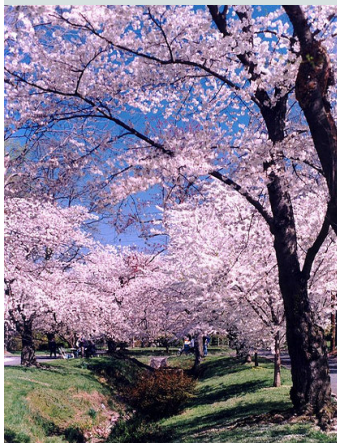




POWER WRITING TIPS

Quarter 2, 2010 Issue



Quotable Quote

"Small opportunities are often the beginning of great enterprises."

~ Demosthenes

Punctuation With Transitions

Transitions are words that link ideas. Transitions improve writing by clarifying the connection of ideas for readers. Use transitions to join two complete sentences and to emphasize their relationship. **Review the following common transitions:**

- **However** connects one thought to a **contrasting thought**.
- **Therefore** and **consequently** are transitions that signal an upcoming **result**.

Use correct punctuation with transitions. Use a semicolon before the transition and a comma following the transition. **Review the examples below:**

1. Pat will attend the meeting; however, I cannot attend.
2. We completed the project on time; therefore, we will receive the bonus.
3. The conference room was booked; consequently, they had to reschedule the meeting.

NOTE: The semicolon is placed at the end of the first complete thought. In other words, a semicolon can be used in place of the first period when joining two thoughts with a transition:

1. Mark is fully certified. Chris hasn't completed all of the courses. (two choppy sentences without idea connection)
2. Mark is fully certified; however, Chris hasn't completed all of the courses. (one smooth sentence with increased clarity and continuity)

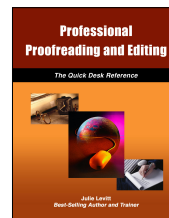
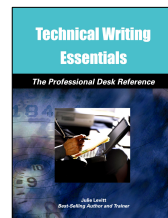
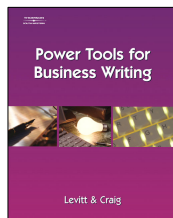
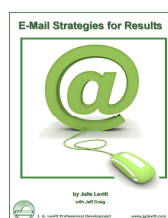
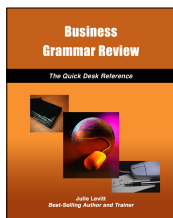
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