

ГЛОССАРИЙ

N п/п	Новые понятия	Содержание
1	2	3
1.	Punctuation	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.	Period (точка)	is used with two types of sentences: declarative and imperative; it is the punctuation mark at the end of these sentences.
3.	Question mark (вопросительный знак)	is used at the end of an interrogative sentence; it may also be used after each item in a series of questions.
4.	Exclamation point (восклицательный знак)	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.	Semicolons (тока с запятой)	separate the elements within a sentence, and tell the reader to pause for a great length of time than a comma would indicate.
6.	Colons (двоеточие)	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.	Hyphen (дефис)	is used to join words when writers want the words to be either a compound noun or a compound adjective.
8.	Dash (тире)	indicates forcefully that the reader should pause and draws greater attention to what follows in the sentence.
9.	Parentheses (скобки)	the basic purpose of parentheses is to present explanatory material in a way that does not disturb the flow of the sentence.

10.	Commas with phrases and clauses (Rule one)	a comma should be used before the conjunction separating two independent clauses.
11.	Commas with phrases and clauses (Rule two).	a comma should be used to set off a dependent clause or participial phrase at the beginning of the sentence.
12.	Commas with phrases and clauses (Rule three)	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.	Commas (Rule four)	commas should be to set off names and titles of persons that are parenthetical to the description of that person within the sentence.
14.	Commas (Rule five)	a commas should be used to set off dates with years.
15.	Commas (Rule six)	a comma should be used to separate two or more adjectives modifying the same noun, unless all the adjectives are joined by conjunctions.
16.	Commas (Rule seven)	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.	Commas (Rule eight)	a comma should be used to set off a direct quotation from the rest of the sentence.
18.	Commas (Rule nine)	a comma should be used to separate words, phrases, or clauses in a series.
19.	Commas (Rule ten)	a comma should be used to separate consecutive numbers and within numbers of five or more digits.
20.	Direct quote structure	is any structure which shows that you are reporting what someone said or wrote (thought) as if you were using their own words.
21.	Quotation marks	are inverted commas (“ or “ ”)

1	2	3
22.	Opening inverted commas	are used at the beginning of a quote.
23.	Closing inverted commas	are used at the end of a quote.
24.	Quotes within Quotes	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.	Indirect Report Structure	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.	Apostrophes	have to primary functions: to form contractions and to show possession.
27.	Ellipsis	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.	General rules for capitalization (Rule one)	Capitalize the first word in a sentence.
29.	General rules for capitalization (Rule two)	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.	General rules for capitalization (Rule three)	always capitalize the pronoun I
31.	General rules for capitalization (Rule four)	capitalize the first word of display lists and the first word of each element within the list.

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