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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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