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Composition / Second Stage

Purpose and content:

The purpose of the text is to introduce students on this level to the convention of expository writing and to enable them to produce simple yet coherent pieces of writing . the text focuses on six practical purposes for writing . students are introduced to each method of composition development in a step-by-step fashion and are given detailed , structured practice with the individual skills before attempting their free compositions.

The lecture about punctuation and mechanics

Non-End punctuation marks:-

- **The Comma (,)**

The comma indicates a short pause . just as and variations in voice pitch help to convey the meaning of spoken sentences , commas help to clarify the meaning of written sentences e.g:-

a- When lightning struck , Mohammed Ali fainted.

b- When lightning struck Mohammed, Ali fainted.

Sentence (a) could be re-written as:

Mohammed Ali fainted when the lightning struck.

Sentence (b) has a completely different meaning:-

Ali fainted when the lightning struck Mohammed.

- The main uses of the comma are as following :-

a- To separate the items in an enumeration e.g :-

1- Shakespeare's best works include Macbeth, Hamlet, King Lear , and Merchant of Venice.

2- I went to Baghdad , Mosel, Kirkuk, and Basrah.

3- We can go to Basrah by rail , by road, or by air.

b- To mark off :

1. Nouns used in address e.g:-

1.1- well , Susan , this is a fine mess you are in.

1.2- if , sir , you refuse I can not predict what will happen.

2. Words or phrases in apposition e.g :-

2.1- Baghdad , the capital of iraq , is very interesting city.

3. Participle phrases " when not used restrictively " e.g:-

3.1- Walking slowly down the road , he saw a women accompanied by two children.

3.2- having decided to become a doctor , he studied hard.

c- To mark off words and phrases like however, indeed , therefore , too, for instance , no doubt , of course when they are used as asides or interpolations e.g :-

1- This provide, however , to be mistake.

2- He was, in fact, the best student in the class.

3- He realized , of course , the I was angry.

d- in complex sentences to separate.

1- an adverb clause from the following main clause e.g :-

1.1- Although it was already getting dark , Tom set out through the forest.

2- two or more noun-clause e.g:-

2.1- No one knows when he will come , or whether he will come at all ,or whether he is even alive.

e- in double sentences to separate

1- two co-ordinate clauses when the second subject is expressed

e.g :-

1.1- I asked what he was doing , and he answered that he was writing a composition.

2- A non-defining relative clause from its antecedent e.g:-

2.1- The elder girl, who was sitting behind the reception desk, gave Parker a big smile.

2.2- My father , being slightly deaf , moved forward .

2.3- Margaret Mead , the famous anthropologist, died in1979 at the age of eighty.

2.4- He heard his mother, who was evidently aware that something was wrong , switch on the light.

Note: when the adjective defines or restricts the reference commas should not be used e.g :-

1- There is the car which I sold yesterday.

2- They saw near the entrance to the park an enormous green tent.

3- people who live in glass house shouldn't throw stones.

4- people sitting in the back part couldn't hear.

f- In direct speech , where break is made in the speech to indicate who is speaking e.g:-

1- "You can say" , she said, "exactly what you please".

- **The Semicolon (;)**

The semicolon marks a longer pause than is indicated by a comma . the semicolon should be used when you want the reader to see that the thoughts contained in two independent clauses are closely related e.g:-

1- some people work best in the mornings; others do better in the evenings.

2- the office and seals room are on the ground floor; the rest of the building is used for manufacturing.

3- the professor asked the student to close the door of the classroom; there was too much noise out in the hall.

- **The Colon (:)**

The colon marks a longeg pause than the semicolon or comma. The main use of the colon is to stand for " as follows" e.g :-

1-Lyric Poetry includes various types : the ode , the elegy, the sonnet , and the song.

- **The Dash (-)**

The dash is used to show that a sentence is broken off in the middle . the sentence may be broken off in order to expand or to add an explanation of what has been said e.g:-

1- In one corner of the garret was a bed-if a dirty blanket thrown over some folded newspapers could be called a bed.

2- this machine is very easy to manipulate-you merely press the lever and turn the handle.