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## **PUNCTUATION IN THE ENGLISH AND ARMENIAN LANGUAGES**

*Language is dynamic, so conventional rules about grammar and punctuation change all the time. Effective academic writing requires good grammar, spelling and punctuation. The aim of this paper is to reveal the importance of punctuation which allows us to avoid misunderstanding. Neglecting punctuation marks, such as hyphen, quotation marks, commas, semicolon, etc. will create a serious problem in understanding not the essence, but the deep sense of information given. In the paper is tried to discuss the use of punctuation marks in English and Armenian.*

**Key words:** *language, grammar, spelling, punctuation, punctuation marks, period, full stop, comma, semi- colon, colon, quotation marks, dots, dash, hyphen, exclamation mark, apostrophe, slash, italics, brackets, square brackets.*

**Վ. Գաբրիելյան**

**ԿԵՏԱԴՐՈՒԹՅՈՒՆՆ ԱՆԳԼԵՐԵՆ ԵՎ ՀԱՅԵՐԵՆ  
ԼԵՉՈՒՆԵՐՈՒՄ**

Լեզուն դինամիկ համակարգ է, ուստի քերականական և կետադրական կանոնները պայմանական են և անընդմեջ փոխվում են: Գիտական ոլորտում արդյունավետ գրավոր շարադրանքը պահանջում է քերականական, ուղղագրական և կետադրական հմտություններ: Սույն հոդվածի նպատակն է ցույց տալ կետադրության կարևորությունը, որը թույլ կտա մեզ խուսափել թյուրմիջոցառումից:

Կետադրական նշանների ( միության գծիկ, չակերտներ, միջակետ և այլն) անտեսումը կարող է լուրջ խնդիր ստեղծել ոչ միայն բովանդակության, այլև ներկայացվող նյութի՝ անհրաժեշտ խորությամբ ընկալման համար: Հոդվածում քննվում է կետադրական նշանների կիրառությունը անգլերենում և հայերենում:

**Բանալի բառեր.** լեզու, քերականություն, ուղղագրություն, կետադրություն, կետադրական նշաններ, վեջակետ, ստորակետ, միջակետ, կետ-ստորակետ, չակերտներ, անջատման գիծ, միության գծիկ, բացականչական նշան, հատած /կոտորակ/, շեղագիր, փակագծեր, քառակուսի փակագծեր:

В.Габриелян

**ПУНКТУАЦИЯ В АНГЛИЙСКОМ И АРМЯНСКОМ  
ЯЗЫКАХ**

*Язык - динамичная структура, поэтому общепринятые грамматические и пунктуационные правила все время меняются. Академическая письменная речь требует хорошей грамматики, орфографии и пунктуации. Цель данной статьи раскрыть важность пунктуации, позволяющей избегать неправильное понимание. Игнорирование пунктуационных знаков, таких как, тире, кавычки, запятая, точка с запятой и т. д. могут создать серьезную проблему не только в понимании сути, но и более глубоком осмыслении информации.*

*Статья делает попытку рассмотреть сходство и различие использования пунктуационных знаков в английском и армянском языках*

**Ключевые слова** - язык, грамматика, орфография, пунктуационные знаки, точка, запятая, точка с запятой, двоеточие, кавычки, многоточие, тире, восклицательный знак, скобки, квадратные скобки.

Academics are often accused of being pedantic about grammar, spelling and punctuation, but all these seemingly endless rules are actually about effective communication- expressing yourself clearly, accurately and precisely. It is true that language is dynamic, so conventional rules about grammar and punctuation change all the time.

As a matter of fact, punctuation plays a great role in contemporary society. Every day we read and write a number of periodicals, check mail, etc. Hence, we may not realize the whole point concerning punctuation significance. In the flow of time rules evolve and become not so strict as they were years ago and it seems, that modern life does not allow us to stop, make pauses and change the intonation in order to emphasize the importance of this or that sentence, idea, to separate various sentence parts or just stop in the right place to breathe in the air.

The use of these points, pauses, or stops, is not only to give a proper time for breathing: but to avoid obscurity, and confusion of the sense in joining words together in a sentence. (p.149)

It is also true that experts often disagree amongst themselves about correct spelling and punctuation. The fact is that there are different conventions about some things, and some academics will say one thing, and others will say something completely different.

Many of the errors found in student assignments are usually straightforward, however. Students may be criticised, or even lose marks, because they have neglected some basic rules. Effective academic writing requires good grammar, spelling and punctuation.

Punctuation allows us to avoid misunderstanding and render this or that meaning, express our attitude to the facts, opinions mentioned. Unfortunately, punctuation

marks, such as hyphen, quotation marks, commas, semicolon, ellipsis, etc, are frequently neglected and this creates a serious problem in understanding not the essence, but the deep sense of information given.

Punctuation is very powerful, if it is used in the right way, but if it is applied to indignantly, it may cause serious problems, inconveniences and make the sentence with wrong punctuation mark even humorous for an attentive listener.

According to Ralph Waldo Emerson, “Language is a city to the building of which every human being brought a stone.” So the rules of modern punctuation are becoming more and more flexible. One will be right to state that people seldom use colon, exclamation mark, comma or ellipsis while writing letters, or they just do not care about thinking over what to put it in.

A lot of grammar centers cooperate in favour of raising the awareness of a contemporary reader and Internet user of the significance of punctuation marks. It is necessary to point out that the laws of punctuation usage change according to the demands of the fast-moving society and the rules are simplified in the course of time, but nevertheless they deserve special emphasis and analysis.

Punctuation should be basically learned in order not to blame the student for the lack of punctuation marks in writing or printing. One should try to preserve punctuation marks as far as it is possible. The indignant attitude toward this problem must not be approved of in any case.

Language contains treasures of world culture with all its golden rules and important aspects.

It is common knowledge that language is a living organism and is a system to be carefully and thoroughly studied. Everything in it must be in harmony, in continuous interaction of all elements of the language.

The rules of punctuation vary with language, location, register and time and are constantly evolving. In written English, in Armenian as well, for example, punctuation is vital to disambiguate the meaning of sentences. Armenian uses several punctuation marks of its own. The full stop is represented by a colon, and vice versa; the exclamation mark is represented by a diagonal similar to a tilde(~), the question mark resembles “at-symbol.????”

Punctuation is simply about a series of convention that make it easier for readers to follow the train of thought.

Punctuation marks in Armenian differ somewhat from those in English. Here is some information on the most commonly used marks in English and Armenian.

### ***Full stop, question mark and exclamation mark***

In English full stops, question marks and exclamation marks are used to close sentences 1. A new sentence that follows one of these has a capital letter. In Armenian only full stop (period) is used to indicate the end of a sentence.

*I looked out of the window. – Ես պատուհանից դուրս նայեցի:*

*Why do we try to reach the stars? – Ինչո՞ւ ենք փորձում աստղերին հասնել:*

*They have no right to be in our country! Ինչպիսի՞ գեղեցիկ տեսարան է:*

2. *We do not normally put full stops, question or exclamation marks before or after grammatically incomplete sentences.*

*She phoned me as soon as she arrived. (not: She phoned me. As soon as she arrived.)*

*Do you understand why I was upset?*

However, sometimes we can emphasize a clause or phrase by separating it with a full stop and capital letter.

*Pepople are sleeping out in the streets. In Britain. In the 1990s. Because there are not enough houses.*

3. Full stops can be used after abbreviations. This is becoming less common in British English.

*Dr. Andrew, C. Burke, M.A. or without: Dr Andrew, C Burke, MA*

*A question mark is used at the end of the direct question:*

*Where's the car? You're leaving already?*

*We do not use question marks after indirect questions.*

*I asked her what time it was. (not: what time it was?)*

*A question mark is used especially with a date, to express doubt:*

*John Marston(? 1575-1634)*

#### An **exclamation mark**

In Armenian, the most distinct punctuation mark, in both representation and usage, is the question mark [ ']. Rather than concluding the interrogative sentence with an [?], the Armenian ['] is always placed on the stressed syllable of the word emphasized in the interrogative sentence.

Քանի՞ լեզու գիտեք: - How many languages do you know?

Անգլերեն խոսո՞ւմ եք: - Do you speak French?

Անգլերեն չե՞ք խոսում: - Do you not speak French?

Իսպաներեն ես սովորո՞ւմ, չե՞ք: - You study Spanish, don't you?

Մի՞թե չինարեն ես սովորում: - How is it possible that you study Chinese?

#### **Comma (,) - ստորակետ**

**Commas** are used in writing and printing to indicate a slight pause or break between parts of a sentence.

**1. Lists:** We use (,) to separate words in a list though they are often omitted before **and**. In British English a comma is not usually used with **and** between the last two items unless these are long.

*...a bouquet of red, pink and white roses*

*... tea, coffee, milk or hot chocolate*

*I went to Spain, Italy, Switzerland, Austria and Germany.*

*You had a holiday at Christmas, at New year and at Easter.*

*I spent yesterday playing cricket, listening to jazz records, and talking about the meaning of life.*

**2. Adjectives:** In predicative position (two attributes before a noun (attributive position) and after *seem, be, look, become*. Commas are always used between adjectives.

*The cowboy was tall, dark and handsome.*

*Her father looked happy, ... Iracne*

Before a noun, we generally use commas between adjectives which give similar kinds of information.

This is an *expensive, ill-planned, wasteful* project.

He looks *pale, puzzled and sad*.

Commas are sometimes dropped between short adjectives—a *tall(,) dark(,) handsome cowboy*.

Commas cannot be dropped when modifiers refer to different parts of something.

*a green, red and gold carpet* (**not** a green red gold carpet)

*concrete, glass and plastic building*

Commas are not normally used between adjectives that give different kinds of information.

*Have you met our handsome new financial director.* (**not**...our handsome, new, financial director)

They are used

. to separate phrases or clauses:

*If you keep calm, take your time, concentrate and think ahead, then you're likely to pass your driving test.*

*Worn out after all the excitement of the party, the children soon fell asleep.*

. before and after a clause or phrase that gives additional, but not essential, information about the noun it follows:

*Mount Everest, the world's highest mountain, was first climbed in 1953.*

*The Pennine Hills, which are very popular with walkers, are situated between Lancashire and Yorkshire.*

(No commas are used before and after a clause that **defines** the noun it follows:

*The hills that separate Lancashire from Yorkshire are called the Pennines.*)

.to separate main clauses, especially long ones, linked by a conjunction such as **and, as, but, for, or**:

*Jane decided to try the home-made steak pie, **and** Andrew ordered mashed potatoes and some salad.*

*We had been looking forward to our camping holiday all year, but unfortunately it rained every day.*

*But: She was poor but she was honest* (without comma)

Grammatically separate sentences are usually used without commas (in places where a full stop or a semi-colon would be possible).

*The blue dress was warmer. On the other hand, the purple one was prettier.* (**or**. *The blue dress was warmer; on the other hand...* **not**: *The blue dress was warmer, on the other hand...*)

When subordinate clauses begin sentences, they are separated by commas.

Compare

*If you are ever in London, come and see me.-*

*Come and see me if you are in London.*

Commas are not used before **that**-clauses:

*It is quite natural that you should want to meet your brother.* (**not**...*It is quite natural, that...*)

Commas are not used before *that, what, where* etc in indirect speech structures.

*They quickly explained what to do. I did not know where I should go.*

. to separate an introductory word or phrase, or an adverb or adverbial phrase that applies to the whole sentence, from the rest of the sentence or if words or expressions are put in unusual places or interrupt the normal progression of a sentence, they are separated off by commas:

*Oh, so that's where it was!*

*As it happens, however, I never saw her again.*

*By the way, did you hear what happened to Sue's car?*

*Jane had, suprisingly, paid for everything.*

*We were, believe it or not, in love with each other.*

*David Carpenter, the deputy sales manager, was sick.*

. to separate a tag question from the rest of the sentence:

*It's quite expensive, isn't it?*

*You live in Bristol, right?*

before or after 'he said', etc. when writing down conversation:

*Looking straight at her, he said, 'There's no way we can help him, is there?'*

If a reporting expression follows a piece of direct speech, we usually put a comma instead of a full stop before the closing quotation mark.

*'I don't like this one bit,' said Lulia.*

*'Come back soon,' she said.*

Before a short quotation:

*It was Disraeli who said, 'Little things affect little minds'.*

Commas are used to divide large numbers into groups of three figures, by separating off the thousands and millions: (6,435- **not**: 6.435: 7,456,189 **not**: 7.456.189).

Commas are not always used in four-figure numbers, and they are never used in dates.

3.164 or 3164; The year of 2018

Spaces are sometimes used instead of commas.

*There are 1 000 millimeters in one metre.*

*They are not used in decimals as well: 3.5=three point five; 0.05=three and a half*

*The Armenian (,) (ստորակետ [storaket] comma is used*

a) To mark off similar elements, i.e. words, phrases or clauses in a list or sequence where there are either no conjunctions, or only a final one:

*Դու բերեցիր վարդեր, շուշաններ, մեխակներ:*

*You brought roses, lilies and cornations.*

When listing nouns, phrases, and sentences Armenian does not use a comma before the conjunctions **և** or **ու** (-and).

*Եկավ տուն, ճաշեց, մի քիչ հանգստացավ և նորից գնաց:*

*He came home, had dinner, rested a little, and left again.*

b) To separate subordinate from main clauses:

*Երբ քեզ տեսա, արդեն ուշ էր:*

*When I saw you, it was already late:*

Unlike English, Armenian also separates subordinate clauses that follow the main clause.

*Կգամ, եթե ժամանակ ունենամ:*

*I will come if I have time.*

- c) After exclamations and direct speech:

*Անի՛, դուռը բաց արա:*  
*Ani, open the door!*

The Armenian (') **բութ** [ *but*] is used in the following instances: (a) to replace omitted words:

*Դու տուն էս գնալու, իսկ ես՝ աշխատանքի:*  
*You will go home, and I ( will go ) to work.*

- b) to separate a word that are drawn together because of missing words:

*Բ՛ւ՛քեզ տված գիրքն որտե՛ղ է:*  
 ( Literally): *My [ ` ] to you given book where is?*  
*Where is the book that I gave you?*

- d) To separate a word from apposition ( In English a loose apposition is not closely connected with the noun and is always separated by comma and has a stress of its own.)

*Տիկին Սարյանը՝ ուսուցչուհի, այստեղ է:*  
*Mrs. Saryan, my teacher, is here.*

**English: Colon (:) Երկու կետ, կրկնակետ**

A colon shows that what follows is an example, a list or a summary of what precedes it, or a contrasting idea. Thus it is used

- . to introduce a list of items:

*These are our options: we go by train and leave before the end of the show, or we take the car and see it all.*

*The main points are as follows: (1)...,(2)...,(3)...*

*We need three kinds of support: economic, moral and political.*

- . in formal writing, before a clause or phrase that gives more information about the main clause:

*The garden had been neglected for a lng time: it was overgrown and and full of weeds.*

( A semicolon or a full stop, but not a comma, may be used instead of a colon here.)

- . is used often before explanations:

*We decided not to go on holiday: we had too little money.*

*She may have to go into hospital: she's got kidney trouble.*

A colon can introduce a subdivision of a subject-*for instance* in a title or heading:

*Punctuation: colon*

- . to introduce a quotation, which may be intended:

*As Kennet Morgan writes:*

*The truth was ,perhaps, that Britain in the years from 1914 to 1983 had not changed all that fundamentally.*

*Others, however, have challenged this view...*

*In the words of Murphy's Law: 'Anything that go wrong will go wrong. '?*

- . A colon is used when direct speech is by a name or short phrase ( as in the text of a play).

*Polonius: What do you read, my lord?*

*Hamlet: Words, words, words.*

In other cases, direct speech is generally introduced by a comma.



*Stewart ( his name) opened his eyes and said, ' Who 's your beautiful friend? '*

But a long passage of direct speech may be introduced by a colon:

*Introducing his report for the year, the Chairman said: ' A number of factors have contributed to the firm 's very gratifying results. First of all.... '*

A **Semi-colon [;]** is used instead of a comma to separate parts of a sentence that already contain commas:

*She was determined to succeed whatever the cost; she would achieve her aim, whoever might suffer on the way.*

In formal writing, two separate two main clauses, especially those not joined by a conjunction –( sentences are grammatically independent but the meaning is closely connected): Commas are not usually possible in cases like that.

*The sun was already low in the sky; it would soon be dark.*

*It is a fine idea; let us hope that it is going to work.*

Semi-colons are also used to separate items in a list, particularly when these are grammatically complex.

*You may use the sports facilities on condition that your subscription is paid regularly; that you are arranged for all necessary cleaning to be carried out; that you undertake to make good any damage;....*

The **[.] Armenian միջակետ [mijaket](colon)** is used:

a) to link clauses that are connected to each other in some way. In that sense, it corresponds to the English semicolon (:):

*Ես հոգնած էի, որոշեցի հանգստանալ:*

*I was tired; I decided to rest.*

b) to introduce what will follow in a sequence. In that sense, it replaces the English colon:

*Հարցս այս է: ու՞ր գնացիր:*

*My question is: where did you go?*

c) to anticipate direct speech before quotation marks:

*Մայրիկն ասաց << Ես քեզ շատ եմ վստահում>>:*

d) to mark abbreviated words:

*Պրն. Պալյան*

*Mr. Palian*

### **Quotation marks ( “ ‘ ; ” “ )**

Single **quotation marks** or **inverted commas** are generally used in British English:

*'Help! I'm falling!'*

In American English, double quotation marks are used:

*"Help! I'm Falling!"*

Quotation marks are used a) When you write down a conversation, you normally begin a new paragraph for each new speaker., Quotation marks enclose the words spoken:

*'You are sure of this?' I asked.*

*He nodded grimly.*

*'I'm certain'*

*'Why on earth did you do that?' he asked.*

*'I'll fetch it,' she replied.*



**Note::** Verbs used to indicate direct speech, for example *he said, she complained*, are separated by commas from the words spoken, unless a question mark or an exclamation mark is used:

*'That's all I know,' said Nick.*

*Nick said, 'That's all I know.'*

*'Why?' asked Nick*

When *he said* or *said Nick* **follows** the words spoken, the comma is placed inside the quotation marks, as in the first example above. If, however, the writer puts the words *said Nick* **within** the actual words Nick speaks, the comma is outside the quotation marks:

*'That', said Nick, 'is all I know.'*

b) to draw attention to a word that is unusual for the context, for example a slang expression, or to a word that is being used for special effect, such as irony:

*He told me in no uncertain terms to 'get lost'*

*Thousands were imprisoned in the name of 'national security.'*

e) to enclose the titles of articles, books, poems, plays, etc:

*I was watching 'Match of the day'.*

*William Shakespeare's 'Hamlet'*

f) around short quotations or sayings:

*Do you know the origin of the sayings; 'A little learning is a dangerous thing'?*

The Armenian [<<...>>] **չակերտ** [ **chakert**] quotation mark is used a) to open and close quoted material, a word, phrase, sentence or passage from a book or direct speech:

*Դու ասացիր. <<Շատ ուրախ եմ>>:*

*You said: "I am very glad."*

**Note** that in a dialogue, quotation marks are replaced by a long dash, especially when the answer immediately follows the question:

*-Ուր ես գնում: "Where are you going?"*

*-Տնի: "Home"*

b) to highlight book titles:

*Շեքսպիրի <<Համլետ>>-ը: Shakespeare's 'Hamlet.'*

c) in ironic comments to imply that a word is used in its opposite meaning:

*Ես նման <<բարեկամներ>> շատ եմ տեսել:*

*I have seen many of such "friends".*

*Բոլորը գիտեն, թե որքան <<ազնիվ>> ես:*

*Everybody knows how "honest" you are.*

**Dash(-)(անջատման զծիկ)** [ **anjatman gtsik**] are especially common in informal English, instead of a colon, semi-colon (sometimes brackets) to indicate that what follows is a summary or conclusion of what has gone before

*There are three things I can never remember- names, faces, and I've forgotten the other.*

*We had a great time in Greece- kids really loved it.*

*Our English teacher- who rarely gets angry- really lost her temper.*

*You've admitted that you lied to me-how can I trust you again?*

.singly or in pairs to separate a comment or an afterthought from the rest of the sentence:

*He knew nothing at all about it-or so he said.*

*And then we met Bob-with Lisa, believe or not.*

Note: The Armenian: **անջատման գիծը (dash)** դրվում է

ա) ուղղակի խոսքից առաջ և հեղինակի ոչ նախադաս խոսքից առաջ կամ հետո (ստորակետի, միջակետի, բազմակետի կամ վերջակետի հետ)։

- Որտեղից եք և ուր եք գնում,- հարցրեց նրանց իշխանը։

բ) պիեսներում գործող անձի անվան և նրա ուղղակի խոսքի միջև

ՄԱՐԳԱՐԻՏ Կյանքս կտայի, եթե երազ լիներ...

գ) բառի (բառակապակցության), նրա մասին տեղեկություն տվող միավորի միջև. Հեղեղաստ- հեղեղի փորած տեղը՝ հունը

A **hyphen (միություն գծիկ)** [*miutjan gtsik*] is used a) to form a compound from two or more other words:

*Hard-hearted, apple-tree, mother-to-be, nice-looking, blue-eyed, grey-green,*

*The London-Paris flight, the Anglo-American agreement, the Scotland-France match*

b) to form a compound from a prefix and a proper name:

*pre-historic, pro-European*

c) when writing compound numbers between 21- and 99 in words:

*seventy-five, thirty-three*

d) sometimes, in British English, to separate a prefix ending in a vowel from a word beginning with the same vowel:

*co-operate, pre-eminent*

f) a longer phrase as an adjective before a noun

*an-out-of-work miner-----He is out of work*

*a shoot-to-kill-policy-----They were ordered to shoot to kill.*

*a fifteen-year-old girl- The girl is fifteen years old.*

*a two-year girl-The girl is two years old.*

*two five-year plans, etc.*

The rules about hyphens are complicated, and usage is not very clear. Perhaps because of this people seem to be using hyphens less. Many words are now written “solid” with no division between the words (e.g. *weekend, wide awake, etc.*), others are written separately ( *train driver, living room*). The situation at present is confused, and it is not unusual to find the same expression spelt in three different ways ( *bookshop, book-shop, book shop*).

If one is not sure whether to use a hyphen between words or not, the best thing is to look in a dictionary, or to write the words without a hyphen.

ՆՕՏԵ: With the Armenian **hyphen (միություն գիծ)** is written

ա) նույն արմատի բառի կրկնությամբ կազմված բառերը. *մեծ-մեծ, ոլոր-մոլոր,*

*կաս-կարմիր.*

բ) իմաստով իրար հարաբերակից, առնչակից, հոմանիշ, նաև հականիշ բառերից կազմված հարադրությունները. *տուն-թանգարան, աղբյուր-հուշարձան, զուգել-զարդարել, ամառ-ձմեռ, տանել-բերել.*

գ) տարբեր ժողովուրդների հարաբերություններ արտահայտող հարադրություններ. *հայ-անգլերեն, ռուս-թուրկական.*

դ) աշխարհի չորս կողմերի անվանումներով կազմված հարադրությունները. *հյուսիս-արևմուտք*.

ե) չափի ու կշռի միավորները. *լիտր-վայրկյան, կիլոմետր-ժամ*.

զ) մոտավորության իմաստ արտահայտող թվական կապակցությունները. *հինգ-վեց*.

է) երկու տարբեր անձնանունների, ազգանունների, տեղանունների զուգորդումով կազմված հատուկ անունները. *Ժան-Ժակ Ռուսո, Սեան-Հրազդան*.

ը) **ինչ** դերանունով բաղադրված, անորոշության իմաստ արտահայտող բառերը. *ինչ-որ, փոքր-ինչ*.

թ) ավանդաբար գծիկով գրվող մի շարք հատուկ անուններ. *Մայաթ-Նովա, Նար-Դոս*.

Նաև 10-րդ, 20-ական, 5-ից 50-ամյակ, ԱՄՆ-ում...

An **apostrophe** is used with *s* a) to indicate that a thing or person belongs to somebody:

*My friend's brother, the waitress's apron, King James's crown/ King James' croon, the students' books, the women's coats*

b) in short forms, to indicate that letters or figures have been omitted:

*I'm-I am, the'd-(they had/ they would)*

c) sometimes, though not in this dictionary, with *s* to form the plural of a letter, a figure or an abbreviation:

*during the 1999's; MP's in favour of the motion*

Note: In Armenian **an apostrophe (ապոստրոֆ) [apatarts]** is used

*գեղջկան ձայնավորի փոխարեն. այն բնորոշ է արևմտահայերենին ( <<Զի թ' հովե մ' ալ խորշումիս... ) :*

*Արևելահայերենում այն գործածվում է օտար անուններ գրելիս (Օ' Հենրի):*

**Dots (...)** (**բազմակետ**) [**bazmaket**]. Three dots ( also called an ellipsis) are used a) to indicate that words have been omitted from a quotation or at the end of a conversation:

*...challenging the view that Britain... had not changed all that fundamentally.*

Note: Դրվում են կրճատված տեքստի հանված հատվածների փոխարեն:

Երբ կրճատվում է բանաստեղծական տող, տուն կամ պարբերություն, դրվում են չորսից ավելի կետեր: Ապրելուց քաղցր է մեռնել քեզ համար...

Երկրպագել քեզ առանց սիրվելու.... (Վ. Տերյան)

A **slash** or **oblique (հատած կոտորակ)** [**hatats, kotorak**] is used to separate alternative words or phrases:

*have a pudding and/or cheese*

*single/ married/ widowed/ divorced* (delete as applicable)

b) to indicate the end of a line of poetry where the lines are not set separately:

*Wordsworth's famous lines, ' I wondered lonely as a cloud/ That flouts on high o'er vales and hills...'*

*Note: In Armenian:* Մեկ կամ երկու զուգահեռ կոտորակի գիծ է դրվում

ա) լեզվական հարացույցային միավորները հերթականությամբ ներկայացնելիս.

*գրել եմ/էի, գրել ես/ էիր.*

բ) տարեթվերը, համարանիշերը, կրճատումները, համակարգչային հասցեները, չափածո մեջբերումները մեկ տողում գրելիս . 2017/2018 ուստարի, ա/թ, <<Լինեք հեռու մի անկյուն// Լինեք մանկան արդար քուն...>>

գ) չափի ու կշռի միավորների համառոտագրություններում. կմ/ժ, լ/վրկ

**Brackets** ( also called parentheses) **ուղիղ փակագծեր [pakagtser]** are used a) to separate extra information or a comment from the rest of a sentence:

*He thinks that modern music ( i.e. anything written after 1900) is rubbish.*

*Mount Robson (12972 feet) is the highest mountain in the Canadian Rockies.*

b) to enclose cross-references:

*This moral ambiguity is a feature of Shakespeare's later works ( see Chapter Eight)*

c) around numbers or letters in a text:

*Our objectives are (1) to increase output, (2) to improve quality and (3) to maximize profits.*

*Note:* Ուղիղ փակագծերի մեջ են առնվում

ա) նախադասության ներդրյալ միավորները՝ բառերը, բառակապակցությունները, նախադասությունները, որոնք տեղեկատու, մեկնական իմաստ են արտահայտում.

*Նրա ծննդավայրում (Դիլիջան) բնությունը ձոխ է ու գեղեցիկ:*

*Ձեռնափայտը դանդաղ պտտելով ( նրա հին սովորությունը)՝ նա նստած էր գնում:*

բ) դրամատիկական երկերում հեղինակային դիտողություններն ու ծանոթությունները ( ռեմարկները).

*ՕԹԱՐՅԱՆ ( Կանգ առնելով) Ջգուշացե՛ք, պարոն...*

գ) շարադրանքում որպես նմուշ կամ պայմանական նշան բերվող օտար լեզվի տարրերը, բանաձևերը, նշանները...

**Square brackets** ( [ ] ) are used a) to enclose editorial comments:

*The notice read ‘ Skool [sic] starts at am. ’*

**Note** (*adv* (*Latin*)) ( placed in brackets after a quoted word or phrase that seems to be wrongly spelled, not appropriate, etc, in order to show that it is quoted accurately).

b) around words inserted to make a quotation grammatically correct:

*Britain in [ these ] years was without...*

**Italics** : In handwritten or typed text, and in the examples that follow , *italics* are indicated by underlining ( There is a tendency to use the italics without underlining). Italics are used (a) to show emphasis:

I am not going to do it- you are.

...proposals which we cannot accept under any circumstances

(b) to indicate the titles of books, plays, etc:

A letter in *The Times*

The title role in Puccini's *Tosca*.

(c) for foreign words or phrases:

Punctuation is constantly evolving, because language should shift and change with the needs of the times. The purpose of punctuation is to facilitate reading and writing by indicating the necessary pauses, thus clarifying meaning and preventing misunderstanding. The best way to check your punctuation is to read writing aloud. Wherever you pause, you need a punctuation mark.

As Rosenstock Huesy keenly noticed," Grammar and logic free language from being at the mercy of the tone of voice. Grammar protects us against misunderstanding the sound of an uttered name; logic protects us against what we say have double meaning." Hence, right and

suitable usage of punctuation will make us free from hesitating if we are rightly understood by the readers or listeners.

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*Հոդվածը տպագրության է նրաշխարհում խմբագրական կոլեգիայի անդամ, մ.գ.դ., Ի.Կ.Կարապետյանը:*