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| **Grammar Masters: Teacher’s Notes**  **Topic: Brackets** |
| Brackets are used to enclose additional information. This is also called information that is ‘in parenthesis’. Brackets themselves are also called parentheses.  **Examples:**  *He finally answered (after taking five minutes to think) that he did not understand the question.*  *He gave me a nice bonus (five hundred pounds).*  Commas could have been used in the first example; a colon could have been used in the second example. The use of parentheses indicates that the writer considered the information less important—almost an afterthought.  **Rules for correct usage:**  1. If material in parentheses ends a sentence, the full stop goes after the parentheses.  2. Full stops go inside parentheses only if an entire sentence is inside the parentheses.  ***Example:*** *Please read the analysis (you'll be amazed).*  ***Example:*** *Please read the analysis. (You'll be amazed.)*  3. Parentheses, despite appearances, are not part of the subject.  ***Example:*** *Joe (and his trusty mutt)* ***was*** *always welcome.*  If this seems awkward, try rewriting the sentence:  ***Example:*** *Joe (accompanied by his trusty mutt)* ***was*** *always welcome.*  4. Commas are more likely to follow parentheses than precede them.  ***Correct:*** *When he got home (it was already dark outside), he made dinner.*  ***Incorrect:*** *When he got home, (it was already dark outside) he made dinner.* |

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