ESOL – Symbols in text

This companion document covers the same learning as the interactive session, but in a different way so as to be more accessible for learners with sight impairments. Because of this, it does not follow a slide structure.

Welcome

Welcome to this session on articles.

By the end of this session, you will know common symbols used for:

* Punctuation
* Mathematics
* Currency
* Typographical symbols

Symbols in text

Sometimes you will see symbols used in text. A symbol is anything that is not a letter of the alphabet.

In this document, you will learn about some common symbols found in texts.

You will learn about four types of symbols:

* Punctuation symbols
* Mathematics symbols
* Currency symbols
* Typographical symbols

Punctuation symbols

Punctuation marks are types of symbols. Common punctuation symbols that you need to know are:

**.** Full stop – Used to mark the end of a sentence.

**?** Question mark – Are used when asking a question.

**!** Exclamation mark - Exclamation marks are used to indicate a strong feeling or emphasis at the end of a sentence.

**,**  Comma - Commas are used to separate parts of a sentence.

**‘** Apostrophe – Apostrophe are used to indicate a possession or a contraction.

**“ ”** Quotation marks - Quotation marks are used to indicate someone is speaking, a quote, or a phrase.

Mathematics symbols

We use symbols in mathematics. Common symbols that you need to know are:

**+** plus/add

**-** minus/take away

**x** times/multiplied by

**÷** divided by

**=** equals

**<** smaller than/less than

**>** bigger than/more than

**%** percentage

Currency symbols

We use symbols for different currencies.

**£** is the symbol for the pound sterling. This is the currency used in the UK.

**$** is the symbol for the dollar. This is used by different currencies around the world.

**€** is the symbol for the euro. This is the currency used by countries in the eurozone.

We use the currency symbol before the amount. For example:

£20 is twenty pounds sterling

$20 is twenty dollars

€10 is twenty euros.

Typographical symbols

There are some common typographical symbols that you need to know. Click on each symbol to learn more.

**&** This is the ampersand, commonly called the ‘and’ symbol. It is used in place of the word ‘and’.

**\*** This is an asterisk. It is used to indicate there is a footnote. This is where there is more information about something at the bottom of the page.

**@** This is the at sign. It is used in email addresses and in social media handles

* This is a bullet point. It is used to list things. For example:
* Point 1
* Point 2
* Point 3

**©** This is the copyright sign. It shows that something has been copyrighted, meaning it cannot be used or shared without permission.

Knowledge check

Below are some questions to test your understanding of the information in this document. You do not have to attempt these questions, but you may find they help reinforce your learning.

Question 1:

Which punctuation is highlighted in this sentence?

“Stop!” he yelled.

Answer: The highlighted punctuation symbols are quotation marks.

Question 2:

Which punctuation is highlighted in this sentence?

Lucas and Teresa went for a walk.

Answer: The highlighted punctuation symbol is a full stop.

Question 3:

Which of the following means eight pounds?

1. $8
2. 8£
3. 8€
4. £8
5. €8

Answer: The correct answer is d. £ is the symbol for the pound sterling. The currency symbol always goes before the amount.

Question 4:

Which of the following symbols means copyright?

1. %
2. ©
3. @
4. &

Answer: The correct answer is b.

Question 5:

What does the following equation mean?

3x6=18

1. Three multiplied by six equals eighteen.
2. Three plus six is less than eighteen
3. Three divided by 6 equals eighteen

Answer: The correct answer is a. Three, multiplied (or times) by six, equals eighteen.

Summary

Well done. You have completed this session on symbols in text.

You should now:

* Punctuation
* Mathematics
* Currency
* Typographical symbols

If you have any questions about anything covered in this session, please speak to your tutor for more help.