## **DEPARTMENT OF ENGLISH**

**23ENT101- COMMUNICATIVE ENGLISH**  
**I YEAR / I SEMESTER**

### **UNIT 1**

**TOPIC : SPELLING & PUNCTUATION**



# PUNCTUATION SAVES LIVES





# PUNCTUATION MARKS



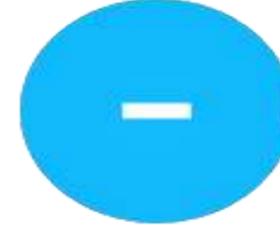
Comma



Apostrophe



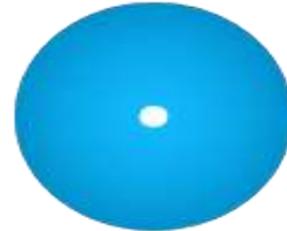
Hyphen



Ellipsis



Full Stop/Period



Exclamation Mark



Question Mark



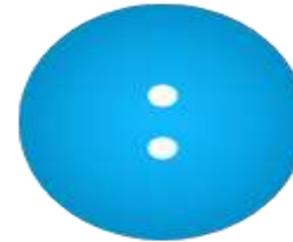
Parentheses



Brackets



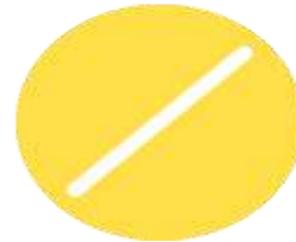
Colon



Semicolon



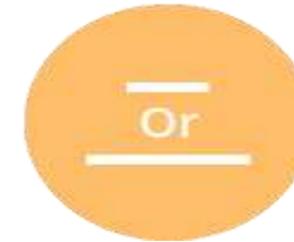
Slash



Quotation Marks



Dash

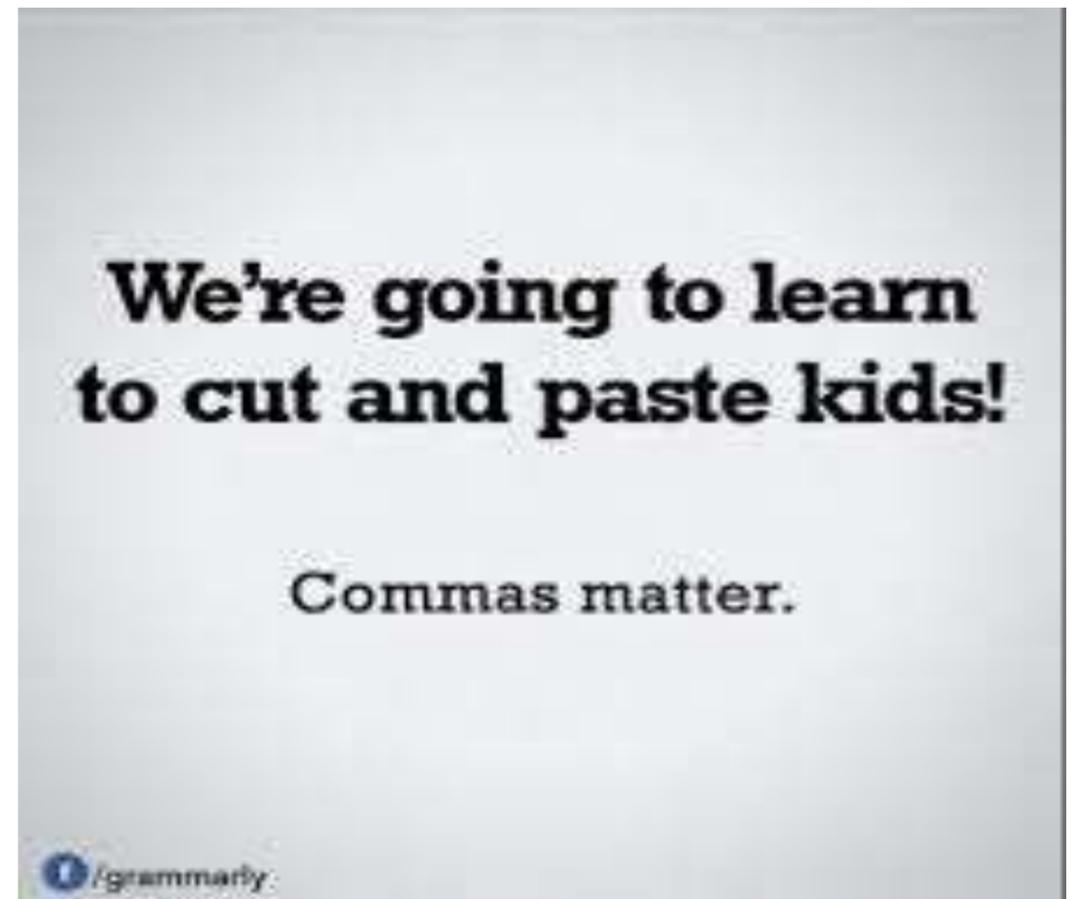




# FULLSTOP

A **full stop**, also known as a period (.)

- ❖ Full stop at the end of a sentence. I received your letter.
- ❖ imperative sentences. Let's go to the park.
- ❖ email addresses as well as websites.
- ❖ Computing
- ❖ Providing Short Answers
- ❖ Abbreviations – Prof. E.g





## Comma (,)



**(1)** Add a comma when two separate sentences are combined

**Example:** *We purchased some cheese, and we purchased some fruit.*

*I had eggs, toast, and orange juice*

**(2)** Use commas between words in a series. Notice that a comma does not follow the last word in the series

**Example:** *He was tall, dark, and handsome.*

**(3)** Use a comma to separate an introductory element from the rest of the sentence

**Example:** *As the day came to an end, the firefighters put out the last spark.*

**(4)** Use the comma to set off the words “yes” and “no”.

**Example:** *No, thank you.*

**(5)** Commas can also be used to note an interjection in a sentence.

**Example:** *The criminal said the judge was an idiot.*

*The criminal, said the judge, was an idiot.*

The criminal is speaking in the first sentence. The judge is speaking in the second.



## Comma (,)



**(6)** Use a comma to set off a tag question from the rest of the sentence.

*Example: She is your sister, isn't she?*

**(7)** Use a comma to indicate a direct address.

*Example: Is that you, Mary?*

**(8)** Use a comma to separate parts of the date.

*Example: Tuesday, May 2, 2016, was when I graduated.*



## Question Mark (?) & Exclamation Point (!)



❖ interrogative sentence

**Example:** *Where are you from?*

We often use an **exclamation mark (!)** to show strong emotion or give a command.

*Yeah! What a lovely view you have here! That's fantastic! Johnny, don't touch that!*

*Help!*

*Oh no!!! Please don't ask me to phone her. She'll talk for hours!!!*



## Colon (:)



*To introduce lists/series:*

*There are three main reasons for the success of the government: economic, social and political.*

He was planning to study four subjects: politics, philosophy, sociology, and economics.

*To indicate a subtitle or subdivision of a topic* *Life in Provence: A Personal View*

*To introduce direct speech* *Then he said: 'I really cannot help you in any way.'*

*Emphasizing an important phrase* - There was one thing she loved more than any other: her dog.



## Semicolon ( ; )



***Connecting independent clauses*** while still demonstrating that a close relationship exists between them. - John was hurt; he knew she only said it to upset him.

*There are eight members in the team: two from China, Japan; three from France, Spain; two from Brazil; and one from India.*

***Items in a list*** - I've visited Cleveland, Ohio; Los Angeles, California; and St. Louis, Missouri.



## Hyphen ( - )



**Compound noun** - My sister-in-law works as a pastry chef.

**Compound adjective** - The well-known author signed autographs for his fans.

**Compound number** - Cory can count all the way to ninety-nine.



## Parentheses ( )



add further thoughts or qualifying remarks to a sentence. They separate these phrases from the rest of the sentence.

**Further thought** - John and Jane (who are brother and sister) both have red hair.

**Qualifying remarks** - Add any special skills (typing, organization, training, and so on) to your resume.



# Apostrophe ( ' )



**Contractions:** When letters are missing in a word, and the word becomes shorter, the apostrophe is used to show where the missing letters belonged. - I've seen that movie several times.

**Possessive case** - Sara's dog bit the neighbor.

**Don't use an apostrophe for uppercase letters used as words, for abbreviations, and for numerals used as nouns**

**Whose/who's**

The 1960s were a period of radical changes in morality.

In the '60s, public morality underwent radical changes.

1960s' morality was quite different to that which had gone before



# SPELLING



## Spelling: doubling consonants

We often **double the final consonant of a word** (*b, d, g, l, m, n, p, r, t*) when a suffix beginning with a vowel is added (*-ed, -er, -est, -ing*):

<i>hop + -ed → hopped</i>	<i>slim + -ing → slimming</i>
<i>red + -ish → reddish</i>	<i>thin + -er → thinner</i>
<i>rub + -ed → rubbed</i>	<i>travel + -er → traveller</i>
<i>sit + -ing → sitting</i>	<i>wet + -er → wetter</i>

## Spelling: dropping and adding letters

The final *-e*: We often drop the final *-e* when a suffix beginning with a vowel is added to a word:

<i>approve + -al → approval</i>	<i>hope + -ing → hoping</i>
<i>fame + -ous → famous</i>	<i>invite + -ation → invitation</i>
<i>hate + -ed → hated</i>	<i>note + -able → notable</i>



Changing *-y* to *-i*: When we add a suffix to a word ending in a consonant + *-y*, we normally change ***-y to i***



<i>amplify + -er → amplifier</i>	<i>happy + -ly → happily</i>
<i>busy + -ness → business</i>	<i>hurry + -s → hurries</i>
<i>day + -ly → daily</i>	<i>purify + -cation → purification</i>
<i>easy + -ly → easily</i>	<i>reply + -ed → replied</i>
<i>fury + -ous → furious</i>	<i>spy + -s → spies</i>



## British and American English Spelling

Here are some common differences between British and American English spelling.



British English	American English
<i>analyse</i>	<i>analyze</i>
<i>aeroplane</i>	<i>airplane</i>
<i>centre</i>	<i>center</i>
<i>cheque (bank)</i>	<i>check</i>
<i>colour</i>	<i>color</i>
<i>criticise</i>	<i>criticize</i>
<i>defence</i>	<i>defense</i>
<i>labour</i>	<i>labor</i>
<i>neighbour</i>	<i>neighbor</i>
<i>programme</i>	<i>program</i>
<i>theatre</i>	<i>theater</i>



Many English words have identical or similar pronunciations but different spellings. Using the wrong word of a **homophone** pair is one of the most common spelling pitfalls for all writers.

accept/except

adverse/averse

affect/effect

altar/alter

boarder/border

broach/brooch

callous/callus

casual/causal

censor/censure

cite/site/sight

climactic/climatic

compliment/complement

conscience/conscious

desert/dessert

discreet/discrete

elude/allude

eminent/imminent

ensure/insure

elicit/illicit

hanger/hangar

illusion/allusion

incidents/incidence

isle/aisle

its/it's

led/lead

liquor/liqueur

lose/loose

naval/navel

oral/aural

palette/palate

populace/populous

precede/proceed

prescribe/proscribe

principle/principal

right/write/rite

stationary/stationery

tenet/tenant

there/their/they're

tortuous/torturous

waver/waiver

whose/who's

your/you're



## U' after 'Q', no 'S' after 'X'



Every word that has a 'q' in it will be followed by 'u'. A few examples of this case are given below.

- **Quest Queue Quench Plaque Quality Qualify Quantity Quick**

Not a word in the English language will have the letter 's' following 'x'. Check out the following words.

- **Excite Excitement Excellent Exceed Excessive Excited Exceptional Excellence**



## Words Ending in 'ck'



Monosyllabic words that have the /k/ sound at the end are seen to have 'ck' in their spellings.

<b>rack</b>	<b>Knack</b>	<b>Check</b>	<b>Rack</b>
<b>Pack</b>	<b>Back</b>	<b>Hack</b>	<b>Tick</b>
<b>Chick</b>	<b>Prick</b>	<b>Stick</b>	<b>Slack</b>
<b>Stack</b>	<b>Neck</b>	<b>Peck</b>	<b>Kick</b>



## Some Commonly Misspelled Words



accelerate  
accessible  
accessory  
accommodate  
acknowledge  
acquaint  
acquire  
across  
aficionado  
aggressive  
amphitheatre  
anecdote  
anomaly  
apparent  
arctic  
asphalt  
auxiliary  
bachelor  
berserk  
besiege  
bizarre  
bookkeeper / bookkeeping

fiery  
fluorescent  
fluoride  
foresee  
fulfill / fulfil  
government  
grammar  
grievous  
guarantee  
handiwork  
handkerchief  
harass  
heinous  
hemorrhage  
hygiene  
hypocrisy  
idiosyncrasy  
indispensable  
inedible  
innocuous  
inoculate  
intercede

pastime  
pejorative  
penultimate  
perennial  
perseverance  
persuade  
phenomenon  
pneumonia  
Portuguese  
preeminent  
prerogative  
privilege  
pronunciation  
proverbial  
pursue  
quandary  
receive  
remuneration  
rendezvous  
renowned  
repertoire  
restaurateur



caffeine  
camaraderie  
Caribbean  
category  
collaborate  
committee  
concede  
consensus  
corollary  
curriculum  
deceive  
*de rigueur*  
desiccate  
dilapidated  
diphtheria  
diphthong  
dissension  
duly  
dysfunction  
ecstasy  
embarrass  
exaggerate  
excerpt  
exhilarate  
experiential  
February

## Some Commonly Misspelled Words

invigorate  
iridescent  
irresistible  
laboratory  
leisure  
liaison  
manoeuvre / maneuver  
mayonnaise  
medieval  
Mediterranean  
memento  
millennium  
minuscule  
miscellaneous  
mischievous  
misspell  
non sequitur  
noticeable  
nuptial  
occasion  
occurrence  
offered  
ophthalmology  
pageant  
parallel  
parliament

rhyme  
rhythm  
sacrilegious  
seize  
seizure  
separate  
sergeant  
silhouette  
smorgasbord  
solely  
soliloquy  
sophomore  
subtle  
supersede  
susceptible  
synonymous  
tariff  
tenterhook  
threshold  
tortuous  
tragedy  
Ukrainian  
vaccinate  
vacillate  
vague  
weird





## REFERENCES

<https://en.islcollective.com/english-esl-worksheets/grammar/passive-voice-or-active-voice/active-passive-sentences-inc-answer-key/3687>



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