THE IMPORTANCE OF PUNCTUATION IN ENGLISH WRITING

A Research Paper
Submitted in Partial Fulfillment of the Requirement for the Degree of
Sarjana Sastra (S.S)

By

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DEPARTMENT OF ENGLISH AND LETTERS
FACULTY OF ADAB AND HUMANITIES
SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
JAKARTA
2005
APPROVAL SHEET OF ADVISOR

THE IMPORTANCE OF PUNCTUATION IN ENGLISH WRITING

A Research Paper
Submitted to the Faculty of Adab and Humanities
in Partial Fulfillment of the Requirements
for the Degree of Strata I

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DEPARTMENT OF ENGLISH AND LETTERS
FACULTY OF ADAB AND HUMANITIES
SYARIF HIDAYATULLAH STATE ISLAMIC UNIVERSITY
JAKARTA
2005
BOARD OF EXAMINERS

A paper entitled “The Importance of Punctuation in English Writing” has been examined before the board of examiners held by State Islamic University, Syarif Hidayatullah, Jakarta on July 18, 2005. This paper has been accepted as partial fulfillment required for Sarjana Degree in Department of English and Letters.

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ACKNOWLEDGEMENTS

Praise is only for Allah SWT, Lord of the Universe. The writer would like to thank Him who has given her His blessing and opportunity to finish this paper.

On this occasion, the writer would like to thank her parents and her brothers who have given her their finance, facility, and support during the study and making this paper.

Then, the writer would like to thank her supervisor Drs. H. Abdul Hamid, M.Ed. who has advised her patiently and punctually in reading the contents of this paper, and for his helpful comments on it.

The writer would also like to thank:

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2. The Staff of UIN Jakarta library, the staff of Atma Jaya University Library, the staff of University of Indonesia Library, and the Staff of Soemantri Brojonegoro Library.
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4. All the students of Department of English and Letters who helped her doing the test given without their help this paper will not be finished.
5. All of her friends, who can not be mentioned one by one, who helped her in finishing this paper.

Finally, the writer realizes that this paper is far from being perfect, therefore she needs suggestions and critics from everyone that will encourage her to continue her study.

The Writer
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CHAPTER I
INTRODUCTION

A. The Background of Study

Language is a tool of communication. Communication can be oral or written, and communication will be successful if the communicator can express the idea with good diction and good way of transferring the idea. Oral communication can be done by speaking and transferring information. It can be applied through utilizing pause, stop, change the tone of voice and even body language to indicate the meaning. For example, when asking a question someone’s voice is raised at the end of a sentence.

That is as Marie Racham said:

Punctuation is used, in printing and writing, to imitate speech. When we speak we use voice inflections, stops, pauses, and even body language to indicate our meaning. For example, when we ask a question our voice is rises at the end of a sentence.

This reflective rise is a vocal question mark. When we make a statement our voice drops at the end of sentence. This reflective drop is a vocal period. When we verbally list items we pause after each item. This verbal pause is a vocal comma.

But in writing, someone cannot express his or her feeling by sound, or by utilizing pause, stop, or body language to indicate what he means. He needs a symbol to sign what he expresses in writing. In writing, someone uses the marks

\[ http://www.completetranslation.com/punctuation.htm \text{ (29/10/2004).} \]
of punctuation to emphasize and clarify what he means. For example, when asking someone it usually applies a question mark at the end of a sentence.

It will be very interesting to study about the punctuation and make the research about it because in the education world, the students often face the writing world such as making paper and do the examination. So, almost all activities in education are writing. They may make errors or forget putting the punctuation mark.

For example: *He goes to school*

It should be: *He goes to school.*

It is as Eugene Ehrlich (1987) said:

Few aspects of writing trouble students are more than the mechanics of punctuation, capitalization, and spelling. Professional writers keep within arms’ length one or more dictionaries and references book to check on point after point during the demanding hours of writing. No matter how experienced or how expert, few writers can write for long without having to ponder whether a comma is needed in a particular sentence, whether a certain word should be capitalized, whether this word or that is correctly spelled.²

The writer, one of the learners of English and is interested in punctuation, wants to know the error that happened on students’ punctuation and to find out about the importance of punctuation in writing.

Therefore, based on all descriptions above the writer would like to do research about punctuation that often used and limited only on three punctuation

---

marks: period, comma, and quotation marks. The writer also limit the unit of analysis only on nineteen questionnaires that answered by students.

The writer would like to do the research under the title “The Importance of Punctuation in English Writing.”

B. The Focus of Study

The study will be focused on English punctuation and limited only on period, comma, and quotation marks. And it is limited only on nineteen questionnaires that were answered by the students of Department of English and Letters, Faculty of Adab and Humanities, Syarif Hidayatullah State Islamic University Jakarta.

C. The Research Questions

From the focus of study the research questions will be:

1. How do the students punctuate the sentences on questionnaires?
2. What is the importance of punctuation in English writing?

D. The Objectives of the Study

The objectives of this study are:

1. The writer wants to know about the kind of punctuation marks that commonly known by nineteen students.
2. The writer wants to describe about the importance of punctuation.

E. The Significance of Study

The writer hopes this study can be useful for the students and others who are interested in studying punctuation marks. And the writer also hopes after they
read this paper, they can put the punctuation marks in the right place. Through this way, what they express in writing could be understood by the readers easily.
CHAPTER II

THEORETICAL FRAMEWORK

A. Punctuation

1. Definition of Punctuation

When someone talks he does not depend upon words alone to tell his listener what he means. Facial and bodily gestures can and do add much the words themselves; he shrugs a shoulder, wiggles a finger, raises an eyebrow, winks, clasps hands, bends forward or backward, grins or grimaces, stamps his foot, nods or shakes his head. The tone and stress of his voice can and do influence the meanings of words he speak; he yell or whisper; speak calmly or angrily; lower or raise his voice at the end of a statement or a question. It means that talking is affected by pause, and halts which are often as significant as words themselves. Each person has probably seen a skilled actor convey ideas and moods without using any words at all.¹

Similarly, when someone writes, he or she cannot expect words alone to make clear to his reader what he has (or thinks he has) in mind. The pauses, stresses, and inflections which occur in speech must be represented in writing by various marks of punctuation if meaning is to be fully clear. The needs of eye are quite different from those of the voice and ear.²

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¹ Harry Shaw, Punctuate It Right (New York: Harper and Row, 1963), p.3
² Ibid., 3
Besides the statements above, to make clear definition of punctuation, the writer gives some definitions from the linguists. They are:

Purdue University Online Writing Lab gives the definition of punctuation as followed, “Punctuation marks are signals to your readers. In speaking, we can pause, stop, or change our tone of voice. In writing, we use the following marks of punctuation to emphasize and clarify what we mean.”

According to Hornby (1995) that punctuation is the action or system of punctuating. Another definition says “Punctuation refers to the use of punctuation marks (such as [!] [?] [:] [;] [-] ['] ["] [.] [.] to help give sentences meaning, clarity, and emphasis.”

While Wikipedia defines about punctuation marks as: Written symbols that does not correspond to either phonemes (sounds) of a spoken language, nor to lemmes (words and phrases) of a written language, but which serve to organize or clarify written language. “The rules of what punctuation marks should be used in what circumstances vary with language, location and time. These rules are constantly evolving and certain aspects of punctuation are style - the author's choice.”

All definitions above indicate that the punctuations have the purpose to make the meaning of written words clear and it shows that the punctuation is a method through the use of certain mark to make the meaning of communication clear.

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3 http://owl.english.purdue.edu/handouts/grammar/g_overvw.html (29/10/2004)
2. Kinds of Punctuation

Kind is type or variety. In this study, kind means the various kinds of punctuation mark used in English writing.

The writer compiled the kinds of punctuation marks from some sources they are:

From http://writing.englishclub.com/punctuation.htm as follows:

Table 1

<table>
<thead>
<tr>
<th>Mark</th>
<th>Name</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>.</td>
<td>full stop/period</td>
<td>I like English.</td>
</tr>
<tr>
<td>,</td>
<td>comma</td>
<td>I speak English, French and Thai.</td>
</tr>
<tr>
<td>;</td>
<td>semi-colon</td>
<td>I don't often go swimming; I prefer to play tennis.</td>
</tr>
<tr>
<td>:</td>
<td>colon</td>
<td>You have two choices: finish the work today or lose the contract.</td>
</tr>
<tr>
<td>-</td>
<td>hyphen</td>
<td>This is a rather out-of-date book.</td>
</tr>
<tr>
<td>—</td>
<td>dash</td>
<td>In each town—London, Paris and Rome—we stayed in youth hostels.</td>
</tr>
<tr>
<td>?</td>
<td>question mark</td>
<td>Where is Shangri-La?</td>
</tr>
<tr>
<td>!</td>
<td>exclamation mark</td>
<td>&quot;Help!&quot; she cried. &quot;I'm drowning!&quot;</td>
</tr>
<tr>
<td>/</td>
<td>oblique/slash</td>
<td>Please press your browser's Refresh/Reload button.</td>
</tr>
<tr>
<td>&quot;</td>
<td>quotation marks</td>
<td>&quot;I love you,&quot; she said.</td>
</tr>
<tr>
<td>’</td>
<td>apostrophe</td>
<td>This is John's car.</td>
</tr>
<tr>
<td>(</td>
<td>round brackets</td>
<td>I went to Bangkok (my favorite city) and stayed</td>
</tr>
</tbody>
</table>
there for two weeks.

- square brackets: The newspaper reported that the hostages [most of them French] had been released.
- ellipsis: One happy customer wrote: "This is the best program...that I have ever seen."  

Harry Shaw mentioned kinds of punctuation marks as follows:

1. The apostrophe (‘)
2. The bar (virgule)
3. The brace ({} )
4. The brackets ([ ])  
5. The caret (^)
6. The colon (:)
7. The comma (,)
8. The dash (--)  
9. The ditto marks (”)
10. The ellipsis (...)
11. The exclamation point (!)
12. The hyphen (-)
13. The parentheses ( )
14. The period (.)
15. The question mark (?)
16. The quotation mark (“...” and ‘...’)
17. The semicolon (;) 

Meanwhile Langdon Elsbree and Frederic Bracher in their book “Heath's Brief Handbook of Usage” stated that punctuation they are end punctuation (period, question mark and exclamation mark), the comma, the semicolon, quotation mark, the apostrophe, the colon, the dash, parentheses and brackets.  

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9 Shaw, op. cit., pp. 215-264
The punctuation also stated in Oxford Learner Dictionary as written on its appendix, they are: “full stop (.), comma (,), colon (:), semicolon (;), question mark (?), exclamation mark (!), apostrophe (‘), hyphen (-), dash (--), dots (...), slash (/), quotation marks (“””), brackets ( ), and square brackets ([ ]).”

3. Usages of punctuation

Usage is the way in which words are used in a language. This paper studies how to put punctuation marks together in the right order to make clear their meaning as the writer means.

Langdon Elsbree and Frederic Bracher in their book Heath’s Brief Handbook of Usage give the usage of punctuation as follows:

1. Period:

   The usages of period are:

   a. Use a period to mark the end of a declarative or imperative sentence.

      Example: This is an example of declarative adjective.

   b. Use after abbreviations like Dr., Mr., Ph.D., etc., A.D.

   c. Three spaced period (...), called ellipsis marks, are used to indicate the omission of a words from a quoted passage.

2. Comma:

   They give the usages of comma more than other punctuation marks, the usage of comma are as follows:

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11 Hornby, op. cit., p. 1403
12 Ibid., 1315
13 Langdon Elsbree and Frederic Bracher, op. cit., p. 215
a. Two independent clauses joined by a coordinating conjunction (and, or, nor, but, for) should be separated by a comma.

Example: *To our dismay, the suede could not be washing at home nor dry cleaned at an ordinary place, but had to be sent to a specialist.*

b. Separate words, phrases, or clauses in series by commas

Example: *Water flooded over the river bed, over the culverts, and over the asphalt road.*

c. Comma’s uses with coordinate elements

Example: *Adam has a beautiful, functional house.*

d. To set off nonrestrictive modifiers by commas

Example: *I found the letter under the door, where the postman had put it.*

e. To set off parenthetical elements by commas

Example: *The minutes, I regret to say, need several additions.*

f. Know the conventional uses of the comma and the occasion when they can be omitted.

Example: *The court ruled, consequently, that no damages could be collected.*

g. A dependent clause coming first in the sentence is usually set off by a comma; if a dependent clause follows the main clause, a comma is used when the clause is nonrestrictive.

Example: *If you see him, tell him to write me soon.*
h. Use a comma to separate any sentence elements that might be incorrectly joined in reading and this misunderstood.

Example: *Ever since, he has devoted himself to athletics.*

i. Using comma where they do not belong is a more flagrant error than omitting them where they might be expected.\(^\text{14}\)

3. Quotation Marks:

   The usages of quotation marks are:

   a. To enclose a direct quotation, but not an indirect quotation

      Example: *He said, “I will call.”*

   b. If a quotation consists of several sentences, uninterrupted by a *he said* expression, use one set if marks to enclose the entire quotation.

      Example: *Barbara replied, “On Tuesday night? My husband and I would love to come. I’ll tell him right away.”*

   c. Quotation marks are frequently used for implied speech, but are not customarily used for unspoken thoughts.

      Example: *He tried to cry, “she is there, she is there,” but he couldn’t utter the words, only the sounds.*

   d. Use quotation marks around material directly quoted from another writer, but not around a paraphrase of an author’s ideas.

      Example: *John Selden pinpoints our attitude toward virtues when he defines humility: “Humility is a virtue all preach, none practice, and yet*

\(^\text{14}\) *Ibid., pp. 217-234*
everybody is content to hear. The master thinks it good doctrine for his servant, the laity for the clergy, and the clergy for the laity.”

c. At the end of a quotation, a period or comma is placed inside the quotation mark; a semicolon or colon is placed outside the quotation mark.

Example: “quick,” said my cousin, “hand me the flashlight.”

d. Titles of books, poems, plays, musical composition, etc., may be enclosed in quotation marks, but the preferred practice is to italicize title of whole publications or works and to use quotation marks for the titles of chapter, articles, etc.

Example: The fourth section of Isak Dinesen’s Out of Africa is entitled "From an Immigrant’s Notebook."

e. Do not use quotation marks for humorous emphasis or as an apology for slang.\(^{15}\)

4. The Purpose of Punctuation

The primary purpose of punctuation stated by Harry Shaw “Punctuate It Right” as follows:

1. Termination

Even the most long-winded speaker eventually runs out of breath and must end a statement in order to inhale and start again. In writing, the end of a statement is always correctly noted by an end-stop (terminal mark of punctuation), they are: period, question mark, and exclamation point.

Example: What do you mean? You are leaving this town.\(^{16}\)

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\(^{15}\) Ibid., pp. 241-246

\(^{16}\) Shaw, op. cit., p.17
2. Introduction

Only three of the marks of punctuation are regularly used to introduce words or statements: commas, colons, and dashes. Example: *I need only one thing, more time.*

3. Separation

For writing to be clear, sometimes individual words or groups of words must be separated from others in the same sentence. To separate parts of sentence, use a comma, a semicolon, a dash, a hyphen or an apostrophe.
Example: *If you wish me to go, please lend me some money.*

4. Enclosure

To enclose part of a sentence or longer units of expression, you may use comma, dashes, question marks, single quotation marks, parentheses and brackets.
Example: *He was not and everyone else knew this-a well man.*

B. Definition of importance

Importance is the state of being important; having value. Jean Praninskas said, “The sole purpose of punctuation is to help the reader understand what the writer means.”

Punctuation comes into existence solely for the purpose of making clear the meaning of written words. Every mark of punctuation is a sort of shorthand device or road sign provided to help the reader along his way. Punctuation is

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17 Ibid., 18
18 Ibid., 19
19 Ibid.
20 Hornby, op. cit., p. 596
effective if it helps the reader to understand; it is harmful or ineffective if it impedes the flow of thought from your mind to that of your readers.\textsuperscript{22}

The importance of punctuation also stated by David Mielke, "Punctuation marks are language traffic signs. They tell you when to start and stop or how to read the lines."\textsuperscript{23}

For example of importance of punctuation: the sentence: "woman without her man is nothing". This sentence without punctuation will be ambiguous but if it is put punctuation the sentence will be:

"Woman--without her man--is nothing."\textsuperscript{24}

Other example:

\textit{He is a teacher isn't he} (The sentence is not clear), but if the sentence is put punctuation the sentence will be:

\textit{He is a teacher, isn't he?} (The sentence becomes clear between declarative sentence and question tag).

C. Definition of writing

This paper is about the importance of punctuation in English writing, so the definition of writing should be put. The Blackwell Encyclopedia or Writing System defines a writing system as "a set of visible or tactile sign used to represent units of language in systematic way."\textsuperscript{25}

\textsuperscript{22} Shaw, \textit{op. cit.}, p. 3
\textsuperscript{23} http://www.completetranslation.com/punctuation.htm (29/10/2004)
\textsuperscript{24} http://www.writingenglishclub.com/punctuation.htm (29/10/2004)
\textsuperscript{25} http://www.completetranslation.com/punctuation.htm (29/10/2004)
CHAPTER III

RESEARCH METHODOLOGY

A. Method of the Research

The writer uses descriptive analyzes method where the writer will analyze the nineteen student’s works to describe how they use the punctuation marks on the questionnaires that was given by the instruction, “put the punctuation marks (period, comma, and quotation marks) where they are necessary in the sentences provided.”

B. Method of Data Analysis

After the data are compiled, the writer analyzes the data by utilizing the descriptive analysis method. The writer analyzes each student’s questionnaires to find out how many errors and corrects did by the students in putting the punctuation marks, and the writer also describes about the importance of punctuation marks from the sentences that stated on questionnaires.

C. Unit of Analysis

The unit of analysis of this research is nineteen questionnaires that answered by the students of Department of English and Letter, Faculty of Adab and Humanities, Syarif Hidayatullah Jakarta.
D. The Instrument

The writer used writing test for collecting the data. For the test the writer gave the students five sentences without any punctuation, and asked the students to put the punctuations (period, comma and quotation marks) for the sentences.

E. Place and Time

The writing test took place on Tuesday, July 19, 2005 at 11.00-12.00 at Faculty of Adab and Humanities, Syarif Hidayatullah State Islamic University.
CHAPTER IV
RESEARCH FINDING

A. Description of Data

To make the result of this research clearer, the writer gives the table below.

Table 2
Erroneous answers

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Punctuation marks</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td>Period</td>
<td>Comma</td>
<td>Quotation marks</td>
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<td>2</td>
<td>5</td>
<td></td>
<td>2</td>
</tr>
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<td>Elfira Chairunissa</td>
<td>0</td>
<td>3</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>Robin Sasmito Guetomo</td>
<td>1</td>
<td>3</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4.</td>
<td>Tisan Habibi</td>
<td>2</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>5.</td>
<td>M. Iqbal</td>
<td>2</td>
<td>2</td>
<td></td>
<td>1</td>
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<tr>
<td>6.</td>
<td>Ahmad Yusuf</td>
<td>2</td>
<td>2</td>
<td></td>
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</tr>
<tr>
<td>7.</td>
<td>Muhammed Syuhada</td>
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<td>Farah Dian Dini</td>
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<td>Total</td>
<td>23</td>
<td>41</td>
<td></td>
<td>24</td>
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Table 3

Correct answers

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Punctuation Marks</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Period</td>
<td>Comma</td>
<td>Quotation marks</td>
</tr>
<tr>
<td>1.</td>
<td>Enur Hayati</td>
<td>4</td>
<td>1</td>
<td>2</td>
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<tr>
<td>2.</td>
<td>Elfira Chairunissa</td>
<td>5</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>3.</td>
<td>Robin Sasmito Guetomo</td>
<td>5</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>4.</td>
<td>Tisan Habibi</td>
<td>4</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>5.</td>
<td>M. Iqbal</td>
<td>5</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>6.</td>
<td>Ahmad Yunus</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>7.</td>
<td>Muhaammad Syuhada</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>8.</td>
<td>Farah Dian Dini</td>
<td>4</td>
<td>0</td>
<td>2</td>
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<tr>
<td>9.</td>
<td>Junacdi</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10.</td>
<td>Dhie-ant</td>
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<td>3</td>
<td>2</td>
</tr>
<tr>
<td>11.</td>
<td>Miftahul Ulum</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
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<td>12.</td>
<td>Arrahman</td>
<td>6</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>13.</td>
<td>Al Marifatul Q</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>14.</td>
<td>Kin Maldini</td>
<td>4</td>
<td>1</td>
<td>1</td>
</tr>
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<td>15.</td>
<td>Jay</td>
<td>6</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>16.</td>
<td>Romlih</td>
<td>4</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>17.</td>
<td>Neneng Sureneng</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>18.</td>
<td>Ibnu Ihsan</td>
<td>5</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>19.</td>
<td>Rian</td>
<td>6</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>88</td>
<td>32</td>
<td>21</td>
</tr>
</tbody>
</table>

B. Analysis of Data

In this part the writer analyzes the punctuation on questionnaires that was put by the students.

1. Sentence number one.

The errors and importance of punctuation on number one as follows:

a. The Dean replied that he knew very well, freshmen had getting adjusted.
   But, he added it doesn’t usually take them eight months to find themselves.
• First line, it should not be separated by comma, because the comma does not substitute *that*, in this sentence *that* is omitted.

(Putting the comma here will disturb in reading, after word *well* should be no pause)

• Second line, the student didn’t put the period in the end of the sentence, even, after the end of sentence above it followed by the uppercase that show the beginning of the sentence.

(Omitting period at the end of sentence, it makes the sentence wrong because word *adjusted* followed by *but* with uppercase in the first of word)

• Third line, the student didn’t put comma after *he said* expression and she didn’t put quotation marks to enclose the direct quotation/speaker’s words.

(Omitting comma and quotation marks here will make means of sentence unclear between writer’s and speaker’s words)

b. “The Dean replied, that he knew very well freshmen had trouble getting adjusted. But he added *it* doesn’t usually take them eight months to find themselves.”

• First line and fifth line, the student put quotation marks at the wrong place, it is not part of direct quotation.
(Putting quotation marks here is wrong, because it is a declarative sentence not quotation or title)

- Second line, the student put comma before speaker’s word that has *that* word. It is wrong.
  (The comma after he said expression is needed but in this sentence, it has already *that* there, so the comma doesn’t need more. Besides that the comma here will influence the pronunciation that is pause after the *dean replied*, even if there is no comma the pause should be after *that*)

- Third line, the student put comma at the end of sentence.
  (If there is put comma, the first letter in front of it should not be followed by uppercase)

c. The Dean replied, “that he knew very well freshmen had trouble getting adjusted. But he added It doesn’t usually take them eight months to find themselves.”

- First line, the student put comma and quotation marks before speaker’s word that has *that* word.
  (The comma after he said expression is needed but in this sentence, it has already *that* there, so the comma doesn’t need more. Besides, the comma here will influence the pronunciation that is pause after the *dean replied*, even if there is no comma the pause should be after *that*.

In this sentence the quotation marks is not needed)
d. The Dean replied, “that he knew very well freshmen had trouble getting
adjusted” But he added, “It doesn’t usually take them eight months to find
themselves”

- Third line, the student didn’t put period at the end of sentence

  (Omitting period at the end of sentences makes the sentence imperfect
  in writing although what the writer means was accepted)

e. The Dean replied, that he knew very well freshmen had trouble getting
adjusted. But he added “It doesn’t usually take them eight months to find
themselves”.

- Second line, the student didn’t put comma after he said expression.

  (Omitting the comma here will influence in pause. The pause should
  be after word but he added)

- Third line, the student put period outside quotation marks.

  (At the end of sentence period should be placed inside quotation marks
  except if quotation marks enclose a saying. In this sentence that is
  enclosed by quotation marks is not saying)

f. The Dean replied that he knew very well freshmen had trouble getting
adjusted. But he added, It doesn’t usually take them eight months to find
themselves.

- First line, the student didn’t put quotation marks to enclose speaker’s
  word.
(Omitting quotation marks here makes the sentence unclear, whether that is writer’s or speaker’s words)

The sentence number one should be:

_The Dean replied that he knew very well freshmen had trouble getting adjusted. But, he added, “It doesn’t usually take them eight month to find themselves.”_

2. The sentence number two

The error and importance of punctuation on number two as follows:

My faculty advisor, who had to sign the program card was very hard to find.

- Comma does not separate adjective clause, except it is non restrictive clause. In this sentence the clause is non restrictive, so the comma needs both before and after nonrestrictive clause.

(Putting the comma here is wrong because the non restrictive adjective clause only _who had to sign the program card_, the comma should be put before and after that clause, so if the clause is omitted the sentence will still make the same point: _that advisor was hard to find_. But if the comma is put here, the clause _who had to sign the program card was very hard to find_ is omitted will change the sense completely).

The sentence number two should be:
My faculty advisor who had to sign the program card was very hard to find.

Or

My faculty advisor, who had to sign the program card, was very hard to find.

(If the comma is omitted the meaning can be referred to advisor who had to sign the program card and if there are commas before and after non restrictive adjective clause the meaning is referred to all faculty advisors).

3. Sentence number three.

The errors and importance of punctuation on number three as follows:

a. I failed, German in my senior year of high school and it took me a long time to regain any interest in foreign languages.
   - The student separated verb from its complement with single comma. It should not be separated by comma or any punctuation.

   (Putting the comma here will destroy the structure or sentence)

b. I failed German in my senior year of high school and it took me a long time, to regain any interest in foreign languages.
   - The student put period not at the end of sentence.

   (Putting a period here will make the sentence meaningless, and the sentence became wrong)
The sentence number three should be:

_I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages._

Or

_I failed German in my senior year of high school, and it took me a long time to regain any interest in foreign languages._

4. Sentence number four.

The error and importance of punctuation on number four as follows:

"Woman without her man is nothing."

- The student put the quotation marks at declarative sentence

(Misuse of quotation marks will make the sentence wrong in writing)

The sentence number four should be:

_Woman without her man is nothing._

5. Sentence number five

The errors and importance of punctuation on number five as follows:

a. Jimson said “I’m going to buy a dog.”

- First line, the student didn’t put comma after he said expression.

(The comma here has function as an introduction to separate between writer’s and speaker’s words)
• Second line, the student put period outside quotation marks.

(At the end of sentence period should be placed inside quotation marks except if quotation marks enclose a saying. In this sentence enclosed by quotation marks is not saying)

b. “Jimson said, I’m going to buy a dog.”

• First line, the student put quotation marks at the wrong place.

(The quotation marks should be placed after he said expression to enclose speaker’s words: I’m going to buy a dog)

c. Jimson said “I’m going to buy a dog”

• Second line, the student didn’t put period at the end of sentence.

(Omitting period at the end of sentences makes the sentence imperfect in writing although what the writer means was accepted).

a. Jimson said I’m going to buy a dog

• The student didn’t put comma and quotation marks

(Omitting the comma and quotation marks makes the sentence unclear between the writer’s and the speaker’s words).

The sentence number five should be:

Jimson said, “I’m going to buy a dog.”

(The sentence becomes clear between the writer’s and speaker’s words).
CHAPTER V

CONCLUSIONS AND SUGGESTIONS

A. Conclusions

Based on the data that was collected from the writing test and data analyses, the writer finds:

1. The punctuation that commonly known by nineteen students is period by 88 corrections and 23 errors. While,
2. The punctuation that less known by nineteen students is comma by 32 corrections and 41 errors.

While for quotation marks there are 21 corrections and 24 errors on placing the punctuation marks.

This research shows that the punctuation is needed to help the reader to understand what are meant by the writer and to make clear writing, but if it is misused, punctuation will make the writing error more flagrant than omitting it.

C. Suggestions

The writer suggests those who are interested in writing and studying English punctuation should be careful to use the punctuation, because if it is wrong, it will make writing meaning different from what is meant.

In order to have further knowledge about punctuation, the writer hopes for the students of English Department, especially from the Faculty of Adab and
Humanities, the State Islamic University Jakarta, to improve their knowledge about punctuation marks.

Finally, the writer hopes that this study will be useful for future improvement of studying punctuation in the English Department, especially in the Faculty of Adab and Humanities, UIN Jakarta.


*http://owl.english.purdue.edu/handouts/grammar/g_overvw.html* (29/10/2004)


Appendix 1

Name: Emile Hayashi
Faculty: Adolph
Department: BS
Semester: Fall

Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied that he knew very well, freshmen had trouble getting adjusted.

But, he added, it doesn’t usually take them eight months to find themselves.

My faculty advisor, who had to sign the program card, was very hard to find.

I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages.

Woman without her man is nothing.

Jimson said, "I’m going to buy a dog.

And pay taxes."
Appendix 2

Name: ELEFTIRA CHAIRUNISSA
Faculty: Arts & Humanities
Department: English Letters Department
Semester: VI

Insert commas, periods and quotation marks where they are necessary in the following sentences.

"The Dean replied, that he knew very well freshmen had trouble getting adjusted. But he added, "It doesn't usually take them eight months to find themselves."

My faculty advisor, who had to sign the program card, was very hard to find.

I failed German in my senior year of high school, and it took me a long time to regain any interest in foreign languages.

Woman without her man is nothing.

Jimson said, I'm going to buy a dog.
Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied that he knew very well freshmen had trouble getting adjusted. But, he added, "It doesn't usually take them eight months to find themselves."

My faculty advisor, who had to sign the program card was very hard to find.

I failed German in my senior year of high school, and it took me a long time to regain any interest in foreign languages.

Woman without her man is nothing.

Jimson said, "I'm going to buy a dog."
Appendix 4

Name: [Name]
Faculty: Asian and Humanities
Department: English Literature
Semester: ""

Insert commas, periods, and quotation marks where they are necessary in the following sentences.

The Dean replied, "I knew very well freshmen had trouble getting adjusted."
But he added, "It doesn't usually take them eight months to find themselves."

My faculty advisor who had to sign the program card was very hard to find.
I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages.

Woman without her man is nothing.
Jimsen said, "I'm going to buy a dog."
Appendix 5

Name: M. REAL
Cauty: A. BAR
Aartment: English letters
Meister: 3rd

Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied, "that he knew very well freshmen had trouble getting adjusted." But, he added, "It doesn't usually take them eight months to find themselves."

My faculty advisor who had to sign the program card was very hard to find.

I failed German in my senior year of high school, and it took me a long time to regain any interest in foreign languages.

Woman without her man is nothing.

Jimson said, "I'm going to buy a dog."
Appendix 6

Name: AHMAD YUNUS

Class: ADA B

Department: BS I

Major: IV

Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied, "that he knew very well freshmen had trouble getting adjusted."

But he added, "It doesn't usually take them eight months to find themselves."

My faculty advisor who had to sign the program card was very hard to find.

I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages.

Woman without her man is nothing.

Jimson said, "I'm going to buy a dog."

...
Name: Muhammad Ayubuddin
Faculty: ADAB
Department: BSI
Mester: 

Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied that he knew very well freshmen had trouble getting adjusted.

But he added, "It doesn't usually take them eight months to find themselves.

My faculty advisor who had to sign the program card was very hard to find.

I failed German in my senior year of high school, and it took me a long time to regain any interest in foreign languages.

"Woman without her man is nothing."

Jimson said, "I'm going to buy a dog."

""
Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied that he knew very well freshmen had trouble getting adjusted. But he added, "It doesn't usually take them eight months to find themselves." My faculty advisor, who had to sign the program card, was very hard to find. I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages. "Woman without her man is nothing," Jimson said, "I'm going to buy a dog."
Appendix 9

Problem 6

sume  : $\sum_{n=1}^{\infty} a_n$

culty  : $\Delta_{\text{cal}}$

artment  : $\beta_{\delta 1}$

mester  : $\sqrt{2}$

Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied that he knew very well freshmen had trouble getting adjusted. But he added, "It doesn't usually take them eight months to find themselves."

My faculty advisor who had to sign the program card was very hard to find.

I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages.

"Woman without her man is nothing."

Jimson said, "I'm going to buy a dog."

Correction: 3

Question or issue: 2

Error : 0
Appendix 10

me : All/EC - work.

culty : Ad/EC & Humanities.

artment : Leifer.

ester : HU

Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied that he knew very well freshmen had trouble getting adjusted. But he added, "It doesn't usually take them eight months to find themselves."

My faculty advisor who had to sign the program card was very hard to find.

I failed German in my senior year of high school, and it took me a long time to regain any interest in foreign languages.

Woman without her man is nothing.

Jimson said, "I'm going to buy a dog."

Comment (0)

Minutes: (0)
Appendix 11

Name: Miftahul Ulum
Cult: ADAB & HUM
Apartment: BS1
Mester: VI

Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied that he knew very well freshmen had trouble getting adjusted.
But he added, "It doesn't usually take them eight months to find themselves."

My faculty advisor, who had to sign the program card, was very hard to find.

I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages.

"Woman without her man is nothing."

Jimson said, "I'm going to buy a dog."
Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied that he knew very well freshmen had trouble getting adjusted.

But he added, "It doesn't usually take them eight months to find themselves."

My faculty advisor, who had to sign the program card, was very hard to find.

I failed German in my senior year of high school, and it took me a long time to regain any interest in foreign languages.

"Woman without her man is nothing."

Jimson said, "I'm going to buy a dog."
Appendix 13

Name: Al maniyal Q
Faculty: Adab
Department: English letter
Semester: 8

Insert commas, period and quotation marks where they are necessary in the following sentences.

1. The Dean replied that he knew very well freshmen had trouble getting adjusted.
   But he added, "It doesn’t usually take them eight months to find themselves."
2. My faculty advisor, who had to sign the program card, was very hard to find.
3. I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages.
4. Woman without her man is nothing.
5. Jimson said, "I’m going to buy a dog."
Appendix 14

Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied that he knew very well freshmen had trouble getting adjusted. But he added, “It doesn’t usually take them eight months to find themselves.”

My faculty advisor, who had to sign the program card, was very hard to find. I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages.

Woman without her man is nothing.

Jimson said, “I’m going to buy a dog.”
The Dean replied that he knew very well freshmen had trouble getting adjusted. But he added, "It doesn't usually take them eight months to find themselves."

My faculty advisor who had to sign the program card was very hard to find. I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages.

Woman without her man is nothing.

Jimson said, "I'm going to buy a dog."

\[ \sum_{i=1}^{n} \]
Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied that he knew very well freshmen had trouble getting adjusted. But, he added, it doesn’t usually take them eight months to find themselves.

My faculty advisor who had to sign the program card was very hard to find.

I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages.

Woman without her man is nothing.

Jimson said I’m going to buy a dog.
Appendix 17

une: Never

culty: that

partment: 6571

mester: v1

Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied, that he knew very well freshmen had trouble getting adjusted.
But he added, "It doesn't usually take them eight months to find themselves.
My faculty advisor who had to sign the program card was very hard to find.
I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages.
Woman without her man is nothing.
Jimson said, I'm going to buy a dog."
Appendix 18

Name: [Redacted]
Faculty: [Redacted]
Department: English Letter
Mester: [Redacted]

Insert commas, period and quotation marks where they are necessary in the following sentences.

The Dean replied, that he knew very well freshmen had trouble getting adjusted.
But he added it doesn't usually take them eight months to find themselves.
My faculty advisor, who had to sign the program card was very hard to find.
I failed German in my senior year of high school and it took me a long time to regain any interest in foreign languages.
Woman without her man is nothing.
Jimson said, I'm going to buy a dog.
me: ヽ 144-
ulty: AYAB
artment: English
ester: み

Insert commas, period and quotation marks where they are necessary in the ensuing sentences.

The Dean replied that he knew very well freshmen had trouble getting adjusted.
But he added it doesn’t usually take them eight months to find themselves.
My faculty advisor who had to sign the program card was very hard to find.

failed, German in my senior year of high school and it took me a long time

do regain any interest in foreign languages.
Woman without her man is nothing.

imson said “I’m going to buy a dog.”
DEPARTEMEN AGAMA
UNIVERSITAS ISLAM NEGERI (UIN)
SYARIF HIDAYATULLAH JAKARTA
FAKULTAS ADAB DAN HUMANIORA

No. 95 Ciputat 15412
Telp. 7443329 Fax. 7493364

: EA/PP.009.3/06/VII/04
n : Satu Eks. Proposal Skripsi
n : Tugas Menjadi Pembimbing

Jakarta, 31 Juli 2004

Kepada yang Terhormat,

Drs. Abdul Hamid, M.Ed.

Di Jakarta

Dengan Hormat,

Dalam rangka penyelesaian studi mahasiswa untuk mendapatkan gelar sarjana strata I, dengan ini kami beritahukan bahwa Bapak ditetapkan sebagai pembimbing skripsi atas nama:

Nama : Utin Susanti
NIM : 00260018685
Semester : VIII
Fakultas/Jurusan : Adab dan Humaniora/BSI
Judul : *The Analysis of Proverbs through cross cultural understanding*

Atas kesedian Bapak untuk melaksanakan tugas tersebut, kami mengucapkan terima kasih.

[Signature]

Hormat Kami,
Dekan,

Dr. H. Badri Yatim, M.A.

Catatan:
1. Pembimbing berhak untuk memperbaiki redaksi judul dan out line
2. Penulisan skripsi diharapkan selesai paling lambat akhir Juli 2005
SURAT KETERANGAN
NO.EA/PP.009.21 24/VIII/2004

Dekan Fakultas Adab dan Humaniora UIN Syarif Hidayatullah Jakarta dengan ini nenerangkan bahwa:

Nama: Utin Susanti
Nomor Induk: 0026018683
Tempat/tgl lahir: Tangerang, 7 Oktober 1983
Semester/Jurusan: IX/BSI
Tujuan: Mengadakan kunjungan ke Perpustakaan
Keterangan lain-lain: Ybs. benar mahasiswa semester IX Jurusan BSI, Fakultas Adab dan Humaniora UIN Syarif Hidayatullah Jakarta.

Demikianlah surat keterangan ini kami buat dengan sebenarnya agar dapat digunakan sebagaimana mestinya.

Jakarta, 9 Agustus 2004
An.Dekan
Kepala Bagian Tata Usaha,

Drs. H. Burhanuddin Yusuf, MM
NIP. 150 203 012