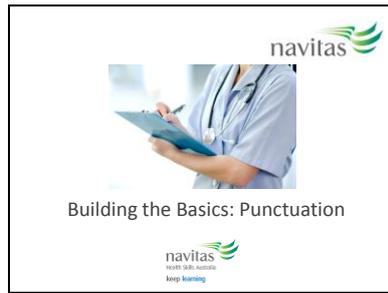
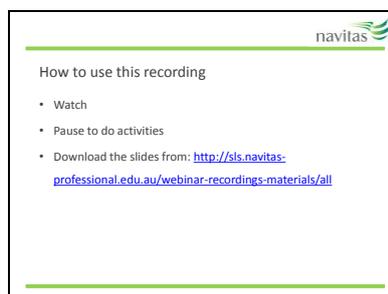


Slide 1



Welcome to the Punctuation video recording.

Slide 2



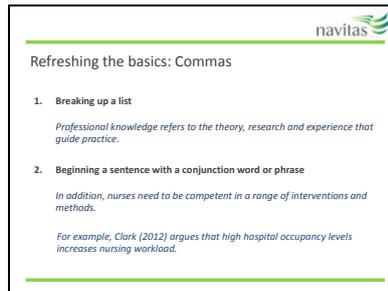
You may want to just watch the video straight through, or use the pause button to stop and do the activities. To download the slides for this presentation: go back to the SLS website page and click on the link below this recording.

Slide 3



This video is designed to help you with writing in your classes and assignments as well as in the healthcare profession. The main goals of this video are to refresh the basics of writing, with a focus on punctuation. So let's get started with the first part which is a reminder about when to use commas.

Slide 4



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Refreshing the basics: Commas

1. Breaking up a list
Professional knowledge refers to the theory, research and experience that guide practice.
2. Beginning a sentence with a conjunction word or phrase
In addition, nurses need to be competent in a range of interventions and methods.
For example, Clark (2012) argues that high hospital occupancy levels increases nursing workload.

Commas are used in three main ways. Firstly, they are used to break up a list: *Professional knowledge refers to the theory, research and experience that guide practice.* Secondly, they are used when starting a sentence with a conjunction word or phrase like “In addition”, “For example”, “Therefore”, “However”, “as a consequence” and so on.

Slide 5



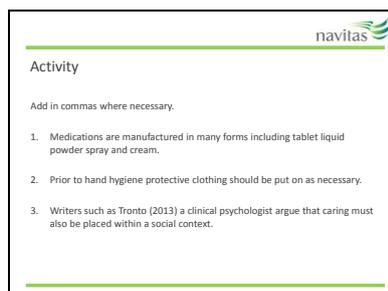
navitas

Refreshing the basics: Commas

3. Separating parts of a sentence
When assisting a patient, effective communication is essential.
According to Blanc (2005), nurses need to possess a wide range of skills.
The Alfred Hospital, which is located in Melbourne, is a major public teaching hospital.

Commas are also used to separate parts of a sentence. *When assisting a patient, effective communication is essential. According to Blanc (2005), nurses need to possess a wide range of skills. The Alfred Hospital, which is located in Melbourne, is a major public teaching hospital.*

Slide 6



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Activity

Add in commas where necessary.

1. Medications are manufactured in many forms including tablet liquid powder spray and cream.
2. Prior to hand hygiene protective clothing should be put on as necessary.
3. Writers such as Toronto (2013) a clinical psychologist argue that caring must also be placed within a social context.

Take a look at these sentences and add in commas where necessary. You can pause the video now if you would like to do the activity.

Slide 7

navitas

Activity

1. Medications are manufactured in many forms including tablet, liquid, powder, spray and cream.
2. Prior to hand hygiene, protective clothing should be put on as necessary.
3. Writers such as Tronto (2013), a clinical psychologist, argue that caring must also be placed within a social context.

Here are the answers to the activity. You can see the commas have been added in red.

Slide 8

navitas

Refreshing the basics: Apostrophes

1. To show possession
The manager's role involves supervising other staff.
The hospital's report revealed a startling trend.

NOTE: If the owner is plural, put the apostrophe after the 's'.
The patient's safety is a priority. (singular – one patient)
The patients' safety is a priority. (plural – several patients)



Apostrophes can be a little bit tricky. Apostrophes are used to show possession or ownership. For example, “The manager’s role involves supervising other staff” – in other words, the role belongs to the manager. The second example is “The hospital’s report revealed a startling trend” – in other words, the report belongs to the hospital. The tricky part is when there are two owners. In this example, if there is one patient, we put the apostrophe before the “s” but if there is more than one patient, the apostrophe goes after the “s” to show this.

Slide 9

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Refreshing the basics: Apostrophes

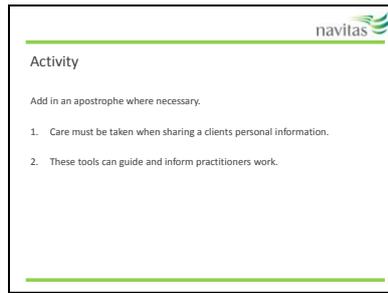
2. For contractions
(Note: Contractions should be avoided in academic writing)
The patient will feel more confident if there aren't any interruptions in the procedure.

Note: Don't use apostrophes for plurals
five models for decision making (not model's)
several key theories (not theory's)
the two nurses that attended (not nurse's)



You can also use apostrophes for contractions or the shortened forms of words like “aren’t”, “don’t”, “she’s” and so on. However, contractions should be avoided in academic writing because they are informal. Also keep in mind that apostrophes shouldn’t be used for plurals like “five models”, “several theories” and “two nurses”

Slide 10



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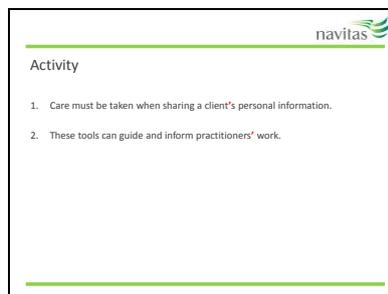
Activity

Add in an apostrophe where necessary.

1. Care must be taken when sharing a clients personal information.
2. These tools can guide and inform practitioners work.

Take a look at these sentences and add in apostrophes where necessary. You can pause the video now if you would like to do the activity.

Slide 11



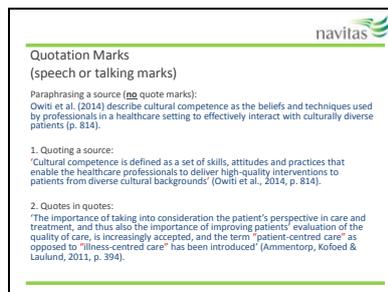
navitas

Activity

1. Care must be taken when sharing a client's personal information.
2. These tools can guide and inform practitioners' work.

Here are the answers to the activity. You can see the apostrophes have been added in red.

Slide 12



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Quotation Marks
(speech or talking marks)

Paraphrasing a source (no quote marks):
Owiti et al. (2014) describe cultural competence as the beliefs and techniques used by professionals in a healthcare setting to effectively interact with culturally diverse patients (p. 814).

1. Quoting a source:
"Cultural competence is defined as a set of skills, attitudes and practices that enable the healthcare professionals to deliver high-quality interventions to patients from diverse cultural backgrounds" (Owiti et al., 2014, p. 814).
2. Quotes in quotes:
"The importance of taking into consideration the patient's perspective in care and treatment, and thus also the importance of improving patients' evaluation of the quality of care, is increasingly accepted, and the term "patient-centred care" as opposed to "illness-centred care" has been introduced" (Ammentorp, Kofsted & Laulund, 2011, p. 394).

Another form of punctuation that is quite common in academic writing is quotation marks, also called speech marks or talking marks. They are used to show when you have used someone else's words. If you have not paraphrased or summarised the information into your own words, then you need to show that by using quote marks and following them with an in-text reference. In Australia the current convention is to use single quote marks for main quotes, then double quote marks inside if necessary. It is important to be consistent throughout your assignment rather than switching back and forth.

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Quotation Marks

Refer to song titles, magazine articles or episodes of a TV series.

Also, they can be used to emphasise new or uncommon terms:

"The importance of taking into consideration the patient's perspective in care and treatment, and thus also the importance of improving patients' evaluation of the quality of care, is increasingly accepted, and the term "patient-centred care" as opposed to "illness-centred care" has been introduced" (Ammentorp, Kofoed & Laulund, 2011, p. 394).

Quotation marks are also sometimes used when referring to song titles, magazine articles or episodes of a TV series. Also they can be used to emphasise new or uncommon terms, as in the example from the previous slide. These uses should not come up in your academic writing for HSA, ACAP and NCPS often, though. You need to be careful not to overuse quote marks. Direct quotes should be no more than 10% of your written assignment, and academic writing will start to sound informal if you use too many new or uncommon words even if you put them in quote marks or italics.

Slide 14

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End Punctuation

Full stops, question marks and exclamation marks

- ✓ The patient was given medication, but it had no effect.
- What was the most significant event in this patient's life?
- × This was the most significant event in the young patient's life!

Full stops, question marks and exclamation marks can be indicators of how formal your writing is. Full stops are almost always appropriate at the end of sentences in your assignments. Very occasionally you might pose a question. Exclamation marks show strong emotion and are, therefore, not used much in writing for school.

Slide 15

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Common sentence error #1: Sentence fragments

Some more comments about the procedures.

Patients were asked to sign consent forms. Before the doctor made a final decision.

By not carefully monitoring the foetus created a risky situation for both the mother and the baby.

A common error students often make in their texts is to write an incomplete sentence, known as a sentence fragment. Sentence fragments are incomplete sentences because they lack a subject, a verb or a completed thought. Fragments often follow a sentence that *is* complete and the writer has just failed to link the ideas together fluently. Some sentence fragments look like a full sentence because they have a capital letter and/or a full stop. Take a look at these sentences. The sentences are incomplete and don't make sense on their own.

Slide 16

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Problem	Solution
Missing a verb <i>Some more comments about the procedures.</i>	Add a verb <i>Some more comments <u>were made</u> about the procedures.</i>
Unconnected fragment <i>Patients were asked to sign consent forms. After the doctors made a final decision.</i>	Join the parts to make one sentence <i>Patients were asked to sign consent forms <u>after</u> the doctors made a final decision.</i>
Missing subject <i>By not carefully monitoring the foetus created a risky situation for both the mother and the baby.</i>	Add the doer of the action <i><u>They</u> by not carefully monitoring the foetus created a risky situation for both the mother and the baby.</i>

To correct these sentences, you need to add some words. In the first example a verb is needed: "Some more comments were made about the procedures". For the second example, you should combine the two parts so that it is a complete sentence: "Patients were asked to sign consent forms after the doctors made a final decision". For the third example, it is unclear who is doing the action, so add a subject: "Through not carefully monitoring the foetus, they created a risky situation for both the mother and the baby." or if you want to be more specific write "the doctor" or "the nurse".

Slide 17



Activity

Correct the sentence fragments below.

1. Different treatments available at hospitals.
2. Because they made the wrong decision.
3. In the end decided to go for a caesarean operation.

Take a look at these sentence fragments and make them into complete sentences. You can pause the video now if you want to do the activity.

Slide 18



Activity

Correct the sentence fragments below.

1. Add a verb: Different treatments are available at hospitals.
2. Add in second part of sentence. Because they made the wrong decision, the patient was put at risk.
3. Add in the subject (the 'doer'): In the end she decided to go for a caesarean operation.

Here are some possible answers to the activity, but you may have something a little different.

Slide 19



Common sentence error #2: Run-on sentences

- × Regular physical activity can help slow down the ageing process. it will also give the elderly a chance to be independent citizens for a lengthier period.
- ✓ Regular physical activity can help slow down the ageing process. It will also give the elderly a chance to be independent citizens for a lengthier period.
- × Empathy involves considering the patient's perspective this includes understanding their priorities might be.
- ✓ Empathy involves considering the patient's perspective. This includes understanding their priorities might be.

Another common error students make is to put two sentences together as one, as in these two examples. These are called “run-on” sentences. A run-on sentence occurs when two or more sentences are brought together with no punctuation in between. Fix run on sentences by separating the sentences with a full stop or semi-colon (;) or use a comma followed by a conjunction (*and, so, which* etc).

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Activity

Correct these run-on sentences.

1. Nurses need to be culturally sensitive and anti-racist, these issues must be addressed in nurse education and practice.
2. The rapidly ageing population has increased the demand for healthcare, the number of hospital beds has also decreased.

Take a look at these run-on sentences and try to fix them. You can pause the video now if you are going to do the activity.

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Activity

1. Nurses need to be culturally sensitive and anti-racist, so these issues must be addressed in nurse education and practice.
Nurses need to be culturally sensitive and anti-racist, These issues must be addressed in nurse education and practice
2. The rapidly ageing population has increased the demand for healthcare, and the number of hospital beds has also decreased.
The rapidly ageing population has increased the demand for healthcare, The number of hospital beds has also decreased.

Here are some possible answers to the activity, but you may have something a little different.

Slide 22

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SLS website

<http://sls.navitas-professional.edu.au>



For more resources on writing, check out our Student Learning Support webpage.

Slide 23



Contact the Student Learning Support (SLS) team

ACAP Sydney and online students (02) 8236 3021 learningsupportsyd@acap.edu.au	HSA Melbourne students (03) 9633 0191 hsalearningsupport@navitas.com
ACAP Melbourne and Adelaide students (03) 8327 2639 supportmel@acap.edu.au	HSA Brisbane students (07) 3234 4405 hsalearning.support@navitas.com
ACAP Brisbane students (07) 3234 4405 supportbr@acap.edu.au	NCPs students (03) 8327 2639 supportncps@navitas.com

Get in touch with us at Learning Support if you have any queries or need specific advice about an assignment you are writing. Good luck with your studies.