

第十章 標點符號 (Punctuation)

在口語中，只憑語調的高低、輕重，或語勢的緩急、停頓的久暫來作正確而適當的表情達意，無須也無從使用標點符號。可是在書寫中，語調無用武之地，惟有借標點符號之運用，方能作出正確的意思表示。以下即是經常使用的標點符號：

1. 逗點：[,] (Comma)
2. 句點：[.] (Period or Full Stop)
3. 疑問號：[?] (Question Mark)
4. 感歎號：[!] (Exclamation Point or Exclamation Mark)
5. 分號：[;] (Semicolon)
6. 冒號：[:] (Colon)
7. 破折號：[—] (Dash)
8. 圓括弧：[()] (Parentheses)
9. 方括號：[{ }] (Brackets)
10. 引號：[“ ”] 或 [‘ ’] (Quotation Marks)
11. 省略號：[’] (Apostrophe)
12. 連字號：[-] (Hyphen)

茲將上述各標點符號之使用分述如下：

1. 逗點 (Comma) 的用法

1. 兩個對等子句由連接詞 **and**, **but**, **or** 或 **nor / neither** 連接成一個合句時，通常都是在對等連接詞之前加一逗點。如：
 - (1) It was raining hard, **and** there was a strong wind.
(雨下得很大，而且刮著強風。)
 - (2) Show this proposal to professor Wang, **and** ask him for his reaction.
(把這建議給王教授看，並且請教他有何反應。)
 - (3) You may play now, **but** you must work later.
(你現在可以玩，但是過一會你得工作。)

(4) You must make a decision now, **or** it will be too late.

(你現在必須決定，否則就來不及了。)

(5) Lao Wang never goes to concerts, **nor** (or **neither**) does his wife.

(老王從不聽音樂會，他的太太也是如此。)

註：(a) 如果兩個對等子句都很短，連接詞之前的逗點可以省略。如：

① He likes pop music **but** I don't.

(他喜歡熱門音樂，但是我不喜歡。)

② Was he angry **or** was he merely pretending?

(他是生氣了還只是假裝的？)

(b) 另有 so (所以)、for (因為) 和 yet (可是) 也可以用作對等連接詞，連接兩個對等子句。這樣作用的 so、for、yet 之前幾乎總是有逗點 (句子長而複雜時則用分號)。如：

① John didn't have enough money to buy an airplane ticket, **so** he borrowed two thousand dollars from his uncle.

(約翰沒有足夠的錢買飛機票，所以他向他的伯父借了兩千元。)

② The child hid behind his mother's skirt, **for** he was afraid of the dog.

(這小孩躲在他母親的裙子後面，因為他怕那隻狗。)

③ I did not like the leading actor, **yet** the movie was quite good on the whole.

(我不喜歡那位男主角，可是就整體而言這部電影還不錯。)

(c) 如果兩個子句裡的主詞相同而將第二個子句裡的主詞省略，省略後的句子已不再是合句，而是變成了一個主詞和一個複合動詞的單句。在這種句子裡，連接兩個動詞的對等連接詞之前通常是沒有逗點的。比較以下兩例：

① The old man not only raped the young girl, but he also killed her. (合句，but 之前有逗點)

(那個老頭不僅強暴了那位少女，而且還把她弄死了。)

② The old man not only raped the young girl but also killed her. (單句，but 之前無逗點)

(同上。)

(d) 合句中含有三個以上對等子句時，每兩個子句之間都該有逗點。如：

① You can do the shopping, Mary can do the cooking, and I can do the washing-up.

(你可以去買菜，瑪麗可以做菜，我可以飯後洗碗盤。)

② I called, I screamed, I cried; but no one came to rescue me.

(我大聲喊，我尖叫，我大哭；可是沒有人來救我。)

🌟 **提示：**本句 but 之前的三個子句是一個段落，but 後面又是一個段落，前面每兩個子句間用了逗點，所以 but 之前用分號。

(e) 沒有對等連接詞 (如 and, but, or, nor 等) 連接的兩個獨立子句之間不能用逗點，要用分號 (semicolon)、冒號 (colon)、或者分成兩個句子。如：

① a. The girls walked, the boys ran. (×)

b. The girls walked; the boys ran. (✓)

c. The girls walked. The boys ran. (✓)

(女孩用走的，男孩用跑的。)

② a. The garden had been neglected for a long time, it was overgrown and full of weeds. (×)

b. The garden had been neglected for a long time: it was overgrown and full of weeds. (✓)

c. The garden had been neglected for a long time; it was overgrown and full of weeds. (✓)

d. The garden had been neglected for a long time. It was overgrown and full of weeds. (✓)

(那庭園長期乏人照料，裡面草長得太長而且雜草叢生。)

(f) 下列中沒有對等連接詞卻只用逗點，是屬於非正式的口語：

You must not miss the play, it was that good.

(你不可以錯過這齣戲，它是那麼好。)

這種形似兩個對等子句的合句其實是屬於一個主要子句和一個從屬子句的複句，在正式而嚴肅的場合都應該改用下面一句：

The play was so good that you must not miss it.

(這齣戲那麼好，你不可以錯過。)