



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

SPELLING AND PUNCTUATION



SPELLING



- **English spelling has some generalization(rules) that apply to certain situations. This will help you understand how to put some words together.**

SPELLING TIPS

- **Use the dictionary**
- **Look for smaller words inside larger words.**
- **Learn how to pronounce words to help "hear" the letters in the correct order.**
- **Break words into syllabus.**



PUNCTUATION

- **Punctuation allows the authors writing to be easy to read and understand.**
- **Punctuation fills our writing with silent intonation. We pause, stop, emphasize, or question using a comma, a period, an exclamation point or a question mark.**



Why is punctuation important?

- Using punctuation in your writing helps the reader to clearly understand the message that is being conveyed.
- A wrongly used punctuation or a missing punctuation can change the entire meaning of a sentence.
- Punctuation primarily helps to indicate the pauses and the emphasis on certain ideas or thoughts that are discussed in the text.
- Particularly, in academic writing, it is essential to accurately use punctuation as it helps to strengthen arguments that are made in the text.



COMMONLY APPLIED PUNCTUATION



- **Period(.)**
- **Question Mark(?)**
- **Exclamation Point(!)**
- **Apostrophe(')**
- **Comma(,)**
- **Parentheses()**
- **Brackets[]**
- **Semicolon(;**
- **Colon :**
- **Hyphen -**
- **Dash --**
- **Quotation marks "**



WHY IS IT IMPORTANT TO PAY ATTENTION TO SPELLING OR PUNCTUATION USAGE?



- **To write clear Standard American English(SAE) messages.**
- **To meet proofreading expectations of and communication demands on college writers.**
- **To meet your personal writing standards or your need to write well in your academics, business and personal lives.**
- **To teach you to access and evaluate your own writing strengths or defects.**



THANK YOU