

Punctuation in the English language



Comma

1. LISTA. Listassa olevat asiat erotetaan pilkulla:

It's important to write in clear, simple, accurate words.

They were more friendly, more talkative, more open than last time we met them.

BrE: tavallisesti ei pilkkua sanan and edellä:

We took bread, cheese and fruit with us.

AmE: pilkku myös sanan and edellä:

We took bread, cheese, and fruit with us.

2. AJATUSPILKUTUS. Kun puheessa vastaavassa kohdassa pidetään tauko. Usein lisäysten ja sidossanojen kanssa.

I can't tell you now. However, all will be revealed tomorrow at midday.

We had, in fact, lost all of our money.

James, our guide, will accompany you on the boat across to the island.

3. LAUSEENVASTIKE

Having been to the party, I needed a nap.

Being the only boy in my class, I spoke up.

4. PÄÄLAUSEIDEN EROTUS, JOS LAUSEILLA ON ERI SUBJEKTI

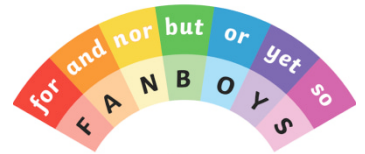
It was an expensive hotel in Stockholm, but we decided it was worth the money. (ERI SUBJEKTI- it, we)

They were very friendly and invited us to their villa in Portugal. (SAMA SUBJEKTI - they)

Footballers earn more than before but they are fitter and play more matches. (SAMA SUBJEKTI - footballers)

5. SIVULAUSE ENNEN PÄÄLAUSETTA

If you get lost in the city centre, please don't hesitate to text us or phone us.



6. RELATIIVILAUSE

Sääntö 1: Relatiivilause tarjoaa lisätietoa:

The ambulance, which arrived after just five minutes, took three people to the hospital immediately.

Hong Kong, where the first ASEAN meeting was held, is a very different city now.

Sääntö 2: Relatiivilause alkaa pronominilla **which** ja viittaa koko edelliseen lauseeseen:

I love to party, which all of my friends and neighbours know.

7. SUORAN LAINAUKSEN EROTUS JOHTOLAUSEESTA:

"We don't want to go on holiday to the same place every year," he said impatiently.

Andy said, "Now is the time to plan for the future."

HUOM! ENGLANNISSA PILKKU LAINAUSMERKIN SISÄLLÄ!

8. LIITEKYSYMYKSET, HUUDAHDUKSET, PUHUTTELU JA YES/NO-VASTAUKSET:

They are going to the party, aren't they? (liitekysymys)

Wow, that sounds really exciting. (huudahdus)

Luke, did you hide my lightsaber? (puhuttelu)

No, thank you. I've already eaten too much. (No-vastaus)

HUOM! EI PILKKUA ENNEN THAT-SANAA!!!

Barcelona was the Spanish city that was selected for the Olympic Games.

⋮ Colon

1. **LAAJENNUS.** Kaksoispiste laajentaa sitä edeltävää lausetta. Se usein esittelee listan, joka demonstroi tai erittelee tarkemmin sitä, mistä oli aiemmin puhe.

*There are many reasons for poor writing: lack of planning, poor grammar, misuse of punctuation marks, and poor vocabulary.
He collected a strange assortment of items: bird's eggs, stamps, bottle tops, string, and buttons.
Peter had an eclectic taste in music: latin, jazz, country and western, pop, blues, and classical.
He had just one fault: an enormous ego.*

2. **TUNNIT JA MINUUTIT.** Kaksoispistettä käytetään myös jakamaan tunnit minuuteista kirjoitetussa kielessä.

*4:15 = "four fifteen"
6:45 = "six forty-five"*

⋮ Semicolon

1. **PISTEEN JA PILKUN VÄLIMAASTO.** Puolipisteitä voidaan käyttää englannissa, jos halutaan liittää yhteen fraaseja ja lauseita, jotka ovat teemallisesti linkittyneitä toisiinsa, ilman että pitäisi käyttää konjunktiota.

I like your brother; he's a good friend.

2. **LISTA.** Puolipisteitä voidaan käyttää pilkkujen sijaan, jos halutaan erottaa listan asioita, joissa on jo itessään pilkkuja.

Many great leaders, Churchill, leader of Britain during the Second World War; Alexander, the great Emperor and general; and Napoleon, the brilliant French general, had strong characters, which were useful when their countries were at war but which did not serve them well in times of peace.

— Hyphen (yhdysviiva)

1. **Kaksi sanaa tai sananosaa, jotta voidaan välttyä epäselvyyksiltä:**

*run-down
up-to-date*

2. **Joissakin tapauksissa yhdysviiva antaa selkeyttä, esim. kun kirjaimet kohtaavat, käytetään etuliitettä tai sukulaissuhteissa:**

*co-operate anti-nuclear great-grandmother
bell-like post-colonial son-in-law*

3. **Numerot ja murtoluvut:**

*fifty-one two-fifths
eighty-nine one-third
thirty-two three-tenths*

4. **Numero muodostaa osan adjektiivisesta yhdyssanasta:**

*France has a 35-hour working week.
He won the 100-metre sprint.
Charles Dickens was a great nineteenth-century novelist.*

— Dash (ajatusviiva)

Ajatusviivaa käytetään samaan tapaan kuin sulkeita. Ajatusviivaa voidaan myös käyttää tuomaan painotusta lauseeseen.

*You may think she is a liar - she isn't.
She might come to the party - you never know.*

“ ” Quotation marks & ‘ ’ Single quotation marks

1. **SUORA LAINAUS**

AmE: "I'm going to the store now," she said. (suora lainaus) **BrE:** 'I'm going to the store now,' she said.
Harry told me, "Don't forget your soccer jersey." (suora lainaus)
VERTAA: Harry told me not to forget my soccer jersey. (epäsuora lainaus)

2. **LAINAUS LAINAUKSEN SISÄLLÄ**

AmE: "When I say 'immediately,' I mean now," said the manager. **BrE:** 'When I say "immediately," I mean now,' said the manager.

3. **SANAN POIMINTA**

AmE: The word he was looking for was "abjuration."
BrE: The word he was looking for was 'abjuration'.