# Mesleki İngilizce - Technical English

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## 10

- Notes:
  - In the slides,
    - texts enclosed by curly parenthesis, {…}, are examples.
    - texts enclosed by square parenthesis, […], are explanations related to examples.

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## PUNCTUATION - Parentheses

- Parentheses are used to enclose explanatory or digressive words, phrases, or sentences.
  - The material in parentheses often clarifies a sentence or passage without altering its meaning.
  - Parenthetical information may not be essential to a sentence
    - In fact, parentheses de-emphasize the enclosed material
    - But it may be interesting or helpful to some readers.
  - Parenthetical material applies to the word or phrase immediately preceding it.
    - {Aluminum is extracted from its ore (called bauxite) in three stages.}

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## PUNCTUATION - Parentheses

- Parenthetical material does not affect the punctuation of a sentence.
  - If a parenthesis appears at the end of a sentence, the ending punctuation should appear after the parentheses.
  - A comma following a parenthetical word, phrase, or clause also appears outside the closing parentheses.
    - {These oxygen-rich chemicals, such as potassium permanganate ($KMnO4$) and potassium chromate ($KCrO4$), were oxidizing agents (they added oxygen to a substance).}

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## PUNCTUATION - Parentheses

  - When a complete sentence within parentheses stands independently, the ending punctuation goes inside the final parentheses.
    - {The new marketing approach appears to be a success; most of our regional managers report sales increases of 15 to 30 percent. (The only important exceptions are Konya and Kars offices.)}
  - Parentheses also are used to enclose numerals or letters that indicate sequence.

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## PUNCTUATION - Parentheses

  - Enclose the numeral or letter in two parentheses rather than using only one parentheses.
    - {The following sections deal with (1) preparation, (2) research, (3) organization, (4) writing, and (5) revision.}
  - In some footnote forms, parentheses enclose the publisher, place of publication, and date of publication.
    - {[1]W.P. Hall, Handbook of Communication Methods (New York: Stoddard, 2002): 9.
  - Use brackets to set off a parenthetical item that is already within parentheses.

## PUNCTUATION - Period

- A period usually indicates the end of a declarative or imperative sentence.
- Periods also link when used as leaders (for example, in a table of contents) and indicate omissions when used as ellipses.
- Periods may also end questions that are really polite requests and questions to which an affirmative response is assumed.
  - {Will you please send me the financial statement.}

7

## PUNCTUATION - Period

- **Periods in Quotations**
- Use a comma, not a period, after a declarative sentence that is quoted in the context of another sentence.
  - {"There is every chance of success," she stated.}
- A period is conventionally placed inside quotation marks.
  - {He liked to think of himself as a "researcher."}
  - { He stated clearly, "My vote is yes."}

8

## PUNCTUATION - Period

- **Periods with Parentheses**
- If a sentence ends with a parentheses, the period should follow the parenthesis.
  - {The institute was founded by Harry Denman (1902-1972).}
- If a whole sentence (beginning with an initial capital letter) is enclosed in parentheses, the period (or other end mark) should be placed inside the final parenthesis.
  - {The project director listed the problems his staff faced. (This was the third time he had complained to the board.)}

9

## PUNCTUATION - Period

- **Other Uses of Periods**
  - Use periods after initials in names.
    - {A.T. Inan    J.P. Morgan}
  - Use periods as decimal points with numbers.
    - {109.2 degrees    $540.26    6.9 percent}
  - Use periods to indicate abbreviations.
    - {Ms.    Dr.    Inc.}
  - When a sentence ends with an abbreviation that ends with a period, do not add another period.
    - {Please meet me at 3:30 p.m.}

10

## PUNCTUATION - Period

  - Use periods following the numerals in a numbered list.
    - {1. Enter your name.
      2. Enter your address.
      3. Enter your telephone number.}
- **Period Faults**
- The incorrect use of a period is sometimes referred to as a period fault.
- When a period is inserted prematurely, the result is a sentence fragment.

11

## PUNCTUATION - Period

  - FRAGMENT
    - {After a long day at the center during which we finished the quarterly report. We left hurriedly for home.}
  - SENTENCE
    - {After a long day at the center, during which we finished the quarterly report, we left hurriedly for home.}
- When two independent clauses are joined without any punctuation, the result is a run-on sentence.
  - Adding a period between the clauses is one way to correct a run-on sentence.

12

## PUNCTUATION – Question marks

- The question mark (?) has several uses.
  - Use a question mark to end a sentence that is a direct question.
    - {Where did you put the specifications?}
  - Never use a question mark to end a sentence that is an indirect question.
    - {~~He asked me whether I had finished my report this week?~~}
  - Use a question mark to end a statement that has an interrogative meaning (a statement that is declarative in form but asks a question).
    - {The laboratory report is finished?}

13

## PUNCTUATION – Question marks

  - Use a question mark to end an interrogative clause within a declarative sentence.
    - {It was not until July (or was it August?) that we submitted the proposal.}
  - When a directive is phrased as a question, a question mark is usually not used.
  - However, a request (to a customer or a superior, for instance) almost always requires a question mark.
    - {Will you make sure that the machinery is operational by August 15.} [directive]
    - {Will you email me if your entire shipment does not arrive by June 10?} [request]

14

## PUNCTUATION – Question marks

  - Question marks may follow a series of separate items within an interrogative sentence.
    - {Do you remember the date of the contract? Its terms? Whether you signed it?}
  - Retain the question mark in a title that is being cited, even though the sentence in which it appears has not ended.
    - {Should Engineers Be Writers? is the title of the book.}
- When used with quotations, the placement of the question mark is important.

15

## PUNCTUATION – Question marks

  - When the writer is asking a question, the question mark belongs outside the quotation marks.
    - {Did she say, "I don't think the project should continue"?}
  - If the quotation itself is a question, the question mark goes inside the quotation marks.
    - {She asked, "When will we go?"}
  - If both cases apply - the writer is asking a question and the quotation itself is a question - use a single question mark inside the quotation marks.
    - {Did she ask, "Will you go to the convention in my place?"}

16

## PUNCTUATION – Semicolon

- The Semicolon (;) links independent clauses or other sentence elements of equal weight and grammatical rank, especially phrases in a series that have commas in them.
- The semicolon indicates a greater pause between clauses than a comma, but not as great as a period.
  - When the independent clauses of a compound sentence are not joined by a comma and a conjunction, they are linked by a semicolon.
    - {No one applied for the position; the job was too difficult.}

17

## PUNCTUATION – Semicolon

  - Make sure however, that such clauses balance or contrast with each other.
  - The relationship between two statements should be so clear that further explanation is not necessary.
    - {The new Web page was very successful; every division reported increased online sales.}
  - Do not use a semicolon between a dependent clause and its main clause.
  - Remember that elements joined by semicolons must be of equal grammatical rank or weight.

18

## PUNCTUATION – Semicolon

- **With Strong Connectives**
  - In complicated sentences, a semicolon may be used before transitional words or phrases that introduce examples or further explanation.
    - {The study group was aware of his position on the issue; that is, federal funds should not be used for the research project.}
  - A semicolon should also be used before conjunctive adverbs (such as therefore, moreover, consequently, furthermore, indeed, in fact, however) that connect independent clauses.
    - {I won't finish today; moreover, I doubt that I will finish this week.}

19

## PUNCTUATION – Semicolon

- **For Clarity in Long Sentences**
- Use a semicolon between two independent clauses connected by a coordinating conjunction (and, but, for, or, nor, yet)
  - if the clauses are long and contain other punctuation.
    - {In most cases, these individuals are corporate executives, bankers, lawyers; but they do not, as the economic determinists seem to believe, affect other fields.}

20

## PUNCTUATION – Semicolon

  - A semicolon may also be used if any items in a series contain commas.
    - {Among those present were Prof. H. Bodur, Dean of the EEE Faculty; Prof. H. Sedef, Head of the E&C Department; and Prof. N. Aydin, Head of the CE Department.}
- Do not use semicolons to enclose a parenthetical element that contains commas.
  - Use parentheses or dashes for that purpose.
- Do not use a semicolon as a mark of anticipation or enumeration.
  - Use a colon for that purpose.

21

## PUNCTUATION – Slashes

- The slash (/) performs punctuating duties by separating and showing omission.
- The slash is called a variety of names, including slant line, virgule, bar, solidus, and shilling.
  - The slash is often used to separate parts of addresses in continuous writing.
    - {The return address on the envelope was Mr. John Nelson/Haden St. 45/Gosforth/N75642/UK.}
  - The slash can indicate alternative items.
    - {Ahmet's telephone number is 352-4123/4124.}

22

## PUNCTUATION – Slashes

  - The slash often indicates omitted words and letters.
    - {miles/hours for "miles per hour"}
    - {w/o for "without"}
  - In fractions, the slash separates the numerator from the denominator.
    - {2/3 [2 of 3 parts], ¾ [3 of 4 parts], 27/32 [27 of 32 parts]}
  - The slash also separates items in the URL (Uniform Resource Locator) address for sites on the World Wide Web.
    - {http://www.bedfordstmartins.com/}

23

## PUNCTUATION – Slashes

  - In informal writing, the slash separates day from month and month from year in dates.
    - {08/26/02}
    - [Do not use this form for international correspondence, since the order of the items varies.]

24