

## ГЛОССАРИЙ

N п/п	Новые понятия	Содержание
1	2	3
1.	<b>Punctuation</b>	show how words and strong of words are related, separated and emphasized; its main purpose should be to help the reader understand the construction of the sentence.
2.	<b>Period (точка)</b>	is used with two types of sentences: declarative and imperative; it is the punctuation mark at the end of these sentences.
3.	<b>Question mark (вопросительный знак)</b>	is used at the end of an interrogative sentence; it may also be used after each item in a series of questions.
4.	<b>Exclamation point (восклицательный знак)</b>	is used in exclamatory sentences to show strong feeling, surprise, or emotion, it may also replace a question mark when what appears to be a question is really a strong statement.
5.	<b>Semicolons (тока с запятой)</b>	separate the elements within a sentence, and tell the reader to pause for a great length of time than a comma would indicate.
6.	<b>Colons (двоеточие)</b>	direct the reader's attention to what follows in the sentence it is also used then the items are in a tabulated list and to separate two sharply contrasting and parallel statements.
7.	<b>Hyphen (дефис)</b>	is used to join words when writers want the words to be either a compound noun or a compound adjective.
8.	<b>Dash (тире)</b>	indicates forcefully that the reader should pause and draws greater attention to what follows in the sentence.
9.	<b>Parentheses (скобки)</b>	the basic purpose of parentheses is to present explanatory material in a way that does not disturb the flow of the sentence.

10.	<b>Commas with phrases and clauses (Rule one)</b>	a comma should be used before the conjunction separating two independent clauses.
11.	<b>Commas with phrases and clauses (Rule two).</b>	a comma should be used to set off a dependent clause or participial phrase at the beginning of the sentence.
12.	<b>Commas with phrases and clauses (Rule three)</b>	a comma should be used to set off phrases and clauses that interrupt, explain, or are parenthetical to the main thought of a sentence.
13.	<b>Commas (Rule four)</b>	commas should be to set off names and titles of persons that are parenthetical to the description of that person within the sentence.
14.	<b>Commas (Rule five)</b>	a commas should be used to set off dates with years.
15.	<b>Commas (Rule six)</b>	a comma should be used to separate two or more adjectives modifying the same noun, unless all the adjectives are joined by conjunctions.
16.	<b>Commas (Rule seven)</b>	a comma should be used to separate short noun phrases that directly follow a noun, are grammatical equivalent of a noun they follow, and are not essential to the meaning of the sentence.
17.	<b>Commas (Rule eight)</b>	a comma should be used to set off a direct quotation from the rest of the sentence.
18.	<b>Commas (Rule nine)</b>	a comma should be used to separate words, phrases, or clauses in a series.
19.	<b>Commas (Rule ten)</b>	a comma should be used to separate consecutive numbers and within numbers of five or more digits.
20.	<b>Direct quote structure</b>	is any structure which shows that you are reporting what someone said or wrote (thought) as if you were using their own words.
21.	<b>Quotation marks</b>	are inverted commas (‘ ‘ or “ ”)

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22.	<b>Opening inverted commas</b>	are used at the beginning of a quote.
23.	<b>Closing inverted commas</b>	are used at the end of a quote.
24.	<b>Quotes within Quotes</b>	when you have a quote inside a quote, you use one kind of inverted commas for the outer quote and the other kind for the inner quote.
25.	<b>Indirect Report Structure</b>	is used to show that you are reporting what someone said or wrote in your own words rather than in the words they actually used.
26.	<b>Apostrophes</b>	have to primary functions: to form contractions and to show possession.
27.	<b>Ellipsis</b>	it is series of three periods, with spaces between, before and after, that is used to show an omission of a word, words, or sentences from within a quoted passage.
28.	<b>General rules for capitalization (Rule one)</b>	Capitalize the first word in a sentence.
29.	<b>General rules for capitalization (Rule two)</b>	capitalize an independent clause that follows a colon if the clause expresses a rule, principle, statement, question, direct quotation; if it is a proper noun, proper adjective, the pronoun I; or if it follows introductory word.
30.	<b>General rules for capitalization (Rule three)</b>	always capitalize the pronoun I
31.	<b>General rules for capitalization (Rule four)</b>	capitalize the first word of display lists and the first word of each element within the list.

32.	<b>General rules for capitalization (Rule five)</b>	capitalize the first word of a direct quotation within a sentence.
33.	<b>General rules for capitalization (Rule six)</b>	capitalize the first word in complimentary closings.
34.	<b>Abbreviations</b>	are the shortened forms of words and phrases.