

## Punctuation rules

### **Punctuation , . ; : ? !**

The above marks are set immediately after the preceding word, followed by a space.

Ladies and Gentlemen!

The weather forecast: morning fog and danger on icy roads.

I am looking forward to the holidays; we are going on a bike tour for several days.

Which football team will win the championship?

Before he went to New York, he had spent a year in Australia.

### **Parenthesis ( )**

Parenthesis and the corresponding wording are one unit. Space is only made before the left and after the right parenthesis.

The highest mountain in the United States is Denali (6190 m).

The graduation class is going for a school trip in Miami (Florida).

### **Quotation marks**

Quotation marks are mostly used for direct speech as well as for accentuating and quoting of text passages. No space is to be made after the beginning and before the end of the quotation.

„I am going to do all the homework I have not done so far“, the student promised.

The delivery man told the client: „The parcel will be delivered tomorrow.“

The whole New York public liked the performance of "Midsummer Night's Dream".

The quotation "to be or not to be" is from Shakespeare's Hamlet.

### **Forward slash**

The forward slash is mostly used to indicate „or“, to form abbreviations and to denote dates and fractions. Spaces before and after slashes should be avoided, only when breaking up lines of a poem, song or play space after a slash is acceptable.

The lawyer's office has been moved to Central Avenue 46/2/4.

In town the small car needs 7 1/100 km.

## **Paragraph §**

This sign is only used in combination with numbers. It stands for a word, therefore there is a space before and after the symbol.

The so called principle of trust is in §7 of the traffic code.

§§ 13 to 19 deal with important principles of the rules of procedure.

## **Percent sign (%) and permil sign (‰)**

The signs are only used in combination with numbers. There is a space between the sign and the number.

GB: per cent sign and per mil sign

According to the clerk the saving account's interest is 1,5 %.

The road gradient is 10 %.

The physics teacher used a solvent of 7 % for this experiment.

The salesman receives 5 ‰ of the sales price.

## **Ampersand &**

The symbol & stands for „and“. It is mostly used for company names and in some cases as an abbreviation for and (B & B). Spaces are used before and after the symbol.

The company Spencer & Sons has declared bankruptcy.

The Miami company RAINER & Co. produces sports and casual wear.

## **Arithmetic operator**

Spaces are used before and after the operator.

$12 + 8 = 20$        $25 - 8 = 17$        $24 \times 5 = 120$        $45 : 9 = 5$