

UbD Lesson Plan

Course Name: Academic Writing Skills 1: Paragraphs

Code: 0910307

Lecture 7: Punctuations

Time: 90'

Lecturer: Mr. Thongsy XUAMOLEE

Year: 2

Semester: I

Academic Year: 2021-2022

Stage 1 – Designed Results	
Objectives: After the completion of the lecture, students will be able to: <ol style="list-style-type: none">1) define punctuations;2) identify punctuations;3) explain the use of each punctuation; and4) apply punctuations in their paragraph writing properly.	
Understandings: Students will understand the use of punctuations.	Essential Questions: What is a punctuation? How many punctuations are there in English?
Knowledge: Students will know the use of punctuations.	Skills: Students will be able to define, explain, identify, and apply punctuations in writing as a paragraph.
Stage 2 – Assessment Evidence	

Performance Tasks: <ol style="list-style-type: none">1. Write the definitions of punctuations.2. Explain the use of 5 punctuations that you can remember and use properly.3. Identify the symbols of punctuations in the box with its meaning.	Other Evidence: <ol style="list-style-type: none">1. Quizzes, tests, observation, or homework.2. Criteria for achievement.
Stage 3 – Learning Plan	
<p>Activity 1: Teacher tells the students work as a group of 4/5 and list of all the punctuations and then report to the class (Time: 10 minutes).</p> <p>Activity 2: Teacher present the punctuations to the students (Time: 50 minutes)</p> <p>1. Punctuations</p> <p>1.1 What is a punctuation? Punctuations are “signals to the reader that indicate pause, place emphasis, alter the function or show the relationship between the elements of the text” (Jane, 2008:122) while punctuations are “the act or practice of inserting standardized marks or signs in written matter to clarify the meaning and separate structure units” (Merriam-Webster Dictionary, 2002).</p> <p>1.2 Why is it important? It is important because it prevent confusion and helps readers to understand what is written (Abdulkhaleg, 2019). Similarly, Snooks (2002) states that marks of punctuation have a very important role in giving the intended meaning to the language. He adds that the use of the wrong placement of such marks can change the meaning of the sentence completely and sometimes even convert the sentence to complete nonsense.</p> <p>2. Types of punctuations</p> <p>According to Mitchell, Baugh & Kelly (2016), there are some common types of punctuations in English such as:</p> <p>2.1 Apostrophe</p> <p>The apostrophe is used to replace missing letters, to form contractions, or to show possession.</p> <p>Ex.</p> <ul style="list-style-type: none">- Has not = hasn't- It is = it's- Cannot = can't- My parents' book- Noy's house,	

- My brother-in-law's boat, etc.

2.2 Comma

The comma is used to keep words and ideas clear and it also has a variety of uses.

- 1) Use a comma to separate items in dates and places.

Ex.

- July 1, 1908
- Prince George,
- British Columbia

- 2) Use a comma in the openings of friendly letters and in the closings of all letters.

Ex.

- Dear Grandmother,
- Yours truly,

- 3) Use a comma to separate initials from surnames, and to separate titles from surnames.

Ex.

- Mitchell, W.O.
- James Brown, B.Sc.

- 4) Use a comma between words or groups of words in a series.

Ex.

- My lunch contained sandwiches, an apple, cake, and one raw carrot.

- 5) Use a comma to separate adjectives before a noun.

Ex.

- Trilby bought a shiny, new, red, sports car.
- They looked out on the choppy, grey sea.

- 6) Use a comma before a coordinate conjunction in a compound sentence.

Ex.

- The day felt chilly, but we went to the pool.

- 7) Use a comma in quotations.

Ex.

- "I told you," Said the coach, "to get to bed early the night before a game."

2.3 Period/full stop

- 1) The period/full stop is used at the end of the sentence and the next sentence begins with a capital letter.

Ex.

- Ali felt tired.
- He went to bed.

- 2) An abbreviation ends in a full stop and with acronyms.

Ex.

- Etcetera → etc.
- Mr.
- B.B.C. etc.

2.4 Question mark

- 1) The question mark is used at the end of any direct questions or question tag.

Ex.

- Who is your teacher?
- You speak English, don't you?

2.5 Semicolon

The semicolon is used to introduce a longer pause than a comma. It can be tricky to use correctly, so save it for the following special situations.

- 1) Use a semicolon to separate a statement from its explanation.

Ex.

- Be here by three o'clock at the latest; otherwise, we will not wait.
- We suffered many indignities; for example, all of our pockets were turned inside out.

- 2) Use a semicolon in place of a coordinate conjunction to show cause and effect.

Ex.

- The sun was rising; we had to move.

- 3) It can also be used to separate items in a list, especially if the list is headed by a colon.

Ex.

- The camp counsellor told us what to pack: toothbrush and toothpaste; an extra pair of socks; a bottle of water; and some kind of protein snack.

2.6 Colon

The colon is a piece of punctuation that has a number of functions:

- 1) Use a colon after the greeting in a business letter.

Ex.

- Dear Sir:
- To Whom It May Concern:

- 2) Use a colon to separate hours and minutes.

Ex.

- They have recess at 10:15.
- The plane departs at 14:10.

- 3) Use a colon to separate a title from a subtitle.

Ex.

- My new book is called Hot Stuff: One Hundred Ways to Make Chili.
- Use a colon to set off dialogue for a play or other script.

Ex.

- Principal: Kajra, why were you late this morning?
- Kajra: The power went off, so I slept in.

- 4) Use a colon to introduce items in a long list if the introductory clause can stand by itself.

Ex.

- I will bring the following: pop, chips, napkins, and plates.

2.7 Hyphen

The hyphen is used to form compound words or join word groups.

- 1) Use a hyphen in some compound words.

Ex.

- I got dizzy just watching the children on the merry-go-round.
- My brother-in-law is a police officer.

- 2) Use a hyphen with some prefixes and some suffixes.

Ex.

- He is an ex-hockey player.
- She was very non-specific in her request.

- 3) Use a hyphen in compound numbers from twenty-one to ninety-nine.

Ex.

- There are forty-two cars in the parking lot.
- My grandmother will be seventy-seven next week.

- 4) Use a hyphen when two or more words are joined to form a single adjective before the noun.

Ex.

- The fourteen-year-old dog was remarkably healthy.
- The mayor presented a common-sense solution.

2.8 Dash

The dash is used in informal writing, has several functions.

- 1) Use a dash to show a break in thought in a sentence.

Ex.

- The Black Stallion—my all-time favourite book—was for sale at the used bookstore.

- 2) Use a dash to summarize or provide information.

Ex.

- Language arts, social studies, science, and math—all my academic subjects— seem to have homework.

- 3) Use a dash in place of the words like that is, namely, in other words.

Ex.

- I've decided to do more outdoor activities—riding my bike, hiking, and roller-blading.

2.9 Parentheses

The parentheses are used around words in a sentence to add or clarify information.

- 1) Use parentheses to clarify an idea.

Ex.

- My favourite teacher, Ms. Chan (the Ms. Chan who teaches science), lives down the street from us.

2) Use parentheses to show equivalent measures or values.

Ex.

- The Weather Network was predicting fifteen centimeters (six inches) of snow.

3) Use parentheses to enclose directions and references.

Ex.

- The comma (see Lesson 2) is often misused.

2.10 Brackets

The brackets is used to add a comment or clarification to a quote in order to limit adding comments in quotes unless really necessary, since this is considered bad practice.

Ex.

Original quote:

- Smith (2012:5) considers it to be indispensable to a well-written text.

With clarification:

- Smith (2012:5) considers [cohesion] to be indispensable to a well-written text.

Activity 3: Teacher gives the students some exercises to do to check their understanding (Time: 15 minutes)

Exercise 1: Select the best answer for each sentence.

1. What isphone number?
 - a. Tim's
 - b. Tims
2. They have recess at
 - a. 10.15
 - b. 10:15
3. She was born on
 - a. July 1, 1989
 - b. July 1:1989
4. Myis a police officer.
 - a. brother in law
 - b. brother-in-law
5. My favourite teacher, Ms. Chanlives down the street from me.
 - a. (the Ms. Chan who teaches English subject)
 - b. (the teacher)
6. My outdoor activities
 - a. – riding a bicycle, hiking, and skiing.
 - b. read book, watch TV, and play football.
7. Is Noy a teacher.....
 - a. !
 - b. ?

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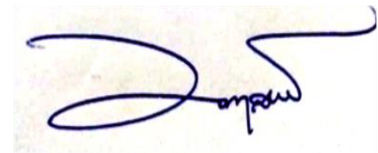
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At the faculty of Education, date: 2021/10/05

Lecturer



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