

标点规范使用

Conventions of punctuation

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课堂目标：

- 掌握标点用法
逗号comma
冒号colon
分号semicolon
破折号dash
撇号apostrophe

- 逗号comma", "
- 1. 连接并列成分（主语，宾语，表语, 定语）
- Mary, Peter, and Lucy are all enthusiastic about the idea.
- She sent me some postcards, a few books, and an album.

- 2. 在并列句的并列连词前
- for, and, nor, but, or, yet, so
- FAN BOYS
- Hip-hop music was born in the 1970s, but it continues to flourish.

• 注意：

- and连接两个并列句时，才需要逗号；
即如果前后不都是完整的句子，不加逗号。
- SVO, and SVO.
- SVO and VO.
- My accountant left the country and took my bank balance with him.

- 3. 引入性结构（包括从句和短语）放句首时，需要用逗号和主句隔开
- **When I questioned him,** his response was a shake of his head.
- **In an unguarded moment,** the politician muttered an unprintable phrase into the live microphone.
- **Lacking Mozart' s natural abilities,** Salieri formed an obsessive hatred for his rival.

- 4. 分隔非限定性定语从句
- My grandma, who smokes a lot, is ninety.

- 判断 非限定性 or 限定性定语从句？
- 限定性修饰成分：
 - 修饰对象不唯一，需要修饰语限定修饰范围，不加标点；
 - Lily has a boyfriend who lives in Paris.
 - who引导从句是限定修饰，Lily有很多男朋友，其中一个住在巴黎
- 非限定性修饰成分：
 - 修饰对象是唯一，不需要修饰语限定修饰范围，加标点；
 - Lily has a boyfriend, who lives in Paris.
 - 逗号+who引导非限定从句，Lily只有一个男朋友，他住在巴黎

- 判断 非限定性 or 限定性定语从句？
- Those **who reveal state secrets** will be severely punished.
- The company rewards employees **who work hard**.
- My father, **whom you met in Paris**, is now back in London.
- The company, **which is located in Michigan**, has a good reputation.

- 5. 分隔插入语
- 名词短语：
 - Bill, Glory Food' s president, explains the unusual slogan.
- 副词及副词短语：
 - however, moreover, nevertheless, sadly for me
- 形容词及形容词短语：
 - true, strange to say, most important of all
- 介词及介词短语：
 - in addition, on the other hand , for example

- 5. 分隔插入语
- 不定式，分词做插入语：
 - to begin with, to be frank, generally speaking, considering
- 特殊主谓结构：
 - I am sure, I believe, she says
 - The first US offshore wind farm, **it turns out**, is on Nantucket Sound.
 - Some students, **it appears**, are more concerned about the test scores.

- In general, eruptions seem to occur every several hundred or even thousand years, and ,many volcanoes **seem to be completely dormant**, that is unlikely to erupt soon.

- A) NO CHANGE
- B) that is, unlikely to erupt soon
- C) that is unlikely, to erupt soon
- D) that, is unlikely to erupt soon

- that is是常考的插入语，表示“即”，前后逗号隔开

- 不能用逗号的情况：

- 1. 主要句子成分——主谓宾之间：
- The retiring worker, was applauded more than she expected.
- The man says, nothing.

• 不能用逗号的情况：

- 2. 形容词和被它修饰的名词之间:
- There were growing, doubts about the victory statement.
- 3. 副词和被它修饰的动词之间：
- Wolves supposedly, disappeared from the area years ago.

• 不能用逗号的情况：



- 4. 介词和被它修饰的名词、动词、形容词之间：
- One might call it a mistake, in tactics.
- These tests convinced the officials of the value, of using the Navajo language in a code.

- 冒号colon “ : ”
- 主要功能：用来引出列举或解释性的信息
- He is able to speak 4 languages: French, German, Russian, and Italian.
- The result is surprising: 10 percent in favor, 8 percent opposed, 82 percent no opinion.

- 分号semicolon";"
- 主要功能：用来引出并列性信息
- 用来连接句子：SVO; SVO
- The student became somewhat confused; he couldn't understand the meaning of the sentence.
- Some arrive with letters proclaiming the writer's genius; others come with apologies for taking up our time.

- 分号semicolon";"
- 表并列的功能：A,,, ; B,,,; and C,,,.
- The people present were Jamie, a man from New Zealand; John, the milkman's son; and George, a gaunt kind of man with no friends.

- 破折号 dash “—”
- 主要功能：用来引出**强调，解释，转折**等信息
(注意，双破折做插入语的情况)
- The manager's reports—all of them—recommend production cutbacks for the coming year.
- She—the first woman elected to the board of directors—is the next speaker.

- 撇号 apostrophe ' 
- 1. 表示所有格
 - 单数名词通常+' s : Jim' s/Fox' s
 - 复数名词+' : the Rosses' house
- 2. 表示省略形式 :
 - it' s= it is
 - I' ve =I have
 - I' ll = I will



练习

- Yogurt manufacturers, food scientists; and government officials are also working together to develop additional solutions for reusing whey.
- A) NO CHANGE
- B) scientists: and
- C) scientists, and
- D) scientists, and,

- The spaces are usually stocked with standard office equipment, such as photocopiers, printers, and fax machines.
- A) NO CHANGE
- B) equipment, such as:
- C) equipment such as:
- D) equipment, such as,

- Proponents of organic food, of course, are quick to add that there are numerous other reasons to buy organic food, such as, a desire to protect the environment from potentially damaging pesticides or a preference for the taste of organically grown foods.
- A) NO CHANGE
- B) food such as:
- C) food such as,
- D) food, such as

- Court reporters for years have been the record keepers of the court, taking scrupulous notes during hearings; depositions, and other legal proceedings.
- A) NO CHANGE
- B) hearings; depositions;
- C) hearings, depositions,
- D) hearings, depositions;

- It is **a quantitative discipline** built on probability, statistics, and research methods, **a method** of causal reasoning based on developing and testing hypotheses, **and** **a tool** to promote and protect the health of the public.
- A) NO CHANGE
- B) methods; a method of causal reasoning based on developing and testing hypotheses; and
- C) methods, a method of causal reasoning based on developing and testing hypotheses; and
- D) methods; a method of causal reasoning based on developing and testing hypotheses, and

- Conceptualizing a game is only the beginning of a video game designer' s job, however, **no matter how** good a concept is, it will never be translated into a video game **unless** it is communicated effectively to all the other members of the video game development team.
- A) NO CHANGE
- B) job, however. No
- C) job—however, no
- D) job however no

- Over time, I' ve gotten to know several of my coworking colleagues: another website developer, a graphic designer, a freelance writer, and several mobile app coders.
- A) NO CHANGE
- B) colleagues;
- C) colleagues,
- D) colleagues

- It took me by surprise, then, when my favorite exhibit at the museum was one of it' s tiniest; the Thorne Miniature Rooms.
- A) NO CHANGE
- B) its tiniest;
- C) its tiniest:
- D) it' s tiniest,

- These days, many student' s majoring in philosophy have no intention of becoming philosophers; instead they plan to apply those skills to other disciplines.
- A) NO CHANGE
- B) students majoring
- C) students major
- D) student' s majors

- Planned obsolescence, a practice by which products are designed to have a limited period of usefulness, has been a cornerstone of manufacturing strategy for the past 80 years.
- A) NO CHANGE
- B) usefulness—
- C) usefulness;
- D) usefulness

- Despite having worked for railroad companies, Fred Harvey, an English-born entrepreneur. He decided to open his own restaurant business to serve rail customers.
- A) NO CHANGE
- B) entrepreneur:
- C) entrepreneur; he
- D) entrepreneur,

- I couldn't wait to view painter, Georges Seurat's, 10-foot-wide *A Sunday Afternoon on the Island of La Grande Jatte* in its full size.
- A) NO CHANGE
- B) painter, Georges Seurat's
- C) painter Georges Seurat's,
- D) painter Georges Seurat's

- A recent study by two professors at the University of California, Santa Cruz, Chris Wilmers and James Estes, suggests, that kelp forests protected by sea otters can absorb as much as twelve times the amount of carbon dioxide from the atmosphere as those where sea urchins are allowed to devour the kelp.
- A) NO CHANGE
- B) suggests—that
- C) suggests, “that
- D) suggests that

- They suggest that the presence of otters provides a good model of how carbon can be sequestered, or removed; from the atmosphere through the management of animal populations.
- A) NO CHANGE
- B) or removed from,
- C) or, removed from,
- D) or removed, from

- To avoid scrutiny, Siqueiros painted the final section of the mural, the centerpiece at night.
- A) NO CHANGE
- B) centerpiece,
- C) centerpiece;
- D) centerpiece—

- The designer envisions the game's fundamental elements: the settings, characters, and plots that make each game unique, and is thus a primary creative force behind a video game.
- A) NO CHANGE
- B) elements: the settings, characters, and plots that make each game unique—
- C) elements—the settings, characters, and plots that make each game unique—
- D) elements; the settings, characters, and plots that make each game unique;

- Just weeks after the scientists added the nitrates and phosphates, the water in Lake 227 turned bright green. It was thick with: the same type of algal blooms that had plagued Lake Erie.
- A) NO CHANGE
- B) green: it was thick with
- C) green. It was thick with—
- D) green, it was thick with

 课堂内容回顾

- 掌握标点用法

逗号comma

冒号colon

分号semicolon

破折号dash

撇号apostrophe

Thanks

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