

# LANGUAGE ARTS *punctuation*



<b>PERIOD</b>	●
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**Use:** to end a sentence that makes a statement or gives a command not used as an exclamation.  
→ *Example:* Go to your room, and do not come out until dinner.

**Use:** after an initial or an abbreviation.  
→ *Examples:* Mary J. Jones, Mr., Mrs., Ms.

<b>COMMA</b>	,
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**Use:** to separate words or groups of words in a series.  
→ *Example:* I used worms, *moths, crickets, bread, and bacon* for bait.

*Note:* Some stylebooks and teachers require a comma before “and” in a series.

→ *Example:* He ran, jumped, and yelled.

**Use:** to separate an explanatory phrase from the rest of the sentence.

→ *Example:* Escargots, or snails, are a delicacy that I relish.

**Use:** to distinguish items in an address and in a date.

→ *Examples:* John Doe, 290 Main Street, Midtown, IN 48105  
September 20, 1960

**Use:** to separate a title or an initial that follows a name.

→ *Example:* Joseph Jones, Ph.D.

<b>QUESTION MARK</b>	?
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**Use:** at the end of a direct or indirect question.

→ *Example:* Did your relatives invite you to visit them this summer?

**Use:** to punctuate a short question within parentheses.

→ *Example:* I am leaving tomorrow (is that possible?) to visit my cousins in France.

<b>APOSTROPHE</b>	'
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**Use:** to show that one or more letters or numbers have been left out of a word to form a contraction.

→ *Examples:* do not = don't | I have = I've

**Use:** followed by an *s* is the possessive form of singular nouns.

→ *Example:* I clearly saw this young *man's* car run that stop sign.

**Use:** possessive form of plural nouns ending in *s* is usually made by adding just an apostrophe. An apostrophe and *s* must be added to nouns not ending in *s*.

→ *Example:* bosses = bosses', children's

<b>COLON</b>	:
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**Use:** after words introducing a list, quotation, question or example.

→ *Example:* Sarah dropped her book bag and out spilled everything: books, pens, pencils, homework and makeup.

<b>SEMICOLON</b>	;
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**Use:** to join compound sentences that are not connected with a conjunction.

→ *Example:* It's elementary, my dear Watson; the butler is clearly responsible.

**Use:** to separate parts of a list of words.

→ *Example:* I packed a toothbrush, deodorant and perfume; jeans, a raincoat and sweatshirts; and boots and tennis shoes.

<b>QUOTATION MARKS</b>	“ ”
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**Use:** to frame direct quotations in a sentence. Only the exact words quoted are placed within the quotation marks.

→ *Example:* “I don't know,” she said, “if I will be able to afford the vacation.”

**Use:** to distinguish a word that is being discussed.

→ *Example:* Mr. Jones suggested I replace the word “always” with “often” in my theme.

**Use:** to show that a word is being used in a special way.

→ *Example:* He wore the “leopard” outfit to show that she's “with it.”

**Use:** to punctuate titles of poems, short stories, songs, plays, lectures, chapters of books and articles found in magazines, newspapers and encyclopedias.

→ *Examples:* “You Are My Sunshine,” “Violence in Our Society,” “The Road Not Taken”

<b>SINGLE QUOTATION MARK</b>	‘ ’
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**Use:** to punctuate a quotation within a quotation.

→ *Example:* “My favorite song is ‘I've Been Working on the Railroad,’” answered little Joey.

<b>EXCLAMATION MARK</b>	!
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**Use:** to express strong feeling.

→ *Example:* Help! Help!

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