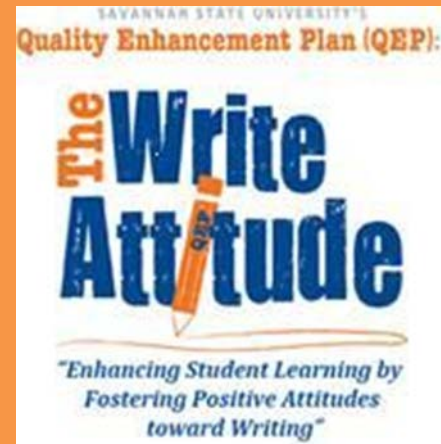
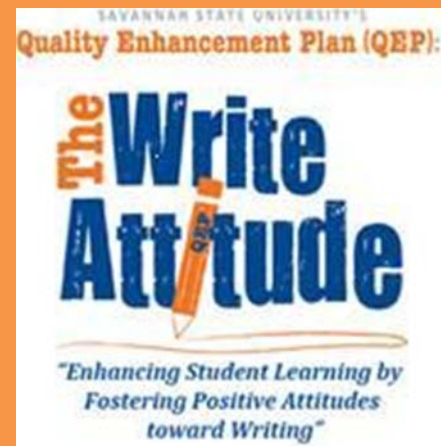


# Extrava-Grammar Hot Spot

Enhancing Student Learning  
by Fostering Positive  
Attitudes toward Writing

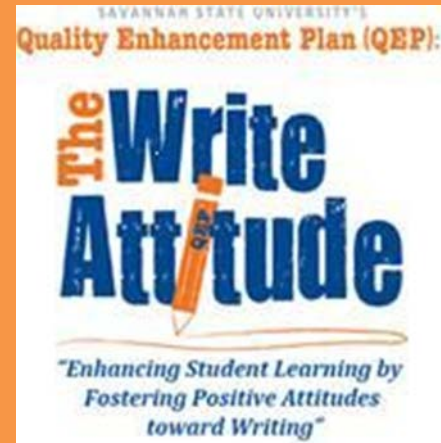


# “Comma in to Refresh your Brain”



# Objective

To familiarize students with the proper use of colons, dashes, and parentheses in a welcoming and encouraging learning environment



# Colons

- Can be used after a complete sentence to begin listing items
  - ❖ You will be required to bring a few items: pencils, calculators, a watch, and scratch paper.
- The listed items can also be bulleted
  - ❖ There are three ways that students can improve their grades:
    - Sleep for the recommended hours.
    - Study at least two hours per day.
    - Take notes in class.

# Colons

- When putting the items in bulleted form, only put a period after the items if it is a complete sentence.
- Capitalization is optional, but should be consistent.
  - If you capitalize one bullet point, capitalize all others.

# Colons

- Introduces a block quote (or a direct quotation that is more than 40 words or 3 lines)

Jane Straus wrote in the first chapter:

Georgia went back to her bed and stared at the intricate patterns of burned moth wings in the translucent glass of the overhead light. Her father was in “hyper mode” again where nothing could calm him down. He’d been talking nonstop for a week about remodeling projects, following her around the house as she tried to escape his chatter. He was just about to crash, she knew (2012).

# Colons

- Follows the salutations of a business letter
  - ❖ Dear Ms. Duncan:
    - A comma is used after the salutation for personal correspondence
- Precedes a clause that can stand alone. Think of the colon as a gate, inviting the reader to continue.
- ❖ There is only one thing left to do: vote for the best candidate.

# Dashes

- Used between times
  - ❖ I have to work 3:00-11:00 this weekend.
- Used between dates
  - ❖ World War II (1939-1945) was tragic.
- Used between forms of indexing
  - ❖ If you follow column B to row 2, it would be called B-2.
- Used to set off parenthetical elements, especially when they contain internal forms of punctuation.
  - ❖ All four of them—Bob, Jeffrey, Jason, and Brett—did well in college.



# Parentheses

- Use parentheses to include information that wouldn't normally fit into the flow of your text but you want to include anyway
- ❖ English classes (though they may not be your favorite) will greatly benefit you outside of the classroom.

# Recap

- Colons are used after a complete sentence to begin listing items
- Colons introduce block quotes
- Colons follow the salutations of a business letter
- Dashes are used between times, dates, and forms of indexing
- Parentheses are used to include information that wouldn't normally fit into the flow of your text

# Practice!!!

1. Is the colon used correctly?
  - a. You have only one choice: leave now while you can.
2. Is the colon used correctly?
  - a. Custard contains: butter, milk, egg, and flour.
3. Does this salutation need a comma or a colon? Why?
  - a. Dear Dr. Howard

This letter is in reference to your recent job opening.

# Practice!!!

1. Where do the dashes belong?
  - a. The siblings Jack, Kate, and Will want to go the movies.
  - b. The Gilded Age was from 1875 to 1914.
  - c. The mall is only open today between the hours of 12 and 6.

# Practice

1. Where do the parentheses belong?
  - a. Dr. Z who you may remember from coronation was my favorite professor.
  - b. Jill Jack's sister cooked dinner.
  - c. Thirty-five years after his death, Robert Frost we remember him at Kennedy's inauguration remains America's favorite poet.



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# Session II

## Commas and Semi-Colons

# Correct Usage of the Comma

- Use a comma to separate elements in a series.
  - She raked the leaves, put the rake away, and put the leaves in a bag.
- Use a comma and a conjunction to separate two independent clauses.
  - She raked the leaves into a pile, but the wind blew them away.
- Use a comma to set off quoted elements.
  - John said, “You’ll never know until you try.”



- Use commas to set off phrases that express contrast.
  - She loves ice cream, not cake.
- Use commas with dates.
  - October 8, 2013
    - No comma if the day is not expressed: October 2013
    - No comma if military format is used: 8 October 2013
- Avoid comma splices!
  - Occurs when two independent clauses are joined by a comma.
  - Time flies when we are having fun, we are always having fun.
    - Separate with either a semicolon or a new sentence.

# Correct Usage of the Semicolon

- Semicolons help you connect closely related ideas when a style mark stronger than a comma is needed.
- By using semicolons correctly you can make your writing more sophisticated!
- Think of the semicolon as a weak period and a strong comma.

# Semicolons as Weak Periods

- In its weak-period mode, the semicolon stands in for a period when an independent clause could appear as a separate sentence but is so closely related to the previous independent clause that the semicolon is inserted to signal that relationship.
  - Time flies when we are having fun; we are always having fun.

# Semicolons as Strong Commas

- It separates items in a list when one or more items in that list are themselves lists.
  - For dinner we ate steak; salads with spinach, tomato, cucumber, and cheese; and garlic bread.

# Semicolons Continued...

- If a thought does not constitute an independent clause, *use a comma*, not a weak-period semicolon.
- Part of the company's responsibility is to show others their responsibility, to help other water users see that small changes can save a lot of water.

# Practice!

- The boy threw the ball ran all of the bases and got a run for his team.
- I went to the store the mall and the grocery store.
- I love the color red not blue.
- I hate when my sister takes hours in the bathroom and when she makes us late for school.

# More Practice!

- My mom always says “What goes around comes around.”
- August 27 1998
- 25 March 2003
- The dogs always howl at the moon especially when there is a full moon.
- The dogs always howl loudest when there is a full moon I think the brightness of a full moon prevents the dogs from sleeping.

# Let's Connect

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