

# 教 案

周 次	第 周, 第 次课	授课时间	年 月 日
授课章节	<b>Part Ten Punctuation</b>		
本(章)节 授课方式	课堂讲授 (√) 实践课 ( )	教学时数	2
授 课 要 点	本 ( 章 ) 节 教 学 目 标	To help students learn how to use such important punctuation marks as comma, semicolon, colon and quotation marks.	
	教 学 重 点 和 难 点	<b>Key Point:</b> The use of some important punctuation marks  <b>Difficult Point:</b> The use of comma	
思 考 题  或  作 业	1. Review what has been discussed. 2. Finish the exercises in the textbook.		

# 教学内容与组织安排

## Part Ten: Punctuation (1)

**Teaching Focus:** Basic use of some important punctuation marks

<b>Time Allotment:</b> Review	5 minutes
Lead-in	5 minutes
The Use of Comma	25 minutes
The Use of Semicolon	20 minutes
The Use of Colon	10 minutes
The Use of Quotation Marks	20 minutes
Summary and More Practice	3 minutes
Assignment	2 minutes

**Teaching Procedures:**

### I. Review (5min)

**Activity:** ask the students to answer the following question

1. *Q: What is the main content of last period?*

**Reference:** it is about the basic requirement of good hand writing.

2. *Q: What are the rules for title writing?*

**Reference:** 1) The title should be written in the middle of the line.

2) Attention should be paid to the title capitalization. The following words should be capitalized: the first and last words of the title and all other words, except articles, coordinating conjunction, preposition and the to in infinitives.

**Activity:** ask the students to write the following titles in their proper forms.

my first visit to the palace museum →  My First Visit to the Palace Museum

you have to get me out of here →  You Have to Get Me Out of Here

dickens and david copperfield →  Dickens and *David Copperfield*

rules to abide by →  Rules to Abide By

what reform means to china →  What Reform Means to China

### II. Lead-in (5 min)

**Activities:**

1. Cite some sentences in Chinese and English without punctuation marks, and play a little game to find the meanings of each sentence by using some punctuation marks.

(1) 下雨天留客天留我不留

**Reference:** 雨天留客，天留，我不留。

下雨天留客，天留我不？留！

下雨天，留客天，留我不留？

下雨天，留客天，留我？不留！

(2) 从中学到大学都学不到的东西

**Reference:** 从中，学到大学都学不到的东西

从中学到大学都学不到的东西

(3) 世界上女人没有了男人就没法生活了

**Reference:** 世界上, 女人没有了男人就没法生活了.  
世界上女人没有了, 男人就没法生活了.

(4) The replay will be on Tuesday next starting at eight o'clock tickets will be on sale from tomorrow

**Reference:** The replay will be on Tuesday next, starting at eight o'clock. Tickets will be on sale from tomorrow.

The replay will be on Tuesday next. Starting at eight o'clock, tickets will be on sale from tomorrow.

(5) Woman without her man is nothing

Ask one boy and one girl to write down their understanding of the sentence on the blackboard

**Reference:** Woman, without her man, is nothing.

Woman! Without her, man is nothing.

2. Ask the students to speak out the English names of the punctuation marks and teach them to read these marks.

**Reference:**

Comma, period, semicolon, colon, question mark, exclamation mark, quotation mark, parentheses, brackets, dash, slash, and italic and underlining

### **III. The Use of Comma (25 min)**

1. **Q:** *What is the function of comma?*

**Reference:** it indicates a pause in a sentence.

2. Rules for comma use

(1) A comma is used in a compound sentence before the conjunction or connective (and, but, or, for) to separate to independent clauses.

**E.g.** The public seems eager for some kind of gun control legislation, but the congress is obviously too timid to enact any truly effective measures.

**Exception:**

If the two independent clauses are brief and nicely balanced, this comma may be omitted, but the comma is always correct

**E.g.** Our team is very good but their team is better.

(2) A comma is used after an adverbial clause or phrase (including a prepositional phrase and a participial phrase) before the subject of the sentence or in the middle of the sentence.

If adverbial clause or phrases before the subject or in the middle of the subject, we can use comma to separate these phrase from the main sentence

**E.g.** When the bell rang, the teacher dismissed the class.

**Exception:**

The comma may be omitted after an adverbial element before the subject if it is short or if the omission does not lead to misunderstanding

**E.g.**

On hearing the big news I knew something terrible had happened.

The comma is often omitted when an adverbial element follows the main clause.

(3) Commas are used to separate a series of word or phrases having the same function in the sentence.

**E.g.**

My favorite uses of the Internet are sending e-mail, surfing the Web, and using chat rooms.

You may have learned that this comma is not necessary.

(4) Nonrestrictive clauses and phrases are set off by commas.

(5) Commas are set off parenthetical clauses

**This is the most difficult rule in comma usage.** A parenthetical element is “added information,” something that can be removed from a sentence without changing the essential meaning of that sentence. Deciding what is “added information” and what is essential is sometimes difficult.

When an appositive phrase can be removed from a sentence without changing its meaning or making it ambiguous:

**E.g.** Robert Frost, perhaps America’s most beloved poet, died when he was 88.

An absolute phrase is treated as a parenthetical element:

**E.g.** Frankly, it doesn’t seem to matter.

An addressed person’s (or people’s) name is always parenthetical

**E.g.** I am warning you, good citizens of Hartford, this vote is crucial to the future of our city.

An interjection is treated as a parenthetical element:

**E.g.** Excuse me, but there are, of course, many points of view that we must consider before voting.

(6) Use a comma to set off elements that express a contrast or a turn in the sentence.

**E.g.** The house was cute, but too expensive for the newlyweds.

They were looking for something practical, not luxurious.

(7) Use a comma to set off states and countries, years (in a full date), titles, etc.

**E.g.** The conference was originally set for Geneva, Switzerland, but was then rescheduled for Chicago, Illinois.

Their wedding date was set for August 5, 2000, in the college chapel in Newton, Massachusetts.

Tashonda Klondike, Chair of the Ways and Means Committee, submitted the committee’s final report.

### **Notice of comma use**

One last rule: Don’t over-use commas! When a comma is needed, use it; otherwise, do without.

### **3. Comma fault**

What is comma fault?

The use of comma in place of a period, semicolon, a colon or a dash.

Semicolon: to join two complete sentences without conjunction

Colon: to introduce, explain or illustrate

### **4. Common mistakes in students’ writing on comma use**

(1) Use colon after the name of addressee in letter or note. Comma must be used instead of colon which is different from what we do in Chinese.

(2) Use colon after such kind of words like say, ask, answer, and reply. Comma must be used instead of colon which is different from what we do in Chinese.

### **5. Practice**

Finish the relevant exercises of comma use in the handout.

## **IV. The Use of Semicolon (20 min)**

1. **Q:** *What is the function of semicolon?*

Reference: to separate and connect ideas.

## 2. Rules for semicolon use

- (1) To join two coordinate clauses which are not linked by a conjunction ( and, but, or, so and so on)

In this condition, a comma with a conjunction can be used to replace semicolon.

- (2) When the clauses have internal punctuation marks, the semicolon instead of comma will be used to join the two independent causes even if the two clauses are joined by a conjunction.

**E.g.**

Before he came, we had expected him to help us; but when he was with us, he did not do much.

- (3) If there are a series of items which serve the same function in the sentence and contain internal punctuation marks, semicolon will be used to separate these items instead of comma.

**E.g.**

The committee has quite a few well-known people; for example, Professor Zhang, Dean of the Normal College; Mr. Han, editor-in-chief of the local evening paper.

## 3. Practice

Finish the relevant exercises of semicolon use in the handout.

## **V. The Use of Colon (10 min)**

1. **Q:** *What is the function of colon?*

**Reference:** to introduce an explanation or a summary

## 2. Rules for colon use

- (1) The colon is used to introduce an explanation, a summary or an appositive

- (2) The colon is used in ratio, separate the hour from the minute, to mark the scores of games, to end the salutation of a business letter

- (3) The colon is used to separate the main title and sub-title

For example:

Math Application: Using Calculus to Determine the Age of Rocks

## 3. Practice

Finish the relevant exercises of semicolon use in the handout.

## **VI. The Use of Quotation Marks(20 min)**

1. **Activity:** ask the students to punctuate the following sentences.

Did you go to the zoo yesterday she asked her son, smiling

First he talked about New Criticism then he discussed postmodernism

What do you mean by evolutionary mechanism one of the students asked

**Reference:** “Did you go to the zoo yesterday?” she asked her son, smiling.

First he talked about “New Criticism”; then he discussed “postmodernism.”

“What do you mean by ‘evolutionary mechanism?’” one of the students asked.

**Q:** *What do you know about the rules for the use of quotation marks?*

## 2. Rules for quotation marks

1. Double quotation marks are used to enclose direct (but not indirect) quotations either in dialogue or from a book; single quotation marks are used to enclose a quotation within a quotation.

2. Long quotations in type-written papers are single-spaced and indented from both sides, or from the left only. Quotation marks may or may not be used. If they are used with a passage of two or more paragraphs, they are placed before each paragraph and at the end of only the last; they are not placed at the ends of the other paragraphs.

3. When two or more persons are talking together, each person's speech, however short it is, is written as a separate paragraph, together with reporting verbs and accompanying descriptions.

4. Quotation marks are used for titles of articles, essays, short stories, short poems, songs, etc., and for chapters or subdivisions of books.

**E.g.** The People's Daily carries an important article today: "The Present Situation in the Balkans."

5. Words with a special meaning are sometimes put between quotation marks.

6. When other marks of punctuation are used with quoted words, phrases, or sentences, American practices are as follows.

a. The period and the comma are placed within the quotation marks.

**E.g.** "John," she said, "I've lost my gloves."

You should read his article on "New Criticism," which is very interesting.

b. The colon and the semicolon are placed outside the quotation marks.

**E.g.** First he talked about "New Criticism"; then he discussed "postmodernism."

The dictionary gives a brief explanation of "postmodernism": a style of building, decoration, art, etc., which uses an unusual mixing of old and new forms.

c. The dash, the question mark, and the exclamation mark are placed within the quotation marks when they are connected only with the quoted words; they are placed outside when they are connected with the whole sentence:

**E.g.** She asked, "What does modernism mean?" What is the meaning of "New Criticism"?

"Help! Help!" she cried.

### **3. Practice**

Finish the relevant exercises of quotation marks in the handout.

## **VII. Summary and More Practice (3 min)**

### **1. Summary**

**Q:** *What are the interesting or difficult points to you in the use of punctuation marks we discussed today?*

### **2. More Practice**

Exercise: correct the following sentence

a. The exam was postponed, the class was cancelled as well.

b. Because I was not there, so I can not tell you what had happened.

## **VIII. Assignment (2 min)**

1. Review what we have discussed today.

2. Do the exercise on page 4.

3. Study the use of period.