

"hello"  
(smile)  
[sneezes]  
{example}

#9991

## PUNCTUATION: PROGRAM 9-- SURROUNDING INFORMATION

FILMS FOR THE HUMANITIES & SCIENCES, 2000  
Grade Level: 8-13+  
29 mins.

### DESCRIPTION

Parentheses, quotation marks, and brackets surround specific information and always come in pairs. Clarifies their definitions and rules for use. Also covers how they are to be used with other punctuation. Some of the rules may be contrary to style manuals or teachers' preferences.

### ACADEMIC STANDARDS

#### Subject Area: Language Arts–Writing

- Standard: Uses grammatical and mechanical conventions in written compositions
  - ♦ Benchmark: Uses conventions of punctuation in written compositions (e.g., uses commas with nonrestrictive clauses and contrasting expressions, uses quotation marks with ending punctuation, uses colons before extended quotations, uses hyphens for compound adjectives, uses semicolons between independent clauses, uses dashes to break continuity of thought) (See INSTRUCTIONAL GOALS 1-6.)

### INSTRUCTIONAL GOALS

1. To show how and when to use parentheses.
2. To identify the main uses of quotation marks.
3. To explain the correct use of double and single quotation marks.
4. To illustrate the difference between a direct quote and a paraphrase.
5. To demonstrate the use of brackets.
6. To explain the rules for using parentheses, quotation marks, and brackets with other forms of punctuation.

### VOCABULARY

- |                      |                       |
|----------------------|-----------------------|
| 1. brackets          | 7. independent clause |
| 2. dependent clause  | 8. irony              |
| 3. direct quotation  | 9. literary citation  |
| 4. editorial comment | 10. paragraph         |
| 5. essential         | 11. paraphrase        |
| 6. exceptions        | 12. parentheses       |

## C a p t i o n e d M e d i a P r o g r a m

13. parenthetical expression
14. punctuation
15. quotation marks
16. sarcasm
17. surround
18. titles

### BEFORE SHOWING

1. Show parentheses, quotation marks, and brackets. Share personal knowledge of all the different ways they can be used.
2. Analyze parentheses, quotation marks, and brackets in stories that use dialogue in clever and powerful ways or nonfiction essays that effectively use quoted material from published sources or interviews.
  - a. Identify what these marks are used for.
  - b. Note how these punctuation marks interact with other punctuation marks.
  - c. Record any suggested or generated rules.
  - d. Record any questions that can't be answered by the group.

### DURING SHOWING

1. View the video more than once, with one showing uninterrupted.
2. Consider pausing at the end of the section for each punctuation mark to discuss and review the information presented.

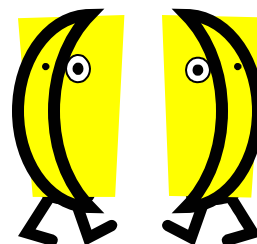
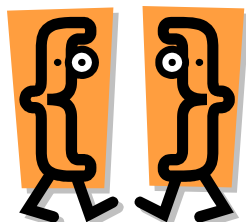
### AFTER SHOWING

#### Discussion Items and Questions

1. What are parentheses used for? What is a parenthetical expression?
2. Where can you put a comma in relation to parentheses?
3. What punctuation can occur inside parentheses? When do you need to capitalize inside parentheses?
4. How do you decide whether or not to use a period inside the parentheses?
5. Discuss the four main purposes of quotation marks. Give examples of each.
6. How is a paraphrase different from a direct quotation? Which one needs quotation marks?
7. When do you need to use single quotation marks?
8. Discuss the five rules for using quotation marks with other forms of punctuation.
  - a. What punctuation can go after an opening quotation mark? (None.)
  - b. Where do commas go in relation to direct quotations? (Commas go before the direct quote.)
  - c. What two marks always go inside the closing quotation mark? (Commas and periods go inside.)
  - d. What three marks always go outside the quoted material? (Colons, semicolons, and dashes go outside.)
  - e. How do you decide whether to put an exclamation point or question mark inside or outside the closing quotation?
9. What is the purpose of using brackets? What is an editorial comment? Give an example.

## Applications and Activities

1. Revisit the discussion held before the video. Check the generated rules with the ones presented in the video. Check to see if all the questions were answered by the video.
2. Evaluate the punctuation of the following sentences. Correct as necessary.
  - a. Marco asked, "May I go the party at Sylvia's on Friday"? (Question mark goes inside the closing quotation mark [Friday?].)
  - b. The statement read (and I am quoting exactly) that "children may not feed candy to the animals between the bars." (There is no change.)
  - c. The boss said, "Get back to work;" however, the new employee ignored the command. (Semicolon goes after the closing quotation mark ["Get back to work";].)
  - d. After the party, (when everyone else had gone home) Marco stayed to help Sylvia clean up. (Comma goes after the closing parentheses-[gone home],.)
  - e. Did Sylvia really ask, "Marco, will you stay to help?"? (There is no change.)
3. For a more difficult challenge, try changing the punctuation in a sentence to change the meaning. Fill in the blanks with the most appropriate punctuation. (The answers follow.)
  - a. The professor said\_\_ \_\_I want you to have read the story \_\_A Good Man Is Hard to Find\_\_ by Monday\_\_ \_\_
  - b. \_\_Professor\_\_ \_\_ asked Terry\_\_ \_\_do you want us to read the story by Monday's class, or is the title of the story \_\_A Good Man Is Hard to Find by Monday\_\_ \_\_
  - c. The answer to *a.* is: The professor said, "I want you to have read the story 'A Good Man Is Hard to Find' by Monday."
  - d. The answer to *b.* is: "Professor," asked Terry, "do you want us to read the story by Monday's class, or is the title of the story 'A Good Man Is Hard to Find by Monday'?"
4. Practice creating sentences that use parenthetical expressions in ways that shift or undercut tone. Share them with the class.
5. Create original stories consisting of a lot of dialogue to practice quotation marks.
6. Write a short research paper on any topic that includes paraphrasing and direct quotes.
  - a. Review when, how, and why to cite sources in their research reports.
  - b. Discuss paraphrasing the writer's ideas. If a student paraphrases, does the student have the same obligation to cite a source as when directly quoting?
  - c. Discuss the topic of plagiarism.
7. Create individual posters explaining one rule discussed in the video. Use the posters to create a class bulletin board on punctuation.
8. Watch other videos in this series about other punctuation marks. (See RELATED RESOURCES.)



## SUMMARY

Using a talking gingerbread man and an infomercial for punctuation marks, this program demystifies the art of working with quotation marks, parentheses, and brackets. Both the basics and the finer points are covered, including when to use double quotation marks and when to use singles, the difference between quoting and paraphrasing, and how quotation marks, parentheses, and brackets interact with other forms of punctuation.

## CMP RELATED RESOURCES

- *The Split-Infinitive World of English Grammar: Program 6 #10154*
- *Punctuation: Program 6–Introduction to Punctuation and the End Marks #9986*
- *Punctuation: Program 7–The Wily Comma #9995*
- *Punctuation: Program 8–The Semicolon, Colon, and Dash #9994*
- *Punctuation: Program 10–Hyphens, Apostrophes, Slashes, and Ellipses #9990*
- *The Grammar Key #9207*

## World Wide Web



The following Web sites complement the contents of this guide; they were selected by professionals who have experience in teaching deaf and hard of hearing students. Every effort was made to select accurate, educationally relevant, and “kid safe” sites. However, teachers should preview them before use. The U.S. Department of Education, the National Association of the Deaf, and the Captioned Media Program do not endorse the sites and are not responsible for their content.

### • STANDARD DEVIANTS: ENGLISH PUNCTUATION

[http://standarddeviants.com/pls/brain/cerebellum.show\\_subj\\_resource?p\\_info\\_type\\_id=5&p\\_subject\\_id=21](http://standarddeviants.com/pls/brain/cerebellum.show_subj_resource?p_info_type_id=5&p_subject_id=21)

Includes downloadable tests, interactive quizzes, puzzles, games, and helpful punctuation cards.

### • THE BLUE BOOK OF GRAMMAR AND PUNCTUATION

<http://www.grammarbook.com/>

This award-winning site created by Jane Strauss includes printable punctuation exercises and tests.

**THE BLUE BOOK**  
OF GRAMMAR AND PUNCTUATION

- **PUNCTUATION MARKS**

<http://webster.commnet.edu/grammar/marks/marks.htm>

Includes information and explanation about various punctuation marks and provides interactive online quizzes.

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- **PUNCTUATION**

<http://en.wikipedia.org/wiki/Punctuation>

Find brief descriptive definitions of a wide range of punctuation marks with many words hot-linked to other information.