



TISHK International University

**FASE | Accounting, Banking & Finance & IRD Departments
ACC 153/IRD 155 - Academic Research and Writing**

Chapter 3A:

Grammar and Punctuation Marks

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Grammar:

- ▶ Grammar is defined as a system of rules and principles for speaking and writing in a language. In this context, in the English Language.
- ▶ The Basics of Grammar/Eight (8) Parts of Speech are:
- ▶ Noun: The name of a person, place or thing. For example, Salih, Tishk International University, flag, etc.
- ▶ Pronoun: A word that is used instead of a noun or used to refer to a noun in order to avoid repetition. For instance, she, he it, we, they, etc.

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- ▶ **Verb:** It is a word that in syntax conveys an action, an occurrence or a state of being. For example, he studies, he is studying, she is studying, they studied.
- ▶ **Adjective:** It is a word that is used to modify or describe a noun or pronoun. Examples, Tishk International University is a great university, she is beautiful, he is handsome, they are smart, etc.
- ▶ **Adverb:** It is a word that modifies a verb, adjective, another adverb, determiner, clause, preposition or sentence. Adverbs express manner, place, time, frequency, degree, level of certainty, etc. For example, the class performed excellently.

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- ▶ **Conjunction:** It is a word that is used to connect words, phrases and clauses. Conjunctions could be coordinating, subordinating and correlative. Examples include and, or, but, because, for, if, when, etc. For example, Mr. A and Mrs. A.
- ▶ **Preposition:** It is a word or group of words used before a noun, pronoun or noun phrase to show direction, time, place, location, spatial relationships or to introduce an object. Examples of prepositions include in, at, on, of, to, etc. For instance, Tishk International University congratulated the First Grade students on their admission.
- ▶ **Interjection:** It is a word, phrase or sentence that expresses emotion, meaning or feeling. It is also a word that occurs as an utterance on its own and expresses a spontaneous feeling or reaction. Examples: What! Did they go to the Bermuda Triangle? Alas! She did not die. Hurrah (Hoorah)! We won. Bravo! We made an aircraft. Fie! You did such a thing. Ah! She is offline. Oh! She is online. Shh! Don't make a noise. Hey! Get out of the car.

Sentences & Subject - Verb Concord

► What is a Sentence?

A sentence is a set of words that is complete, usually containing a subject and predicate (object), conveying a statement, question, exclamation or command, and consisting of a main clause and sometimes one or more subordinate clauses.

- A sentence is also defined as a group of words, usually containing a verb, that expresses a thought in the form of a statement, question, instruction, or exclamation and starts with a capital letter when written (Walter, 2013).
- A good sentence structure has three main pillars. They are Subject, Verb and Object (S+V+O = SVO). The agreement between the subject and the verb in terms of the usage of the correct words (noun, pronoun and verb) is what is known as Subject-verb Concord.

Examples:

- ✓ She loves him.
- ✓ They studied their courses.
- ✓ Your conclusion is good, but the final sentence is too long and complicated.

Types of Sentence: Simple, Compound and Complex Sentences

1. **Simple sentence** has the most basic elements that make it a sentence: a subject, a verb and a full thought. A simple sentence can also be referred to as “independent clause” because, while it might be part of a compound or complex sentence, it can also stand by itself as a complete sentence. Examples:

- ✓ They waited for the train.
- ✓ He looked for his sister at the bus station.

2. **Compound sentence** is a sentence that is made of two independent clauses or complete sentences connected to each other with a coordinating conjunction (for, and, nor, but, or, yet, so, etc.). Examples:

- ✓ They waited for the train, but the train was late.
- ✓ He looked for his sister at the bus station, but she arrived at the station before noon and left on the bus before he arrived.

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▶ **3. Complex sentence** is a sentence that is made up of an independent (main) clause and one or more dependent or subordinate clauses connected to it. Examples:

✓ While they waited at the train station, they realized that the train was late.

Or They realized that the train was late; while they waited at the train station.

✓ Because he arrived at the bus station before noon, he did not see his sister.

Or He did not see his sister; because he did arrive at the bus station before noon.

Note:

Dependent clauses begin with subordinating conjunctions, which include after, although, as, because, before, even though, if, since, though, unless, until, when, whenever, whereas, wherever, while, etc.

Punctuation Marks and their main Uses

- ▶ What is Punctuation?
- Punctuation is the use of symbols such as full stops or periods, commas, or question marks to divide written words into sentences and clauses in order to ensure clarity and coherence.

Punctuation marks:

1. Full stop (.)

It is used to end a sentence. The next sentence begins with a capital letter.

2. Comma (,)

It basically separates parts of the sentence.

It is also used in:

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- a) To separate a non-defining relative clause from the rest of the sentence. Example, it is years since I read “Anna Karenina,” which is my favorite novel.
- b) When a subordinate clause comes before the principal or independent clause. Example, if you do not understand, please tell me.
- c) In many kinds of lists. Example, I shall need a book, some paper, a pencil, and a ruler. Etc.

3. Semi-colon (;)

- a) It coordinates or joins two independent but related clauses or sentence.
- b) It is used in lists to show sub-groupings.

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- ▶ 4. Colon (:)
- a) Basically, it indicates that what follows it is an explanation or amplification of what precedes it. Example: I have some news for you: John's father has arrived.
- b) It can be used to introduce a list of items, often preceded by "namely," "such as," "as follows," etc. Example: Please send the items below, namely:
 - i. Passport
 - ii. Visa application
 - iii. Correct fee

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► 5. Question mark (?)

a) It is used after a direct question.

For example, what time is it?

b) It is not used after an indirect question.

For instance, please tell me what time it is.

6. Quotation marks or inverted commas, which could be single or double ‘ ’ or “ ”

They enclose the actual words of direct speech. Example:

He said, “Why did you do that?”

Class Exercise:

- ▶ The class should give examples of where the following punctuation marks are used:
 1. Hyphen (-)
 2. Apostrophe (‘)
 3. Dash (-)
 4. Exclamation mark (!)
 5. Brackets (parentheses) ()
- ▶ The class should also give examples of where capital letters are used.

Identification of the Following Punctuation Marks



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Reference:

Walter, E. (2013). *Cambridge Advanced Learner's Dictionary*. Cambridge: Cambridge University Press.



Thank You!