

Functional English I

Lecture 7

Idioms

- Idioms may be defined as expressions peculiar to a language
- They play an important part in all languages
- Many verbs, when followed by various prepositions, or adverbs, acquire an idiomatic sense, e.g.
 - He **backed up** (**supported**) his friend's claim
 - Rust has **eaten away** (**corroded**) the plate

Punctuation

- Punctuation (derived from the Latin punctum, a point) means the right use of putting in Points or Stops in writing
- The following are the principal stops
 - Full Stop (.)
 - Comma (,)
 - Semicolon (;)
 - Colon (:)
 - Question Mark (?)
 - Exclamation Mark (!)

Punctuation

- Other marks in common use are the Paranthesis (); Inverted Commas or Quotation Marks“ ”; Dash -

The Full Stop

- The Full Stop represents the greatest pause and separation
- It is used to mark the end of a declarative or an imperative sentence, e.g.
 - Dear, patient, gentle, noble Arqam was dead.
- The Full Stop can be used in abbreviations but they are often omitted in modern style, e.g.
 - M.A. or MA
 - U.N.O or UNO

Mr and Mrs

- Note that in current English Mr and Mrs occur without a full stop, as these have come to be regarded as the full spellings

The Comma

- The Comma represents the shortest pause and is used:
- 1. To separate a series of words in the same constructions, e.g.
 - He lost lands, money, reputation and friends.
 - It was a long, dull and wearisome journey

The Comma

- 2. To separate each pair of words connected by and, e.g.
 - High and low, rich and poor, wise and foolish, must all die
- 3. After a Nominative Absolute (It is a noun phrase that begins or ends a sentence. The phrase has no grammatical connection with the rest of the sentence)
 - The wind being favourable, the squadron sailed.

The Comma

- 4. To mark off a Noun or Phrase in Apposition, e.g.
 - Milton, the great English poet, was blind.
- 5. To mark off words used in addressing people, e.g.
 - Lord of the universe, shield us and guide us.

The Comma

- 6. To mark off two or more Adverbs or Adverbial phrases coming to together, e.g.
 - Then, at length, tardy justice was done to the memory of Oliver.
- 7. Before and after a Participial phrase, provided that the phrase might be expanded into a sentence, and is not used in a merely qualifying sense, e.g.
 - Caesar, having conquered his enemies, returned to Rome.

The Comma

- 8. Before and after words, phrases and clauses, let into the body of a sentence, e.g.
 - It is mind, after all, which does the word of the world.
- 9. To indicate the omission of a word, especially a verb,, e.g.
 - He will succeed, you, never.

The Comma

- 10. To separate short co-ordinate clauses of a Compound sentence, e.g.
 - I came, I saw, I conquered.
 - The way was long, the wind was cold.
- 11. To mark off a direct quotation from the rest of the sentence, e.g.
 - He said to his disciples, “Watch and pray.”

The Comma

- 12. Before certain coordinative conjunctions, e.g.
 - To act thus is not wisdom, but folly.
- 13. To separate from the verb a long Subject opening a sentence, e.g.
 - All that we admired and adored before as great and magnificent, is obliterated or vanished.

The Comma

- 14. To separate a Noun clause-whether subject or object preceding the verb, e.g.
 - Whatever is, is right.
- 15. To separate a clause that is not restrictive in meaning, but is co-ordinate with the Principal clause, e.g.
 - Sailors, who are generally superstitious, say it is unlucky to embark on a Friday.

The Comma

- 16. To separate an Adverbial clause from its Principal clause, e.g.
 - When I was a bachelor, I lived by myself.
 - If thou would'st be happy, seek to please.

The Semicolon

- The Semicolon represents a pause of greater importance than that shown by the comma. It is used
- 1. To separate the clauses of Compound sentence, when they contain a comma, e.g.
 - He was a brave, large-hearted man; and we all honoured him.

The Semicolon

- 2. To separate a series of loosely related clauses, e.g.
 - God gave her peace; her land reposed.
 - Her court was pure; her life serene.

The Colon

- The Colon marks a still more complete pause than that expressed by the Semicolon. It is used (sometimes with a dash after it) :-
- 1. To introduce a quotation, e.g.
 - Simon says:- “Reading makes a full man, writing an exact man, speaking a ready man.”

The Colon

- 2. Before enumeration, examples, etc. e.g.
 - The principal parts of a verb in English are: the present tense, the past tense, and the past participle.
- 3. Between sentences grammatically independent but closely connected in sense, e.g.
 - Study to acquire a habit of thinking; no study is more important.

The Question Mark

- The Question Mark is used, instead of the Full Stop, after a direct question, e.g.
 - Have you written your exercise?
- But the Question Mark is not used after an indirect question, e.g.
 - He asked me whether I had written my exercise.

The Exclamation Mark

- The Exclamation Mark is used after Interjections and after Phrases and Sentences expressing sudden emotion or wish, e.g.
 - What a terrible fire it is!
 - Alas! --- Oh dear!

Inverted Commas

- Inverted Commas are used to enclose the exact words of a speaker, or a quotation, e.g.
 - “I would rather die,” he exclaimed, “than join the oppressors of my country.”
 - Babar is said by Elphinstone to have been “the most admirable prince that ever reigned in Asia.”

The Dash

- The Dash is used,
- 1. To indicate an abrupt stop or change of thought, e.g.
 - If I had worked had – but why lament the past?
- 2. To resume a scattered subject, e.g.
 - Friends, companions, relatives – all deserted him.

The Hyphen

- The Hyphen, a shorter line than the Dash, is used to connect the parts of a compound word, e.g.
 - Passer-by, man-of-war, jack-of-all-trades

Parentheses or Double Dashes

- Parentheses or Double Dashes are used to separate from the main part of the sentence a phrase or clause which does not grammatically belong to it, e.g.
 - He gained from Heaven (it was all he wished) a friend.

The Apostrophe

- The Apostrophe is used:-
- 1. To show the omission of a letter or letters, e.g. Don't, e'er, I've.
- 2. To form the plural of letters and figures, e.g. Dot your i's and cross your t's.

Capital Letters

- Capitals are used:
- 1. To begin a sentence.
- 2. To begin each fresh line of poetry.
- 3. To begin all Proper Nouns and Adjectives derived from them.
- 4. For all nouns and pronouns which indicate the Deity, e.g. The Lord, He is the God.
- 5. To write the pronoun / and the interjection O.

Formation of Words

- Such words as are not derived or compounded or developed from other words are called Primary Words
- They belong to the original stock of words in the language

Formation of Words

- Compound Words are formed by joining two or more simple words, e.g. Moonlight, undertake etc.
- Primary Derivatives are formed making some change in the body of the simple word, e.g. wrong from wring, breach from break etc.

Formation of Words

- Secondary Derivatives, formed by an addition to the beginning or the end; as, unhappy; goodness
- An addition to the beginning of a word is a Prefix, an addition to the end is a Suffix

