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## The Importance of Mastering Punctuation

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### ABSTRACT

This study aims to the importance of Punctuation behind the misuse of punctuation to help in writing and reading. Although often considered ordinary, the use of proper punctuation can effect the way of reading and understanding text. With various types of punctuation such as periods, commas, question marks, exclamation marks, hyphens, quotation marks, and quotation marks. On the other hand, understanding the correct punctuation can facilitate the reading flow and emphasize the reading delivered. In addition, that understanding punctuation is important for academic writing, book, and in everyday communication. The mastery of correct punctuation has an influence on the quality of writing, and makes it easier for readers to follow has author's train of thought. Mastery of punctuation is a skill to make writing clear, effective, easy to understand, and able to express oneself when reading it.

## **INTRODUCTION**

Punctuation plays an important role in learning a language. Punctuation is often overlooked and not taught or understood by some teachers. Therefore, it is very necessary especially when teaching reading and writing skills. Punctuation as a tool to help readers through sentences and make them easier to understand. Punctuation is defined as a symbol used in writing to separate sentences or phrases. However, different punctuation marks are used in different places, but all help in conveying a clear and firm message. Therefore, the lack or the wrong use of punctuation in writing and reading, causes, misunderstanding of the message and will burden the writer and reader. Reading and writing are two related language images, and punctuation is a tool, a basic tool for writing and reading easier and more effective. If a writing has all the information needed and all with misused punctuation. The reader will be confused to understand will be confused to understand and will have difficulty in understanding the sentence. So, if not used correctly, broken punctuation, or less neat will make the text difficult for the reader. Correct punctuation is a sign that thinks clearly.

Some causes of incorrect punctuation errors. That the reason for the wrong punctuation can be taken back to the theory of education and the lack of understanding and function of punctuation. In addition, this study will discuss the role of punctuation of punctuation and misuse in punctuation. And provide solutions to overcome problems in punctuation

## **METHOD**

In the research, the researcher used the library research method, namely by collection some research data from result of previous research, both international and national research related to this material, namely about the importance of mastering of punctuation, the researcher analyzed related theories. About the important role of punctuation in writing technique.

According to Zed Mestika, the library research method or library research is an activity that only collects, reads, notes, and then analyzes several previous research result, and does not require going into the field.

## **DISCUSSION**

### **1. Definition Punctuation**

Punctuation is an important thing in writing. Punctuation functions not only to signal how to write, but also to clarify the meaning in the written sentence. Punctuation is something that is used to clarify its meaning. Punctuation helps students to convey stories. Punctuation refers to tools to be used in writing, phrases and clauses so that the intended meaning becomes clear and detailed. The importance and rules of punctuation vary from one language to another. In English, punctuation is very important to understand what the author means.

In writing expository texts, there are many different types of punctuation, such a commas, semicolons, colons, periods, question word, exclamation marks, minus signs, minus angles, without apostrophes, hyphens, quotation marks. The functions of punctuation are several, namely: the main purpose of punctuation is so that each part of the written language can be read in an integrated manner, by showing its grammatical structure. Important characteristic include the end point of the sentence, the comma separating the clause, and the indentation of the paragraph maker. Punctuation gives readers clues about the prosody with which a piece of writing can be read emphatically, with features such as questions marks, exclamations marks and parentheses.

The colon has a transitional nature in long sentences that consist of many members, and involve a logical flow of thought. Both the colon and the semicolon are much less used now than they used to be. The use of colons is a follows: First, a long quotation, a colon be use to indicate a long quotation. An example is the second is time, a colon can be used for hours and minutes when indicating the time of day. For example, Fatimah left class at 14:00. Third, a colon can be used for formal greetings in official letters. An example is dear: gentleman, a colon can be used for the subtitle of a book, an example is a popular book on nonverbal communicate and porter's intercultural communication: A reader. Finally, a full stop pr (.).

### **2. The Role of Punctuation**

Punctuation is an important thing in writing. Many writers describe punctuation. It is useful for gaining a proper understanding of what punctuation means.

The first explanation is that punctuation is to clarify the structure and meaning of a sentence, without punctuation the writing is difficult to understand, the use of punctuation symbol also makes it easier for readers to continue intelligently and deeply through many ideas. This explanation refers to the fact that punctuation is something that is used to make writing clear.

The second explanation is the function of punctuation, namely to show readers how sentences and parts of sentences are related to each other. In conversation, a person has many resources to show these connections, for example: changes in facial expression or tone or voice. In writing, the resources are fewer, and must be used correctly so that the reader understands. In most cases, they will not choose the opportunity to clarify the reading that causes the punctuation to be wrong. Therefore, they must be able to express what they really mean. The way that writers can make their writing clear and good is by using punctuation. Punctuation is very important for writers to make the contents of the writing meaningful and easy to understand. Therefore, punctuation must be used correctly. Punctuation is very important to make writing strong, if used correctly, punctuation helps express ideas clearly and firmly. That, the writer must use punctuation correctly so that everyone understands and makes the reader comfortable when reading it.

### **3. Errors In The Use of Punctuation**

Here are many errors in the use of punctuation, including:

#### **1) Full stop (.)**

The punctuation mark at the full stop is one of the punctuation marks that is often used incorrectly. There are errors in the full stop, for example, such as “I was visited by many people. And asked what your name is”. The sentence contains an error in the use of full stop that is not in accordance with the rules. The sentence “I was visited by many people. And asked what your name is” is not a question because the sentence does not yet fulfil the requirements as a question. Because a full stop should not be used after the word “people” because there is a sentence that follows it. The correct sentence is “I was visited by many people and they asked what your name is?” .

## 2) Comma Punctuation (,)

Some errors in the use of comma punctuation, for example, are “raden ajeng kartini is a strong woman. And is strong in raising the status of women”. There is an error in the use of comma punctuation because, the comma punctuation mark is used after the word strong. Because one of the functions of using comma punctuation is to be used after the information at the beginning of the sentences to avoid mistakes when reading it and easy to understand. The correct spelling is “raden ajeng kartini is a strong and tough woman in elevating women’s status”.

## 3) Hyphen (-)

Some examples of errors in the use of Hyphen punctuation are "When I went to the beach for a walk, I swam well". In this sentence, there is an incorrect hyphen in the repeated word "walk". It should be the hyphen (-) not the punctuation mark (xx). The function of the hyphen (-) is to connect repeated words. So, in the correction of this sentence, it is "When I went for a walk to the beach, I swam well".

## 4) Quotation Marks (“”)

Some errors in the use of punctuation in quotation marks, for example, there is no name for "kekompakan". In this sentence, there is an error in the use of quotation marks in the writing of "kekompakan". Based on the poem, quotation marks are used for direct quotations that come from texts, talks, conversations, or others. The writing of "kekompakan" above is not a direct quotation because it should not need to use quotation marks. So, the correct sentence is "There is no such thing as unity".

## 5) Exclamation Mark (!)

Some errors in the use of punctuation marks in exclamation marks, for example, are "We also started the first exam process!". The sentence contains an error in the use of an exclamation mark in the writing "We also started the first exam process!". Because the sentence above does not use an exclamation mark, the sentence is not an expression sentence or a statement sentence in the form of an exclamation or command word that describes seriousness, or stronger emotions. So, the correction of the sentence is "We also started the first exam process".

#### **4. Factors that cause errors in the use of punctuation marks**

Factors causing errors in the use of signs are divided into two internal factors and external factors:

##### **a. Internal Factors**

Lack of Support/Motivation That motivation is very important and has a big influence on mastering punctuation. By having motivation you can master the language well. With high motivation, writers can try to increase the knowledge they master and obtain so that their writing becomes good and easy to understand.

##### **b. External Factors**

###### ➤ Imperfect learning

The teaching materials, strategies and techniques used in learning have not run optimally and perfectly, so many do not understand how to write good writing.

###### ➤ Short study time Study time influences mastery of punctuation. Good mastery of punctuation with long study time.

### **Conclusion**

From the discussion above, researches can draw the conclusion that mastering punctuation is very important in making communication better and more effective, both orally and in writing. The importance of mastering punctuation can enable readers and writes to convey ideas, thoughts and feelings clearly and precisely, thereby reducing misunderstanding.

Mastering punctuation can also build credibility and professionalism, increase academic success, and can also improve the quality of writing and communication. This can also improve logical and critical thinking abilities.

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