

Basic English (5)



Unit 5 Lesson 4 – Suddenly, the photocopier stopped working.



## Identify whether the statement is a cleft sentence.

- Crashing on the shore, I could hear the waves.
  - It is not the guitar that I wanted to purchase.
  - It will take about 5 minute from my house to the office.
  - What I need now is a cup of tea.
  - While hurrying to class, my briefcase dropped out.



## Learn today's sentences.

## **Grammar Focus**

Punctuation Marks



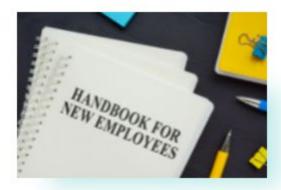
## **Key Expressions**

- Suddenly, the photocopier stopped working.
- I will tell the repairman to fix it.

## **Word Focus**



## Listen to the teacher and repeat.



employee handbook



repairman



photocopier machine



reliable

#### Listen to the audio and repeat.



#### Jackson is having trouble using a photocopier machine.

**Steve:** Hi Jackson. Do you need my help?

**Jackson:** Yes, please. I was making some copies of the employee handbook.

**Suddenly, the photocopier stopped working.** What should I do?

**Steve:** If you are in a hurry, you can try the other photocopier.

**Jackson:** But it's quite different from this one. And I've never used that one.

Can you help me out?

**Steve:** Of course. How many copies do you need?

**Jackson:** Ten, please.

(after a while)

**Steve:** Here you are. What else can I do for you?

**Jackson:** Thank you so much, Steve! What about this broken machine?

Steve: I will tell the repairman to fix it. Don't worry.

**Jackson:** You are so reliable, Steve!



Learn the punctuation marks.

# Common Punctuation Marks





#### Learn the difference.



## How to use a hyphen correctly?

#### Example:

Our products are built with high-grade steel.

#### Note:

Use a hyphen (a small line with no spaces before or after) to combine two words to create a single idea. It's most frequently used to combine two words into an adjective.

## How to use a dash correctly?

## Example:

I prefer chocolate milk – it's tastier than plain milk.

#### Note:

Use a dash (a longer line with spaces before and after) to indicate that you're moving onto a separate idea or train of thought.



Learn the placement of quotation marks.

# Quotation Mark Placement (667)

In American English, commas, periods and other punctuation should be placed within the quotation marks as long as they do not change the meaning of the quotation.

He asked, "Is it okay if I'm a couple of minutes late to class today?"

In instances where punctuation would change the meaning of the quotation – that is, when the punctuation, such as a question mark or exclamation point, does not belong to the quotation – it should be placed outside of the quotation marks.

Does he always say "I'm going to be late to class today"?

## **Activity**



## Choose the correct punctuation for each blank.

The doctor said, "You need to eat healthy food and get a lot of rest

A.."

В. ".

Richard always slept with the light on he was afraid of the dark.

Α.,

В.-

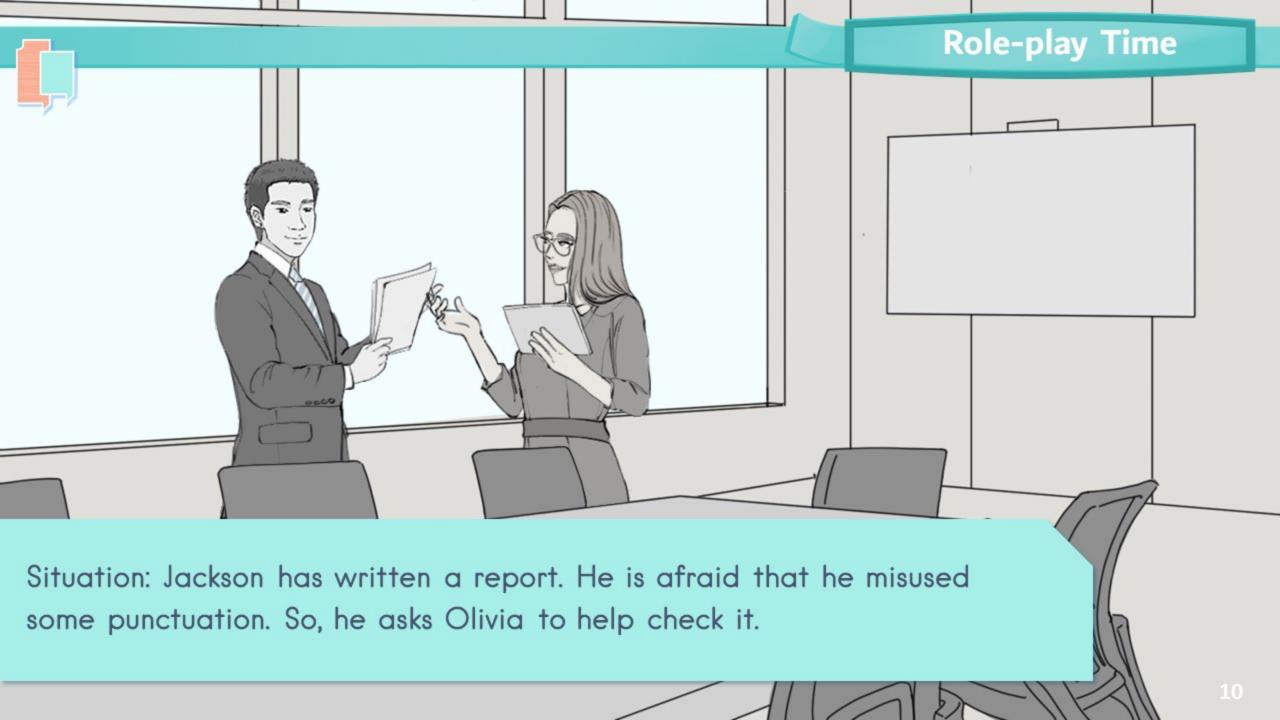
C. –

"Jessie just looked at me and said, '\_\_\_\_\_,"" Ben said. 3

A. good-bye B. good – bye C. good bye

Hawaii is called as "Pineapple State

A.."







## Read what we learned today.



- Word Focus
- employee handbook
- repairman

photocopier machine reliable

- Grammar Focus
- Punctuation Marks
- (Hyphen vs. Dash, Quotation mark placement)