

6.5 Punctuation - Unbalanced or Misplaced Punctuation and Capitalization

Unbalanced or Misplaced Punctuation

More Information

You should always have

- an even number of both double and single quotes and
- the same number of left and right parentheses.

Apostrophes should only be used in contractions (can't or isn't) or in possessive nouns (cat's tail or cats' tails)

- not in possessive pronouns (hi's, her's, their's).

Quotation marks should be used with other punctuation as follows.

- Commas inside closing quotation marks
- Periods inside closing quotation marks
- Semicolons outside closing quotation marks
- Question marks inside closing quotation marks when the quotation is a question
- Question marks outside closing quotation marks when the sentence is a question

Sentences should always begin with a capital letter.

The Unbalanced or Misplaced Punctuation analysis lists the number of three types of punctuation marks that may be used inconsistently. It then provides a listing of sentences that do not begin with capital letters and/or sentences in which the punctuation with quotation marks is positioned incorrectly.

Writer's Workbench found the following punctuation marks in your document.

9 quotation marks

Unbalanced Quotation Marks

10 apostrophes

1 left parentheses and 0 right parentheses

Unbalanced Parentheses

Use the "View Composition" or <Doc-Analysis> button above and then use Word's "Find" tool to find those punctuation marks in your writing. After correcting the unbalanced quotes or parentheses, click the "ReRun" button above to verify appropriate changes.

Compare your **Problematic Punctuation** to the **Revision(s)** suggested by Writer's Workbench. Reposition end marks and commas; check for missing capital letters.

Note: You may highlight a portion of the text following "**Problematic Punctuation:**" and click on the "WordSearch" button to find that text in your document.

Problematic Punctuation:

in this light, you can see the thesis of the paper emerge: the TEMPEST is a sort of synthesis or descriptive

Revision:

In this light, you can see the thesis of the paper emerge: the TEMPEST is a sort of synthesis or descriptive

Problematic Punctuation:

In contrast to these "actionists", the Boatswain echoes a plea which is reiterated often: "Silence!"

Revision:

In contrast to these "actionists," the Boatswain echoes a plea which is reiterated often: "Silence!"

Problematic Punctuation:

primitive island for twelve years, Prospero has done nothing but indulge his whims in "rough magic". He

Revision:

primitive island for twelve years, Prospero has done nothing but indulge his whims in "rough magic." He

Capitalization

The Capitalization analysis lists words that are capitalized inconsistently in your document. It looks for words that are using all capital letters and, then, finds other occurrences of those words that are not capitalized in that same manner.

More Information

1. Check each occurrence of the word to determine whether or not the capitalization needs to be changed.

2. A word might be in all capitals in a title, might be capitalized as the first word in a sentence, and might be all lower case within a sentence.

<u>Number of Occurrences</u>	<u>Word</u>
2	long
2	LONG
1	Long
2	FRAGMENTS
3	Fragments
1	GRAMMAR
3	grammar
3	Grammar

The following words were capitalized inconsistently.

<u>Number of Occurrences</u>	<u>Word</u>
5	tempest
2	TEMPEST
1	Tempest