



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



Identify whether the statement is a cleft sentence.

1 Crashing on the shore, I could hear the waves.

.....

2 It is not the guitar that I wanted to purchase.

.....

3 It will take about 5 minute from my house to the office.

.....

4 What I need now is a cup of tea.

.....

5 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.

Listen to the teacher and repeat.



employee handbook



photocopier machine



repairman



reliable



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

Hyphen



Comma



**Question
Mark**



Dash



Period



Colon



Parenthesis



**Quotation
Marks**



Semi-Colon





Learn the difference.

-

Hyphen vs. Dash

-

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 “”

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”?**

Choose the correct punctuation for each blank.

1

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

A. ."

B. ".

C. .

2

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

A. ,

B. -

C. –

3

"Jessie just looked at me and said, '_____', " Ben said.

A. good-bye

B. good – bye

C. good bye

4

Hawaii is called as "Pineapple State ____

A. ."

B. ".

C. .



Situation: Jackson has written a report. He is afraid that he misused some punctuation. So, he asks Olivia to help check it.



Read what we learned today.



- **Word Focus**

- employee handbook
- repairman

photocopier machine
reliable

- **Grammar Focus**

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