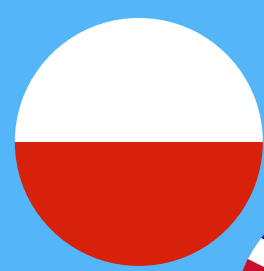


LET'S TALK ABOUT

# PUNCTUATION



**PRZECINEK /  
COMMA**



used to indicate  
pauses or separate  
items in a list

**ŚREDNIK /  
SEMICOLON**



used between two  
independent clauses that  
are still closely related to  
each other

**DWUKROPEK /  
COLON**

used to introduce  
a quotation,  
an example,  
a series, etc.

**NAWIASY /  
BRACKETS**



used to provide  
additional  
information

**MYŚLNIK (PAUZA) /  
EM DASH**

is used when implicitly  
entering a sentence  
or introducing general  
expressions

**CUDZYSŁÓW /  
QUOTATION MARKS**



used to show  
direct speech  
within text

**KROPKA /  
FULL STOP**



used at the end  
of a sentence

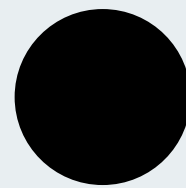
**WIELOKROPEK /  
ELLIPSIS**



used to signify  
missing text

Punctuation refers to using standard symbols or marks, such as commas, periods, question marks, and exclamation points, in written language to clarify meaning and improve readability. Punctuation helps readers to understand the structure of a sentence, identify phrases and clauses, and recognize the intended tone of written communication.





## KROPKA / FULL STOP

used at the end of a sentence

To properly conclude a sentence or an equivalent statement, it is customary to use a punctuation mark called a full stop.

We use a full stop after parentheses or inverted commas that end a sentence.

We use a full stop in the initials of a first and last name.

The full stop is a punctuation mark commonly used to signify the end of a declarative or imperative sentence. It can also be utilized to indicate an omission or abbreviation in written text.

Indirect questions are sentences that convey a question without using a question structure directly. Instead, they describe a person asking a question. As they are not constructed as typical interrogative sentences, they use a full stop instead of a question mark. They are declarative statements that convey a question indirectly.

In initials and abbreviations depending on the context, location, and even the style guide being followed: the abbreviation for "doctor" is "Dr." in American English and "Dr" without a full stop in British English.

Abbreviations for time periods: months (Jan., Dec.), days (Mon., Sat.), a.m. ("ante meridiem") and p.m. ("post meridiem"), etc. Although the use of full stops in a.m. and p.m. is considered correct according to grammar rules, there is a growing trend of writing them as "am" or "pm" without periods. This trend has become more prevalent in recent years, as many people prefer the cleaner look of the full stop-less abbreviation. Nevertheless, both forms are widely accepted and easily understood in written communication.

Abbreviations for metric units of measures do not use a full stop (cm, kg).

But abbreviations for non-metric units of measurement (like the American system) use a full stop (in., lbs.).

When concluding a sentence with a quotation in American English, it is a standard convention to place the full stop inside the closing quotation mark. This convention is widely followed in American writing and is considered the standard practice in formal and informal contexts.

Latin abbreviations like etc., e.g., c. and, i.e. always use a full stop.

The full stop position depends on whether the parenthetical content forms a complete sentence or not. If the parenthetical material is a self-contained sentence enclosed by parentheses, the full stop should be included inside the closing parenthesis. On the other hand, if the parenthetical material is part of a larger sentence, then the period should be placed outside the closing parenthesis.



## PRZECINEK / COMMA

used to indicate pauses or  
separate items in a list

Before conjunctions: **ale, lecz, jednak, zatem, zaś, toteż, więc, dlatego, czyli, natomiast, przecież** in a complex sentences.

The constituent sentences are joined without a conjunction in any coordinate compound sentence.

In a non-coordinate compound sentence - always between the superordinate and subordinate members, regardless of the order of these members.

Use a comma when a parent sentence surrounds a subordinate sentence and in a non-co-ordinate compound sentence with a subordinate member expressed by a participle sentence equivalent, even one that consists of a participle itself.

Before a conjunct **i** in a resultative sense.

Before repeating the same conjunction in the same function, whatever the sentence introduces.

Before **albo lepiej, albo raczej, lub raczej, czy raczej, czy może, ani nawet, ani też**, and **to**, when further introducing a sentence of the nature of complements.

Before **chyba że, chyba żeby, jako że, mimo że, mimo to, pomimo że, pomimo to, tylko że, podczas gdy, właśnie gdy, zwłaszcza gdy, zwłaszcza kiedy**.

We use commas in certain combinations of conjunctions, and other short words introduce a subordinate sentence.

We use commas if two identical words stand next to each other.

We use commas before an example enumeration, introduced with the word **jak**.

Parallel comparison: **zarówno ..., jak i / tak ..., jak i / równie ..., jak i**

Before and after all kinds of additions, interjections, and supplements.

Before the definition of a person, used after their name.

Before and after words in the vocative.

Use a comma after words that are names of exclamations and exclamations: **hej, halo, oj, och, o**.

If we have a word in vocative after such exclamations, we put a comma after the whole expression.

We use commas before and after the following words: **naprawdę, doprawdy, bez wątpienia, bynajmniej, niestety, na pewno, z pewnością, oczywiście, prawdopodobnie, chyba, być może**. We should place a comma when words of this type are felt to be interjected into the flow of the sentence. In other cases, they tend to be omitted.

To separate a list with three or more elements, use commas, and using a comma before "and" is optional (serial/Oxford comma). When joining two independent clauses with "but," use a comma before it, but not when it is not joining two independent clauses.

To avoid a grammatical error called a "comma splice," use a coordinating conjunction or semicolon to connect two independent clauses instead of a comma alone.

Nonrestrictive clauses are extra sentence information that doesn't identify the subject. They start with "which" or "who" and require commas for separation, differentiating between essential and nonessential information.

Restrictive clauses are introduced by "that" or "who" and provide crucial information to identify the subject. Commas should keep them separate to ensure that vital details are provided.

When directly addressing another person by name, setting off the name with commas is important.

Place a comma before "and" when connecting two independent clauses using a coordinating conjunction to show they're separate yet related ideas being joined.

Start participial phrase with a comma. Adverbial phrases at the sentence start require a comma, except short ones. Include commas for longer ones.

Use commas to set off the year in month-day-year format and to separate the day of the week and the date. Don't use commas for the day-month-year format or when indicating only the month and year.

Separate coordinate adjectives with commas. Try switching their order to check if adjectives are coordinated to see if the sentence makes sense. If yes, use commas to separate them.

Differentiate interrupters and parentheticals for comma usage. Interrupters are short phrases separated by commas and convey emotion, tone, or emphasis. Parentheticals require commas after the closing parenthesis.

Use commas with attributive tags in quotes to indicate who is speaking or writing, placed before, after, or within the quote. Omit the comma before the attributive tag if the quotation ends with a question mark or exclamation point.

British English uses single quotation marks and commas after the closing quotation mark, while American English uses commas before the closing quotation marks.

Use a comma before a question tag to clarify or confirm information at the end of a statement. Differentiate between restrictive and nonrestrictive "such as" clauses and use commas accordingly: use commas for nonrestrictive clauses introduced by "such as" and omit for restrictive clauses.



## WIELOKROPEK / ELLIPSIS

used to signify missing text



An ellipsis indicates that:

- The written text is incomplete; it has been interrupted and unsaid.
- The emotions of the writer or the protagonist of their story do not allow them to continue the utterance.
- The content of the further part of the reader's utterance is surprising and unexpected; the author thus introduces an ironic, humorous or nonsensical tinge to the utterance.
- A certain part of the utterance is omitted; an ellipsis is enclosed in brackets.

An ellipsis is a set of three dots or periods indicating the omission of one or more words in a sentence, often used to shorten a direct quote or pause for dramatic effect.

Use an ellipsis to add a dramatic effect, to indicate a small pause or silence in written text. It is commonly used before an anticipated part, such as the punchline of a joke, to build suspense and create anticipation for a big reveal.

Leaving a sentence unfinished can serve as a rhetorical device to create suspense or to imply that something is left unsaid. Usually, we use the phrase "to be continued..." in this case. It can also indicate a speaker's hesitation or uncertainty in expressing their thoughts or ideas. Sometimes, going a sentence unfinished can also be used when we understand that our audience already knows what we'll say, so we don't need to say it.



“ ”

## CUDZYSŁÓW / QUOTATION MARKS

used to show direct speech within text



» « – to mark an inverted comma in a text already quoted (and therefore indicated by an external inverted comma)

« » – to define words in dictionaries

' ' – called "łapki" (paws), usually used to give a simplified meaning of a word

To record quotations:

- long, even multi-sentence
- several words (expressions and phrases)
- titles

To indicate that a word or some words have been used ironically.

Suppose words of commentary which do not belong to the quotation appear in the quotation. In that case, they are separated by hyphens, and the final inverted comma is only given at the end of the whole quotation.

Quotation marks are frequently used to show that a phrase or sentence is taken directly from another source. This is called a direct quote. You should enclose the exact words in quotation marks whenever you use the exact words as another author. Although there are various types of quotes, using quotation marks is necessary when copying someone's words exactly.

We can also use quotation marks to denote the titles of certain works, referring to them. Short-form works such as poems, short stories, and songs are usually enclosed in quotation marks, while long-form works, like books, films, and stage plays, use italics instead.

Quotation marks used to convey sarcasm or irony are known as scare quotes. They are a common stylistic device in written English that indicates that the word or phrase enclosed in quotes is not being used straightforwardly or sincerely.

Regarding quotation marks in American English, single quotation marks are reserved for quotes that appear within other quotes. However, in British English, the convention is reversed, with double quotation marks used for inner quotes and single quotation marks used for outer quotes.

When using punctuation marks such as periods, commas, and exclamation marks with quotation marks in American English, it is customary to place the punctuation marks inside the quotation marks. Additionally, if a sentence is interrupted or broken up by a quotation, a comma should be placed inside the quotation marks after the first part. However, in British English, punctuation marks are placed outside the quotation marks rather than inside them.

Suppose a quotation is part of a larger question or exclamation, and the question mark or exclamation mark is not part of the original quote. In that case, placing the punctuation mark outside the quotation marks is customary. This helps to maintain proper grammar and ensure the sentence is correctly punctuated.

When quoting an entire sentence, it is considered standard practice to capitalize the first letter of the first word in the same way you would if you were writing the sentence from scratch. Suppose the quote is incorporated within a larger sentence, forming part of the syntax. In that case, it should begin with a lowercase letter, even if the original sentence starts with a capital letter. However, if you are quoting an incomplete sentence, such as individual words, phrases, or clauses, there is no need for capitalization.



## NAWIASY / BRACKETS

used to provide additional information

It is a punctuation mark used to record those parts of a text that complement the main text, introduce additional explanations, background details, etc.

Types of brackets:

( ) - nawias okrągły [parenthesis]

[ ] - nawias kwadratowy [brackets]

- We use brackets to note omitted passages in the quoted text. An ellipsis is then placed in such parentheses.

- Brackets are used to complete the quoted text with the words of the person who is quoting.

- Use parentheses to indicate in linguistic texts the pronunciation of a sound, a combination of sounds, or the letter l and ł as [o].

- Use parentheses to enclose a larger section of text in which there is also a parenthesis (round brackets).

- We place a question mark [?] or an exclamation mark [!] within the brackets. These combinations of signs are used to express the text author's judgements about the text; the first - doubt, the second - surprise, surprise.

- In specialist texts, information about the cited work is also sometimes placed in brackets ( ) or [ ].

{ } - nawias klamrowy [curly brackets]

< > - nawias ostrokątny [angle brackets]

// - nawias prosty [slashes]

A question mark, exclamation mark or ellipsis is placed before the parenthesis, and a full stop, comma, semicolon or pause is placed after the parenthesis.

( ) Parentheses are a type of punctuation mark that separates information that is not essential to the main point of a sentence. This information may be additional details, personal observations or opinions, or definitions of unfamiliar terms. Parentheses are also commonly used in academic writing to indicate in-text citations in various citation styles like APA, Chicago, and MLA.

In addition, parentheses can also be employed to show that a particular word can be used in either its singular or plural form. In such cases, the letter "s" is placed inside the parentheses to indicate that the word can be used in either form depending on the context.

When the text contained within parentheses forms a complete sentence and is separate from the surrounding sentences, it is common to place the period inside the closing parenthesis.

It is generally recommended to place commas after parentheses rather than before them. This convention is followed to separate the information contained within the parentheses from the surrounding text and to indicate that the enclosed material is an additional or clarifying element.

[ ] Brackets are another punctuation mark that functions differently from parentheses. Although less common than parentheses ( ), brackets [ ] are typically used in quotations to indicate that additional information has been added to the original quote, usually by the author or editor.

It is also worth noting that if you need to include parentheses within parentheses for any reason, it is recommended to use brackets inside the outer parentheses to help differentiate the different levels of grouping and ensure clarity and readability -> ( [ ] )

Brackets can also indicate that you have modified a quotation, such as capitalizing the first letter of a word that is not capitalized in the original. This is typically done when the quotation is incorporated into a larger sentence, and the capitalization of the first letter is necessary for grammatical correctness.



## MYŚLNIK (PAUZA) / EM DASH

used to join two adjectives before a noun

Em dash introduces a member that generalises or summarises what was previously written.

Em dash replaces a sentence segment omitted for stylistic reasons (to avoid repetition).

Em dash replaces the forms **jest, są** before to that is used before the predicate.

Em dash replaces the term **od ... do** between numbers written in numerals.

Em dash substitutes the words **mniej więcej, około** between numbers written in numerals.

Use an em dash to evoke surprise, to emphasise surprise by using a word after an em dash that the reader does not expect at this point.

Use an em dash to introduce the words of successive persons in a transcribed conversation.

Use an em dash to distinguish the elements interjected into the flow of the main text. In this case, two em dashes are used: one before the interjection, the other after it.

Use an em dash to distinguish a fragment of the author's narrative from the text delivered by the protagonist. In this case, the author's words are enclosed in two em dashes.

Use an em dash to avoid ambiguity in the text; the em dash is then used to separate those words we wish to separate from each other.

Use an em dash to juxtapose opposing words.

The em dash should be distinct from the hyphen, a graphic mark used in spelling a certain group of compound words.

If an em dash coincides with other punctuation marks in the text, then:

- do NOT write a comma before it
- use a question mark, exclamation mark or ellipsis BEFORE it, as required by the syntax of the passage

We can use an em dash interchangeably with other punctuation marks, for example, with a comma, colon, or semicolon.

The freedom left to the writer here is intended to add variety to the text and, moreover, to reflect the author's individual tastes.

Em dashes are punctuation marks with multiple uses and can be quite versatile in writing. They can replace parentheses at the end of a sentence or in cases where a parenthetical phrase contains multiple commas. Sometimes, em dashes can replace commas, colons, or even parentheses.

One common use of em dashes is to emphasise a particular part of a sentence, particularly the definite article or a noun. Em dashes are often more emphatic than colons and can create a strong emotional effect in writing or convey a more casual tone.

In some cases, em dashes are used to replace unknown, censored, or intentionally omitted letters in a word. This is commonly done in transcription work and can involve paired or tripled em dashes to indicate the number of missing letters.



**DWUKROPEK / COLON**  
used to introduce a quotation,  
an example, a series, etc.

We use a colon before enumerating the details of the content if the content is covered in general terms beforehand.

We use a colon before a sentence or part of a sentence that justifies, follows from, or explains the preceding sentence.

We use a colon before quoting someone's words verbatim.

(Rarely) We use a colon before mentioning a scientific or technical term, a word explained further in the text, or before the title of a work.

Colon is a versatile punctuation mark with several different uses in writing. One common use of a colon is to separate two independent clauses, particularly when the second clause is closely related to the first or when the sentence's emphasis is on the second clause.

In addition, colons can also be used to introduce lists, quotations, or examples and to separate units of time or ratios in a sentence. Another common use of a colon is to separate a title from its subtitle, particularly in the case of books, movies, or other works.

Overall, the colon is a useful punctuation mark that can help to clarify and emphasize certain parts of a sentence.





## ŚREDNIK / SEMICOLON

used to between two independent clauses  
that are still closely related to each other

We use a semicolon to separate independent clauses in a compound sentence, where each clause could be a complete sentence on its own.

In official and scientific texts, semicolons separate items in a list when each item contains multiple clauses or phrases. This is often called a "complex list" or "list of items with internal punctuation."

A semicolon link two closely related independent clauses in a sentence, creating a compound sentence. It is typically placed between two independent clauses closely related in meaning and of equal syntactic weight.

In addition to its use in compound sentences, semicolons are also commonly used in official and scientific texts to separate a fragment of text that is an enumeration of something in subclauses. This helps clarify complex lists or make them easier to read and understand.

Overall, the semicolon is a useful punctuation mark that can help add clarity and structure to a sentence, particularly in cases involving multiple clauses or subclauses.



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