

The **WRITING** CENTER

**Elftmann Student
Success Center**

**A Guide On
How To:**

**Use Advanced
Punctuation**

- Using known marks
- Punctuation rules



Advanced Punctuation

Punctuation plays a vital role in writing, and using more advanced marks can increase the maturity of your writing significantly.

Why can't I use basic punctuation marks I already know?

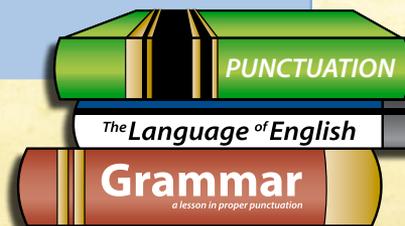
The most important reason why these marks are essential to know is that they are required for the **proper citation** of sources in most format styles. As a writer, you need to be able to give due credit to the original author, or your work will be considered plagiarized.

Using these advanced marks not only **stretches** you as a learner, but allows you to have more **flexibility** as a writer. However, many of these marks are often left behind because they are options, and writers can choose to use more familiar marks instead. **What you say** is as important as **how you say it**, and using these marks will give you more tools to make your message **clear**.

What are the rules for using advanced punctuation marks?

Mark (symbol)	Purpose	Examples
Apostrophe (')	The apostrophe should stand for any omitted letters, when you form a contraction.	<i>She is -> She's</i> <i>Should not -> shouldn't</i> <i>I will -> I'll</i>
	To indicate possession.	<i>The teacher's books</i> <i>James's house</i> <i>James and Joe's house</i> <i>James's and Joe's houses</i>
Colon (:)	To separate the hours and minutes in an expression of time.	<i>His time for completing the marathon was 4:15:36.</i> <i>10:25 p.m.</i>
	To set apart a series or list within a sentence.	<i>Students should bring three tools to class: textbook, pen, and laptop.</i>

Semi-colon (;)	To join two complete yet related sentences.	<i>Students should bring three tools to class each day; however, they may also want to bring a planner.</i>
	Separates items in list that require commas.	<i>The presentation was conducted by Dr. Zackery, the director; Molly, the advisor; and Teresa, the instructor.</i>
Parentheses [()]	To include related thoughts that break the flow of your sentence.	<i>The internal combustion engine never powers the vehicle directly (see figures 64-3 and 64-4).</i>
	Often used to point the reader to supplementary information, such as a diagram.	<i>We used MIG (metal inert gas) welding techniques.</i>
	To refer to the original source in your bibliography or references page.	<i>One benefit of using MIG welding is that there is less operator skill required ("MIG Welding" 1999).</i>
Ellipses (...)	To show that words have been omitted in a direct quote.	<i>The shielding gas...allows smooth transfer of metal from the weld wire to the molten weld pool ("MIG Welding 1999).</i>
Hyphen (-)	Used to join multiple words that act as one term to describe something.	<i>MIG welding is a well-known technique.</i>
	Use to write out numbers twenty-one through ninety-nine and fractions.	<i>There are thirty-one days in September.</i>
	Use to break a word at a syllable when the word is too long to finish at the end of a line	Most word processors will wrap around to the next line.



Dash (--)	Use to set apart material when commas are used in the material.	<i>These three techniques – MIG, TIG, and stick – are the most used.</i>
	Marks the space between dates, time, or as part of an indexing format	<i>Class will meet from 7:30 – 9:15 a.m. each day.</i>
	Connects two-word proper nouns.	<i>The United States – Canada border</i>
Slash (/)	Indicates a choice between the words it separates.	<i>Since the course is credit/no credit, there is no charge for it.</i>
	Used in a Uniform Resource Locator (URL) for an Internet address	<i>http://www.dunwoody.edu</i>

References

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