

PUNCTUATION RULES!!!!!!

1) APOSTROPHES

Rule 1)

Use the apostrophe with contractions. The apostrophe is always placed at the spot where the letter(s) has been removed.

Examples:

*don't, isn't

*You're right.

*She's a great teacher.

Rule 2

Use the apostrophe to show possession. Place the apostrophe before the s to show singular possession.

Examples:

*one boy's hat

*one woman's hat

*one actress's hat

*one child's hat

*Ms. Chang's house

NOTE: Although names ending in "s" or an "s" sound are not required to have the second s added in possessive form, it is preferred.

Examples:

Mr. Jones's golf clubs

Texas's weather

Ms. Straus's daughter

Jose Sanchez's artwork

Dr. Hastings's appointment (name is Hastings)

Mrs. Lees's books (name is Lees)

Rule 3

Use the apostrophe where the noun that should follow is implied.

Example:

*This was his father's, not his, jacket.

Rule 4

To show plural possession, make the noun plural first. Then immediately use the apostrophe.

Examples:

*two boys' hats two women's hats

*two actresses' hats

*two children's hats

*the Changs' house

*the Joneses' golf clubs

*the Strauses' daughter (yazarın kendi ismi, torpil yapmış))

*the Sanchezes' artwork

*the Hastingses' appointment

*the Leeses' books

Rule 5

Do not use an apostrophe for the plural of a name.

Examples:

*We visited the Sanchezes in Los Angeles.

*The Changs have two cats and a dog.

Rule 6

With a singular compound noun, show possession with 's at the end of the word.

Example:

*my mother-in-law's hat

Rule 7

If the compound noun is plural, form the plural first and then use the apostrophe.

Example:

*my two brothers-in-law's hats

Rule 8

Use the apostrophe and s after the second name only if two people possess the same item.

Examples:

*Cesar and Maribel's home is constructed of redwood.

*Cesar's and Maribel's job contracts will be renewed next year.

*Indicates separate ownership.

*Cesar and Maribel's job contracts will be renewed next year.

*Indicates joint ownership of more than one contract.

Rule 9

Never use an apostrophe with possessive pronouns: his, hers, its, theirs, ours, yours, whose.

They already show possession so they do not require an apostrophe.

Correct:

*This book is hers, not yours.

Incorrect:

*Sincerely your's.

Rule 10

The only time an apostrophe is used for it's is when it is a contraction for it is or it has.

Examples:

*It's a nice day.

*It's your right to refuse the invitation.

*It's been great getting to know you.

Rule 11

The plurals for capital letters and numbers used as nouns are not formed with apostrophes.

Examples:

*She consulted with three M.D.s.

BUT

*She went to three M.D.s' offices.

*The apostrophe is needed here to show plural possessive.

*She learned her ABCs.

*the 1990s not the 1990's

*the '90s or the mid-'70s not the '90's or the mid-'70's

*She learned her times tables for 6s and 7s.

Exception:

Use apostrophes with capital letters and numbers when the meaning would be unclear otherwise.

Examples:

*Please dot your i's.

*You don't mean is.

*Ted couldn't distinguish between his 6's and 0's.

*You need to use the apostrophe to indicate the plural of zero or it will look like the word Os.

*To be consistent within a sentence, you would also use the apostrophe to indicate the plural of 6's.

Rule 12

Use the possessive case in front of a gerund (-ing word).

Examples:

*Alex's skating was a joy to behold.

*This does not stop Joan's inspecting of our facilities next Thursday.

Rule 13

If the gerund has a pronoun in front of it, use the possessive form of that pronoun.

Examples:

*I appreciate your inviting me to dinner. I appreciated his working with me to resolve the conflict.

normal de 90 lar derkeken ya da ABCler derken kesme işaretiyle ayırmayız.. ama spesifik bilgilerde "mesela, 'i'lerini düzelt derken ya da 'O'lara dikkat et derken kesme işaretini kullanırız. aksi takdirde misal olarak 'i' den sonra kesme işareti kullanmazsak 'is' anlamı verebilir..

COLONS: İKİ NOKTA ÜST ÜSTE

Rule 1

Use the colon after a complete sentence to introduce a list of items when introductory words such as namely, for example, or that is do not appear.

Examples:

*You may be required to bring many items: sleeping bags, pans, and warm clothing.

*I want the following items: butter, sugar, and flour.

*I want an assistant who can do the following: (1) input data, (2) write reports, and (3) complete tax forms.

Rule 2

A colon should not precede a list unless it follows a complete sentence; however, the colon is a style choice that some publications allow.

Examples:

*If a waitress wants to make a good impression on her customers and boss, she should (a) dress appropriately, (b) calculate the bill carefully, and (c) be courteous to customers.

*There are three ways a waitress can make a good impression on he... eğer tamamlanmış cümle yoksa colon kullanılmaz

If a waitress wants to make a good impression on her customers and boss, she should (a) dress appropriately, (b) calculate the bill carefully, and (c) be courteous to customers.

bakın burada iki nokta yok arkadaşlar ama biz cümleyi tamamlayıp sonra 3 özelliği sıralamak istersek iki nokta üst üste koyuyor ve sonra cümleye devam ediyoruz.

There are three ways a waitress can make a good impression on her boss and her customers:

(a) Dress appropriately.

(b) Calculate the bill carefully.

(c) Be courteous to customers.

I want an assistant who can (1) input data, (2) write reports, and (3) complete tax forms.

IF A WAITRESS WANTS TO MAKE A GOOD IMPRESSION ON HER CUSTOMERS AND BOSS, SHE SHOULD (a) dress appropriately, (b) calculate the bill carefully, and (c) be courteous TO CUSTOMERS bu örnekte hocalarım bakın cümle tamamlanmış değil.. bu yüzden (a)dan önce colon kullanmıyoruz. colon için cümlelerin tamam lanmış olması lazım diğer örnekteki gibi.

THERE ARE THREE WAYS A WAITRESS CAN MAKE A GOOD IMPRESSION ON HER BOSS AND HER CUSTOMERS:

(a) Dress appropriately.

(b) Calculate the bill carefully.

(c) Be courteous to customers. bakın bu örnekte cümle tamamlandı colon'u koyduk ve cümleye devam ettik

Rule 3

Capitalization and punctuation are optional when using single words or phrases in bulleted form. If

each bullet or numbered point is a complete sentence, capitalize the first word and end each sentence with proper ending punctuation. The rule of thumb is to be consistent.

Examples:

I want an assistant who can do the following:

- (a) input data,
- (b) write reports, and
- (c) complete tax forms.

The following are requested:

- (a) Wool sweaters for possible cold weather.
- (b) Wet suits for snorkeling.
- (c) Introductions to the local dignitaries.

bakın küçük harfle başladıysam diğer maddeler de küçük olmalı.. büyük harfle başladıysam diğerleri de büyük olmalı

OR

The following are requested:

- (a) wool sweaters for possible cold weather
- (b) wet suits for snorkeling
- (c) introductions to the local dignitaries

NOTE: With lists, you may use periods after numbers and letters instead of parentheses.

These are some of the pool rules:

1. Do not run.
2. If you see unsafe behavior, report it to the lifeguard.
3. Have fun!

bu madde de diyorki liste yaparken parantez yerine nokta kullanabiliriz böylelikle Büyük harfle başlarız..

Rule 4

Use a colon instead of a semicolon between two sentences when the second sentence explains or illustrates the first sentence and no coordinating conjunction is being used to connect the sentences. If only one sentence follows the colon, do not capitalize the first word of the new sentence. If two or more sentences follow the colon, capitalize the first word of each sentence following.

Examples:

I enjoy reading: novels by Kurt Vonnegut are among my favorites.

Garlic is used in Italian cooking: It greatly enhances the flavor of pasta dishes. It also enhances the flavor of eggplant.

not da hocam liste yaparken parantez yerine nokta kullanabilirsiniz diyor 1), 2)... yerine 1. 2. diyebiliriz..

Havuzun kuralları şunlardır: ==> (iki noktayı koyduk altına geçtik)

1. Havuza girmeden duşa giriniz.
2. Su sıçratmayınız.
3. İyi eğlenceler. gördüğümüz gibi maddeler arasında parantez yerine nokta kullandık...

Rule 5

Use the colon to introduce a direct quotation that is more than three lines in length. In this situation, leave a blank line above and below the quoted material. Single space the long quotation. Some style manuals say to indent one-half inch on both the left and right margins; others say to indent only on the left margin. Quotation marks are not used.

Example:

The author of *Touched*, Jane Straus, wrote in the first chapter:

Georgia went back to her bed and stared at the intricate patterns of burned moth wings in the translucent glass of the overhead light. Her father was in “hyper mode” again where nothing could calm him down.

He’d been talking nonstop for a week about remodeling projects, following her around the house as she tried to escape his chatter. He was just about to crash, she knew.

Rule 6

Use the colon to follow the salutation of a business letter even when addressing someone by his/her first name. Never use a semicolon after a salutation. A comma is used after the salutation for personal correspondence.

Example:

Dear Ms. Rodriguez:

Paragraf başı büyük harf

DASHES-EM DASH- EN DASH

öncelikle dash tire en dash orta tire em dashed büyük tire oluyor

DASHES

There are many uses of the en and em dash and also many ways to form these dashes using your computer. The following explanations offer the most common uses and methods for forming these dashes

EN DASH

An en dash, roughly the width of an n, is a little longer than a hyphen. It is used for periods of time when you might otherwise use to. bun dashlar normal tireden biraz daha uzun oluyor yani arkadaşlar hani şu --- gibi..

Examples:

The years 2001–2003
January–June

An en dash is also used in place of a hyphen when combining open compounds. hyphen dediğimiz normal tire.. onu daha sonra anlatacağım..

Examples:

North Carolina–Virginia border
a high school–college conference

Most authorities recommend using no spaces before or after en or em dashes. To form an en dash with most PCs, type the first number or word, then hold down the ALT key while typing 0150 on the numerical pad on the right side of your keyboard. Then type the second number or word. yani –

An **em dash** is the width of an m. Use an em dash sparingly in formal writing. In informal writing, em dashes may replace commas, semicolons, colons, and parentheses to indicate added emphasis, an interruption, or an abrupt change of thought. yani bu —

To form an em dash on most PCs, type the first word, then hold down the ALT key while typing 0151 on the numerical pad on the right side of your keyboard. Then type the second word. You may also form an em dash by typing the first word, hitting the hyphen key twice, and then typing the second word. Your program will turn the two hyphens into an em dash for you.

en kısa: Hyphen, orta: en dash, en uzun: em dash

While there are many more possible uses of the em dash, by not providing additional rules, I am hoping to curb your temptation to employ this convenient but overused punctuation mark.

COMMAS

Rule 1

To avoid confusion, use commas to separate words and word groups with a series of three or more.

Example:

My \$10 million estate is to be split among my husband, daughter, son, and nephew.
Omitting the comma after son would indicate that the son and nephew would have to split one-third of the estate. yani and den önce virgül gerektiğini yoksa son ve nephew ü tek bir mirasçı olarak düşünmemize neden olacağını anladık

Rule 2

Use a comma to separate two adjectives when the word and can be inserted between them.

Examples:

He is a strong, healthy man.

We stayed at an expensive summer resort. You would not say expensive and summer resort, so no comma.

Rule 3

Use a comma when an -ly adjective is used with other adjectives.

NOTE: To test whether an -ly word is an adjective, see if it can be used alone with the noun. If it can, use the comma.

Examples:

Felix was a lonely, young boy.

I get headaches in brightly lit rooms. Brightly is not an adjective because it cannot be used alone with rooms; therefore, no comma is used between brightly and lit. yani görüldüğü gibi adverb te comma yok adj de var..

-ly sıfat sa eğer sıfattan sonra virgül kullanıyoruz, ama zarf sa virgülsüz devam ediyoruz

Rule 4

Use commas before or surrounding the name or title of a person directly addressed.

Examples:

*Will you, Aisha, do that assignment for me?

*Yes, Doctor, I will.

NOTE: Capitalize a title when directly addressing someone.

Rule 5a

Use a comma to separate the day of the month from the year and after the year. direk birine söz söylüyorsak büyük harfle.. Mesela: Evet, Öğretmen, anlat bakalım bizim valedin durumu nedir? burada öğretmen büyük oldu çünkü birine hitap anlatıyoruz..

Example:

Kathleen met her husband on December 5, 2003, in Mill Valley, California.

Rule 5b

If any part of the date is omitted, leave out the comma.

Example:

They met in December 2003 in Mill Valley.

Rule 6

Use a comma to separate the city from the state and after the state in a document. If you use the two-letter capitalized form of a state in a document, you do not

NOTE: With addresses on envelopes mailed via the post office, do not use any punctuation.

I lived in San Francisco, California, for 20 years.

I lived in San Francisco, CA for 20 years.

bakın 2. cümlemiz post office kısaltması CA

Rule 7

Use commas to surround degrees or titles used with names. Commas are no longer required around Jr. and Sr. Commas never set off II, III, and so forth.

Example:

Al Mooney, M.D., knew Sam Sunny Jr. and Charles Starr III.

Rule 8

Use commas to set off expressions that interrupt sentence flow. eğer cümle akışını bozacak ifadelerle önüne arkasına virgüle yapıştırırız

Rule 9

When starting a sentence with a weak clause, use a comma after it. Conversely, do not use a comma when the sentence starts with a strong clause followed by a weak clause.

Examples:

If you are not sure about this, let me know now.

Let me know now if you are not sure about this. yan cümlecikten sonra temel cümlecik geliyorsa araya virgül koyarız. aksine, temel cümlecikten sonra yan cümlecik gelirse virgül kullanmayız

Rule 10

Use a comma after phrases of more than three words that begin a sentence. If the phrase has fewer than three words, the comma is optional. Bu sadece if için geçerli değil. When-while-before da böyle

Examples:

To apply for this job, you must have previous experience.

On February 14 many couples give each other candy or flowers.

OR

On February 14, many couples give each other candy or flowers. bura da en az 3 kelimelik söz öbeğimiz varsa virgülle ayırdık ama 3 kelimeden daha azsa söz öbeğimiz keyfimize bağlı :))

Rule 11

If something or someone is sufficiently identified, the description following it is considered nonessential and should be surrounded by commas.

Examples:

Freddy, who has a limp, was in an auto accident. Freddy is named, so the description is not essential.

The boy who has a limp was in an auto accident. We do not know which boy is being referred to without further description; therefore, no commas are used.

Rule 12

Use a comma to separate two strong clauses joined by a coordinating conjunction--and, or, but, for, nor. You can omit the comma if the clauses are both short.

Examples:

I have painted the entire house, but he is still working on sanding the doors. I paint and he writes.

gördüğümüz gibi iki temel cümle uzunsa virgül kullanıyoruz... ama diğer cümlede olduğu gibi ikisi de küçükse atabiliriz

Rule 13

Use the comma to separate two sentences if it will help avoid confusion.

Examples:

I chose the colors red and green, and blue was his first choice.

iki temel cümle olursa ve bu cümleler uzunsa virgül koyuyoruz ama gene temel cümlelerimiz kısaysa virgüle gerek yok

önce yan cümlecik ardından tem cümle gelirse araya gene virgül gelirken.. önce temel ardından yan cümlecik gelirse virgül kullanılmaz

Rule 14

A comma splice is an error caused by joining two strong clauses with only a comma instead of separating the clauses with a conjunction, a semicolon, or a period. A run-on sentence, which is incorrect, is created by joining two strong clauses without any punctuation.

Incorrect:

Time flies when we are having fun, we are always having fun. (Comma splice)

Time flies when we are having fun we are always having fun. (Run-on sentence)

Correct:

Time flies when we are having fun; we are always having fun.

OR

Time flies when we are having fun, and we are always having fun. (Comma is optional because both strong clauses are short.)

OR

Time flies when we are having fun. We are always having fun. comma splice arkadaşlar virgül ek yeri.. bunda çok uzun temel cümlecikleri sadece virgülle ayırmamız mümkün değildir.. virgül yerine noktalı virgül, nokta ya da conjunction kullanmamız gerekmektedir :)) run out sentence da ise 2 temel cümleyi gene virgülsüz ayırmak yanlıştır.. bunun üzerine değinmiş

Run-ons and comma splices occur when a writer does not know when one main clause ends and another begins.

They are groups of words which ought to be two separate sentences or a single sentence joined in a new way. yani bir cümlenin nereden biteceği ve diğerinin nereden başlayacağı yani birbiriyle ilgisiz iki temel cümleyi bağlarken virgül yerine noktalı virgül nokta ya da bağlaç kullanmalıyız. virgül kullanmamız comma splice hatası, birşey kullanmamız run on sentence hatası olur. iki temel cümle birbiryle alakalıysa virgül; ama birbirinden farklıysa noktalı virgül nokta ya da bağlaç

Rule 15

If the subject does not appear in front of the second verb, do not use a comma.

Example:

He thought quickly but still did not answer correctly.

Example:

HE THOUGHT quickly but STILL did not ANSWER correctly bakın görüldüğü gibi 2. verb ün önünde subjectimiz görünmüyor.. HE en başta kaldı.. o zaman virgüle ihtiyaç yok

Rule 16

Use commas to introduce or interrupt direct quotations shorter than three lines.

Examples:

He actually said, "I do not care."

"Why," I asked, "do you always forget to do it?"

Rule 17

Use a comma to separate a statement from a question.

Example:

I can go, can't I? burada bir durumu sorudan ayırmak için virgül kullandık

kısa alıntılarda virgül.. uzuuuuun cümlelerde noktalı virgül yada iki nokta üst üste

Rule 18

Use a comma to separate contrasting parts of a sentence.

Example:

That is my money, not yours. naptım burada iki farklı kısmı ayırdım

Rule 19

Use a comma when beginning sentences with introductory words such as well, now, or yes.

Examples:

Yes, I do need that report.

Well, I never thought I'd live to see the day...

giriş kelimeleriyle başladıktan sonra virgül kullanınız.. bunlara kem küm kelimeleri de diyebiliriz

Rule 20

Use commas surrounding words such as therefore and however when they are used as interrupters.

Examples:

I would, therefore, like a response.

I would be happy, however, to volunteer for the Red Cross.

Rule 21

Use either a comma or a semicolon before introductory words such as namely, that is, i.e., for example, e.g., or for instance when they are followed by a series of items. Use a comma after the introductory word.

Examples:

You may be required to bring many items, e.g., sleeping bags, pans, and warm clothing.

OR

You may be required to bring many items; e.g., sleeping bags, pans, and warm clothing.

bişyleri sayarken noktalı virgöl de virgöl de kullanabiliriz o bizim paşa gönlümüze kalmış

NOTE: i.e. means that is; e.g. means for example

QUESTION MARKS

Rule 1

Use a question mark only after a direct question. soru cümlelerinden sonra soru işareti kullanıyoruz. ama indirectlerde kullanılmaz!

I asked if he would go with me.

Rule 2

Use a question mark when a sentence is half statement and half question. question taglerden sonra kullanılır demek oluyor bu da

Example:

You do care, don't you?

QUOTATION MARKS alıntı işareti yani tırnak işareti :))

Rule 1

Periods and commas always go inside quotation marks, even inside single quotes.

Examples:

The sign changed from "Walk," to "Don't Walk," to "Walk" again within 30 seconds.

She said, "Hurry up."

She said, "He said, 'Hurry up.'" nokta ve virgüller tek kelime olsa bile tırnak işaretinin içine alınır

Rule 2

The placement of question marks with quotes follows logic. If a question is in quotation marks, the question mark should be placed inside the quotation marks. eğer alıntı cümlemizin içinde soru varsa soru işareti de tırnak işaretinin içinde dir

Examples:

She asked, "Will you still be my friend?"

Do you agree with the saying, "All's fair in love and war"?

Here the question is outside the quote. bakın burada sorumuz kendi cümlemiz de olduğu için soru işareti dışta kalmıştır

şimdi tekrar birinci örneğimizle 2. örneğimize bakalım

She asked, "Will you still be my friend?"====> burada tırnak içindeki tam bir cümle ve onun soru işareti yeterlidir. dışarı nokta ya da başka birşey kullanmaya gerek yok. Do you agree with the saying, "All's fair in love and war"?====> burada ise ana cümlenin sorusu kuvvetlidir.. tırnak işaretinin içine birşey kullanamayız. bu kural cümle sonu tırnak işareti içinn geçerlidir

Rule 3

When you have a question outside quoted material AND inside quoted material, use only one

question mark and place it inside the quotation mark. asıl amacımız soru sormak. evet bu da notun içindeki kural hocalarım.. cümle sonunda ise alıntı cümlemiz. ana cümlenin noktalama işareti kazanıyor savaşı..

She asked, "Will you still be my friend?" bakın burada asıl nokta she asked kısmı değil.. önemli kısım hala benim arkadaşım olur musun ? kısmı.. bu vurgulanıyor. bu yüzden tırnak işaretindeki cümlenin noktalaması konuluyor ve tırnaktan sonra herhangi birşey kullanılmıyor.

Do you agree with the saying, "All's fair in love and war"? burada ise aşkta ve savaşta heşey mübah sözüyle hem fikir misin diyor? asıl mesal karşımızdakinin düşüncesi olduğu için tırnak içindeki güçsüz bir cümle oluyor ve asıl cümlenin işareti kullanılıyor

tırnak işareti içindeki cümle cümlenin ortasında olsadı noktalama işareti neyse kullanılmalıdır. ama cümle sonunda olursa kullanılmaz.

Rule 3

When you have a question outside quoted material AND inside quoted material, use only one question mark and place it inside the quotation mark.

Example:

Did she say, "May I go?"

soru sorarken asıl almamız gereken kızım kızın dışarı çıkıp çıkamayacağı.. onun için güçlü olan kazandı ve tırnak içinde soru işareti kaldı ve tırnaktan sonra herhangi birşey kullanmadık

Rule 4

Use single quotation marks for quotes within quotes. Note that the period goes inside all quote marks. alıntı içinde alıntı varsa dıştakine " içtekine ' işareti kullanmalıyız

Example:

He said, "Danea said, 'Do not treat me that way.'"

Rule 5

Use quotation marks to set off a direct quotation only.

direct questionu göstermek için gene tırnak işareti içine koyuyoruz

Examples:

"When will you be here?" he asked.

he asked başa gelseydi noktala işaretlerimiz nasıl olur ? he asked, "when will u be here?"

evet hocalarım şimdi gördüğümüz gibi **3 önemli nokta var**

1) "when will you be here?" he asked. ==> burada tırnağın içinde soru işareti. cümle sonunda nokta

2) He asked, "when will you be here?" ==> burada asked'tan sonra virgül.. tırnak işareti içinde soru işareti ve tırnaktan sonra birşey yok

3) He asked when you will be there. ==> burada indirect question yaptığımız için sadece cümle sonuna nokta.

Rule 6

Do not use quotation marks with quoted material that is more than three lines in length. See Colons, Rule 5, for style guidance with longer quotes. 3 satırdan fazla olan alıntılar için turnak işareti kullanmaya gerek yok diyor ve hemen iki nokta üst üste 5. maddeyi size gösteriyorum

Rule 5

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He’d been talking nonstop for a week about remodeling projects, following her around the house as she tried to escape his chatter. He was just about to crash, she knew.

uzun alıntılarda iki nokta üst üste koyuyoruz.. daha sonra bir boşluk bırakıp cümleyi devam ediyoruz.. ÖSYM böyle uzun bir soruyla uğraşmaz

Rule 7

When you are quoting something that has a spelling or grammar mistake or presents material in a confusing way, insert the term *sic* in italics and enclose it in brackets. *Sic* means, “This is the way the original material was.” *sic* demek arkadaşlar metinde aynen böyle demek

She wrote, “I would rather die then [*sic*] be seen wearing the same outfit as my sister.”

Should be than, not then. yani alıntıdaki hatayı düzeltemeyiz. hatanın yanında [*sic*] yazarız ancak *sic* metindeki aynısı demek.. yani hatayı düzeltmiyoruz yanına [*sic*] yazıyoruz

SPACING WITH PUNCTUATION

Rule 1

With a computer, use only one space following periods, commas, semicolons, colons, exclamation points, question marks, and quotation marks. The space needed after these punctuation marks is proportioned automatically. With some typewriters and word processors, follow ending punctuation with two spaces when using a fixed-pitch font. yani noktalamalardan sonra bir boşluk bırakıp devam edeceğiz pc ler zaten word programında bunu otomatik olarak yapıyor.

Rule 2

Use no spaces on either side of a hyphen.

Example:

We borrowed twenty-three sheets of paper. tire arasında boşluğa gerek yoktur.

SEMICOLONS

noktalı virgüldür.

Rule 1

Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.

Examples:

Call me tomorrow; I will give you my answer then.

I have paid my dues; therefore, I expect all the privileges listed in the contract. bağlacın olmadığı iki BAĞIMSIZ AYRI cümleyi bağlarken kullanırız. 2. örnekte bağlaçlı hali verilmiştir bize.. ikinci örnekte therefore bağlacı zaten kullanılmış.. iki bağımsız cümleyi bağladığından therefore un önüne noktalı virgül konuldu

Rule 2

It is preferable to use a semicolon before introductory words such as namely, however, therefore, that is, i.e., for example, e.g., or for instance when they introduce a complete sentence. It is also preferable to use a comma after the introductory word. giriş kelimelerinden sonra noktalı virgül kullanılabilir.. aynı şekilde virgül de kullanılabilir.. bu tercihimize bağlıdır.

namely however therefore, that is gibi giriş cümlecığı ya da kelimelrinden sonra noktalı virgül ya da virgül kullanabiliriz.. ikisi de yanlış olmaz

Examples:

You will want to bring many backpacking items; for example, sleeping bags, pans, and warm clothing will make the trip better.

As we discussed, you will bring two items; i.e., a sleeping bag and a tent are not optional.

Rule 3

Use either a semicolon or a comma before introductory words such as namely, however, therefore, that is, i.e., for example, e.g., or for instance when they introduce a list following a complete sentence. Use a comma after the introductory word. gene aynı madde ama diyor ki ilk girişten sonra virgül kullanın .. daha sonra dediğimiz gibi virgül ya da noktalı virgül fark etmez..

Examples:

You will want to bring many backpacking items; for example, sleeping bags, pans, and warm clothing. forexampleden önce hooop virgölümüzü getirdik

You will want to bring many backpacking items, for example, sleeping bags, pans, and warm clothing. bu örnek te de bakın forexampledan sonra virgölümüz var.. öncesinde de virgül var ama öncedeki virgül noktalı virgül de olabilirdi!!!

Rule 4

Use the semicolon to separate units of a series when one or more of the units contain commas.

Example:

This conference has people who have come from Boise, Idaho; Los Angeles, California; and Nashville, Tennessee. aynı özelliği farklı grupları ayırırken noktalı virgül kullanıyoruz arkadaşlar

boiso idohonun vilayeti, la is ca nın vilayeti ve na is te nin vilayeti.. bu grupları ayırırken noktalı virgül kullanıyoruz

Rule 5

Use the semicolon between two sentences joined by a coordinating conjunction when one or more commas appear in the first sentence.

Examples:

When I finish here, I will be glad to help you; and that is a promise I will keep.

If she can, she will attempt that feat; and if her husband is able, he will be there to see her. ilk cümlede 1 ya da birkaç virgöl varsa eğer, coordinating conjunctionların öünde gene noktalı virgül kullanınız.

HYPHENS

bu da normal küçük tiremizdir.

Rule 1

To check whether a compound noun is two words, one word, or hyphenated, you may need to look it up in the dictionary. If you can't find the word in the dictionary, treat the noun as separate words.

bir bileşik kelimenin 2 kelime mi tek kelimemi yoksa tireyle birleştirmiş kelime olduğunu anlamak için sözlüğe bakın demiş jane teyze.. eğer sözlükte bulamazsanız ayrı kelimeler olarak ifade edin demi

Examples:

eyewitness, eye shadow, eye-opener

eye-opener hyphented kelimemiz oluyor.

NOTE:

All these words had to be looked up in the dictionary to know what to do with them! bunlarla ne yapacaksanız sözlüğe bakmalısınız diyor☺

Rule 2

Phrases that have verb, noun, and adjective forms should appear as separate words when used as verbs and as one word when used as nouns or adjectives.

Examples:

The engine will eventually BREAK DOWN. (verb)

We suffered a BREAKDOWN in communications. (noun)

Please CLEAN UP your room. (verb)

That Superfund site will require specialized CLEANUP procedures. (adjective)

phrasallar ayrı yazılırsa verbtür birleşise noun ya da adjective'dir uyanık olun diyor :))

Rule 3

Compound verbs are either hyphenated or appear as one word. If you do not find the verb in the dictionary, hyphenate it. bileşik kelime hypanated ya da tek kelime ne olursa olsun sözlükte bulamıyorsan tireyle ayır gitsin :))

Examples:

To air-condition the house will be costly.

We were notified that management will downsize the organization next year.

Rule 4

Generally, hyphenate between two or more adjectives when they come before a noun and act as a single idea.

Examples:

friendly-looking man

(compound adjective in front of a noun)

friendly little girl

(not a compound adjective)

brightly lit room

(Brightly is an adverb describing lit, not an adjective.)

tek bir fikri ifade eden 2 sıfat bir ismin önünde compound adjectivedir. ama iki fikri destekliyorsa compound adjective değildir.

Rule 5

When adverbs not ending in -ly are used as compound words in front of a noun, hyphenate. When the combination of words is used after the noun, do not hyphenate.

Examples:

The well-known actress accepted her award.

Well is an adverb followed by another descriptive word. They combine to form one idea in front of the noun.

The actress who accepted her award was well known.

Well known follows the noun it describes, so no hyphen is used.

A long-anticipated decision was finally made.

He got a much-needed haircut yesterday.

His haircut was much needed.

ly ile biten adverb noun önündeys bileşiktir hypanate tir. noun un arkasındaysa hyphenate değildir.

Rule 6

Remember to use a comma, not a hyphen, between two adjectives when you could have used and between them.

Examples:

I have important, classified documents.

Jennifer received a lovely, fragrant bouquet on Valentine's Day.

iki farklı özellikten bahsederken hyphenate yapma virgül kullan diyor ayrıca

Rule 7

Hyphenate all compound numbers from twenty-one through ninety-nine. bütün iki basamaklı sayılar hyphenate dir.

Examples:

The teacher had thirty-two children in her classroom.

Only twenty-one of the children were bilingual.

Rule 8

Hyphenate all spelled-out fractions.

Examples:

You need one-third of a cup of sugar for that recipe.

More than one-half of the student body voted for removing soda machines from campus. kesirli ifadelerde gene hyphenate kullanırız.

HYPHENS with PREFIXES

Rule 1

The current trend is to do away with unnecessary hyphens. Therefore, attach most prefixes and suffixes onto root words without a hyphen. yeni modamız gereksiz hyphenleri sallamak bu yüzden çoğu prefix ve sufficler hyphenssizdir.

Examples:

noncompliance

copayment

semiconscious

fortyish

Rule 2:

Hyphenate prefixes when they come before proper nouns. belirli isimlerden önce tireyle ayırın!!

Example:

un-American

Rule 3

Hyphenate prefixes ending in an a or i only when the root word begins with the same letter.

a ile bitip a ile başlayan ve i ile bitip i ile başlayan kelimelerin arasını tireyle ayırın yine..

Examples:

ultra-ambitious
semi-invalid

Rule 4

When a prefix ends in one vowel and a root word begins with a different vowel, generally attach them without a hyphen.

bir önceki kuralın aksine ilk kelime bir sesli ile bitiyor diğeri farklı bir sesli ile başlıyorsa tireye gerek yoktur.

Examples:

antiaircraft
proactive

Rule 5

Prefixes and root words that result in double e's and double o's are usually combined to form one word.

lakin istisnalarımız vardır

Exceptions:

de-emphasize
co-owner

Rule 6

Hyphenate all words beginning with self except for selfish and selfless. selfish ve selfless hariç bütün selflileri tireyle ayırmalıyız

Examples:

self-assured
self-respect
self-addressed

Rule 7

Use a hyphen with the prefix ex.

Example:

His ex-wife sued for nonsupport. ex lilerin hepsi hyphen dir

Rule 8

Use the hyphen with the prefix re only when:

the re means again AND omitting the hyphen would cause confusion with another word.

re tekrar anlamı verdiği zaman tireyle ayırın ve diğer kelşilmeyle karşılık yaşatması halinde tire kullanın

Examples:

Will she recover from her illness?

Re does not mean again.

I have re-covered the sofa twice.

Re does mean again AND omitting the hyphen would have caused confusion with another word.

The stamps have been reissued.

Re means again but would not cause confusion with another word.

I must re-press the shirt.

Re means again AND omitting the hyphen would have caused confusion with another word.,