



## Learning by Example :

Correct punctuation is essential for clear and effective writing. The following list contains some of the most critical punctuation rules.

### COMMA

Commas are used to separate parts of a sentence. They tell readers to pause between words or groups of words, and they help clarify the meanings of sentences. Commas are used to separate three or more words, phrases, or clauses in a series.

#### example

Practice will be held before school, in the afternoon, and at night.

Commas are used after an introductory dependent clause (a group of words before the subject of a sentence that do not form a complete sentence).

#### example

Tanya, Debbie's sister, gave a brilliant speech last night.

### Exclamation, Question and Statement Cards



### END OF SENTENCE Punctuation

End of sentence punctuation is used to let the reader know when a thought is finished. A statement (or declarative sentence) is followed by a period or a full stop.

#### example

Orem is the home of Utah Valley State College.

A direct question (or interrogative sentence) is followed by a question mark.

#### example

When did Joe buy a red shirt ? Do not use a question mark after a declarative sentence that contains an indirect question.

#### example

Marie wants to know when Joe bought a red shirt. An exclamatory sentence is followed by an exclamation point.

#### example

What a good movie! Use exclamation marks sparingly because they can unnecessarily exaggerate sentences.

#### example

Monet was the most influential painter of his time! (Most emphasizes influential painter; therefore, an exclamation point is not needed.)

### SEMICOLON

Semicolons are used to separate clauses or phrases that are related and that receive equal emphasis. Semicolons join independent clauses in a compound sentence if no coordinating conjunction is used.

#### example

Michael seemed preoccupied; he answered our questions abruptly.

#### example

Semicolons are used before a conjunctive adverb (transition word) that joins the clauses of a compound sentence.

#### example

The emergency room was crowded; however, Warren was helped immediately.

#### example

Semicolons help avoid confusion in lists where there are already commas.

#### example

We traveled to London, England; Paris, France; Berlin, Germany; and Sofia, Bulgaria.

### COLON

Colons follow independent clauses and are used to call attention to the information that comes after. Colons come after the independent clause and before the word, phrase, sentence, quotation, or list it is introducing.

#### example

Joe has only one thing on his mind: girls. (word)

Joe has only one thing on his mind: the girl next door. (phrase)

Joe has only one thing on his mind: he wants to go out with Linda. (clause)

Joe has several things on his mind: his finals, his job, and Linda. (list)

Never use a colon after a verb that directly introduces a list.

## Everybody's Guide to PUNCTUATION

#### example

Incidentally, I was not late this morning. (word)

Hoping for a bigger fish, Rob spent three more hours fishing. (phrase)

Commas are used between independent clauses joined by a coordinating conjunction (for, and, nor, but, or, yet, so).

#### example

My dog had fleas, so we gave him a bath.

Commas set off nonessential phrases or clauses.

#### example

The man, I think, had a funny laugh.

Commas set off an appositive (a word or phrase that renames a noun).

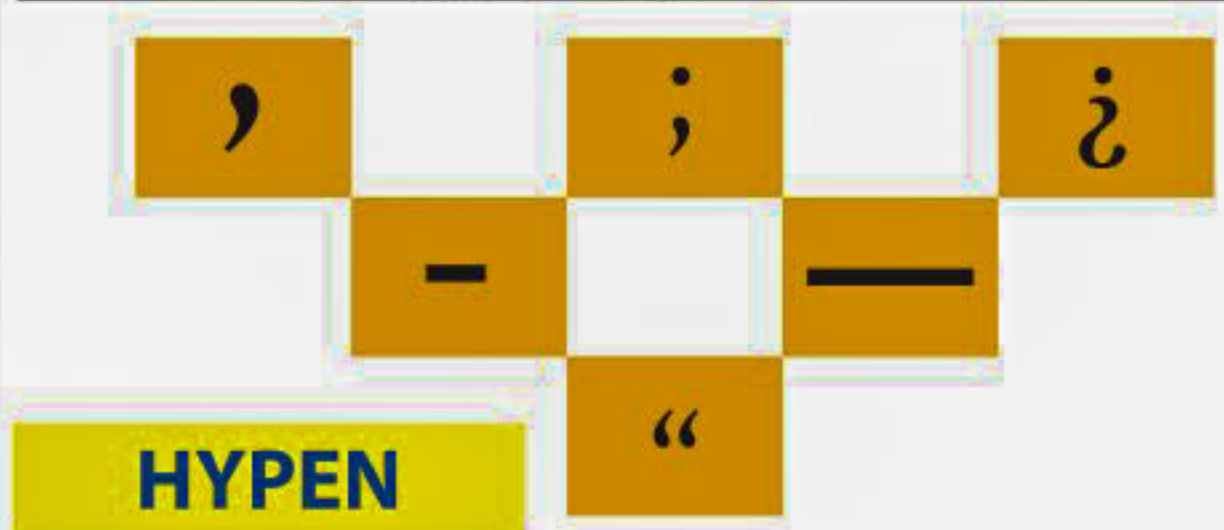
#### example

If your friends enjoy Chinese food, they will love this restaurant.

Commas are used to set off introductory words, introductory adverbial, participial, or infinitive phrases, and longer introductory prepositional phrases.

**INCORRECT :** The things on Joe's mind are: finals, work, and Linda.

**CORRECT :** The things on Joe's mind are finals, work, and Linda.



Hyphens are used to form compound words or join word units. They are used to join prefixes, suffixes, and letters to words. Use hyphens with compound numbers from twenty-one to ninety-nine and with fractions used as modifiers.

#### example

forty-two applicants, two-thirds majority (two-thirds is an adjective modifying majority), three-fourths empty (three-fourths is an adverb modifying empty), two thirds of the voters (two thirds is not being used as an adjective here because thirds is a noun being modified by two)

Use hyphens in a compound adjective only when it comes before the word it modifies. However, some compound adjectives are always hyphenated, such as well-balanced. Look up compound adjectives in the dictionary if you are unsure whether or not to hyphenate them.

#### example

a well-liked author - an author who is well liked a world-renowned composer - a composer who is world renowned. Use a hyphen with the prefixes ex-, self-, and all-; with the suffix -elect; and with all prefixes before a proper noun or proper adjective.

#### example

all-star, ex-mayor, pro-Canadian, senator-elect, anti-Semitic, non-European, self-control, self-image etc.



Dashes connect groups of words to other groups of words in order to emphasize a point or show that the information is unessential. Usually the dash separates words in the middle of a sentence from the rest of the sentence, or it leads to material at the end of the sentence. In the middle of a sentence, a dash can put special emphasis on a group of words or make them stand out from the rest of the sentence.

#### example

Linda Simpson's prescription for the economy, lower interest rates, higher employment, and less government spending, was rejected by the president's administration.

**BECOMES :** Linda Simpson's prescription for the economy—lower interest rates, higher employment, and less government spending—was rejected by the president's administration.

The dash can also be used to attach material to the end of a sentence when there is a clear break in the continuity of the sentence or when an explanation is being introduced.

#### example

The president will be unable to win enough votes for another term of office—unless, of course, he can reduce unemployment and the deficit soon.

#### example

It was a close call—the sudden gust of wind pushed the helicopter to within inches of the power line.



### APOSTROPHE

Apostrophes are used to show possession or to indicate where a letter has been omitted to form a contraction. To show possession, add an apostrophe and an -s to singular nouns or indefinite pronouns that end in one or body.

#### example

Susan's wrench, anyone's problem. Add only an apostrophe for plural possessive nouns ending in -s.

#### example

My parents' car, the musicians' instruments. Add an apostrophe and an -s for plural possessive nouns that do not end in -s.

#### example

The men's department, my children's toys. Add an apostrophe and an -s for singular possessive nouns that end in -s.

#### example

Chris's cookbook, the business's system \_ Do not use an apostrophe with possessive personal pronouns including yours, his, hers, its, ours, their, and whose. Apostrophes are also used in contractions, two words which have been combined into one, to mark where the missing letter or letters would be.

#### example

I am= I'm I have = I've who is = who's let us = let's cannot = can't he is, she is, it is = he's, she's, it's you are = you're they are = they're \_ Avoid confusing it's with its. It's is a contraction for it is; its is a possessive pronoun.

### QUOTATION MARK

Quotation marks are used to show the beginning and end of a quotation or a title of a short work. Quotation marks enclose the exact words of a person (direct quotation).

#### example

Megan said, "Kurt has a red hat." Do not use quotation marks around a paraphrase (using your own words to express the author's ideas) or a summary of the author's words.

#### example

Megan said that Kurt's hat was red. Quotation marks set off the titles of magazine articles, poems, reports, and chapters within a book. (Titles of books, magazines, plays, and other whole publications should be underlined or italicized.)

#### example

"The Talk of the Town" is a regular feature in Time magazine.

**QUOTATION MARKS WITH OTHER PUNCTUATION.** Place full-stop and commas inside quotation marks.

#### example

Aida said, "Aaron has a blue shirt." Place semicolons and colons outside quotation marks.

#### example

He calls me his "teddy bear"; I'm not a bear. Place question marks or exclamation points inside the quotation marks if you punctuate the quotation only.

#### example

"Are we too late?" she asked. Place question marks or exclamation points outside the quotation marks if you punctuate the entire sentence.

#### example

Why did she say, "We are too late"?

### PARENTHESES

Elements inside parentheses are related to the sentence but are nonessential. Parentheses set off additions or expressions that are not necessary to the sentence. They tend to de-emphasize what they set off.

#### example

We visited several European countries (England, France, Spain ) on our trip last year. Parentheses enclose figures within a sentence.

#### example

Grades will be based on (1) participation, (2) in-class writing, and (3) exams. When the group inside the parentheses forms a complete sentence but is inserted inside a larger sentence, no period is needed. However, if a question mark or exclamation point is needed, it may be used.

#### example

The snow (she saw it as she passed the window) was now falling heavily. When parentheses are used to enclose an independent sentence, the end punctuation belongs inside the parentheses.

#### example

Mandy told me she saw Amy's new car. (I saw Amy's car before Mandy.) She said it was a nice car.

Find the answers in next Monday issue

### A Determine whether each of these sentences is properly punctuated.

1. It's 2 A.M.! You should be asleep!
2. How nice that Joseph offered to help clean up afterward?
3. What is the capital of Missouri?
4. I asked Carl to meet me at 3 P.M. to study.
5. Put your glasses away in a safe place

### B Punctuate the following sentences correctly :

11. Mrs Tomaino lives across the street
12. Excellent job, Kayla I knew you could do it if you put your mind to it
13. Rev Bill Turner spoke at a youth conference in St Louis this past weekend
14. The itinerary shows that the tour starts at 8 AM and goes to 4:30 PM
15. ColfaxJct is the third stop before reaching Highland Borough
16. Gee why did Mark leave late He promised to be here by 10 AM

### C Add commas where necessary in the following sentences :

1. Marie's fat Siamese cat lounged in the front window.
2. The large scary bug crawled quickly across the bedroom floor.
3. We ate chips salsa pretzels pizza and popcorn during the movie.
4. "How many days" Juan continued "do we have off of school?"
5. The elephant in the center ring had leathery skin a long trunk and big floppy ears.
6. "I really hope David makes it to practice" said Frankie.

### D Place commas where necessary in the following sentences, phrases and numbers :

1. Jill bought the house at 5824 Mt. Holly Oak Drive Jonestown MD.
2. Sara's fifteenth birthday is March 17 2009.
3. Dear Martha
4. 2398762015200
5. Anita Marcus DMD is one of the dentists speaking at our meeting today.
6. Truly yours

### E Add colons and semicolons where necessary in the following expressions :

1. Scott used his sister's cell phone to call Kris he lost his yesterday.
2. Liz will meet Kim and Erin at [six o'clock] they have a yoga class at [fifteen minutes after six o'clock].
3. We watched Garfield A Tail of Two Kittens after school on Monday.
4. [TIME] volume number 4, pages 56-75.]
5. Add these to your list when you go to the grocery store bread, milk, lunch meat, and cheese.
6. Shari owns four dogs three of them are poodles.
7. Helen Keller once said "The best and most beautiful things in the world cannot be seen or even touched. They must be felt within the heart."
8. Dear Dr. Klinger
9. Lexi likes knitting scarves and hats Gina likes watercolor painting and Mona likes making pottery.
10. Our plane leaves at [four o'clock] in the morning therefore, we will leave at [one o'clock] to be sure we arrive on time.

### ANSWER KEY TO THE LAST EIS PAGE ACTIVITIES (DATED FEBRUARY 09, 2015)

#### KEY

- I've been to Morocco in Dubai  
(a) Their own pictures looking like traditional Moroccans.  
(b) She is a school teacher.  
(c) While some clothes are acquired from different stores from the city, others are flown in sometimes.  
(d) The photographs are taken in the Moroccan Pavilion in Global Village.  
(e) The different prices are for the different sizes of the enlargements.

#### SPORTS INJURY

- (a) Sports related injury occurs because of lack of warm up or over training.  
(b) Soft tissue  
(c) Hamstring  
(d) The bleeding from blood capillaries beneath the skin.  
(e) Because this may lead to infection.

#### EXERCISE 1

1. I was delighted to see Katelyn and Andrew last Saturday afternoon.
2. The Spanish test on Tuesday was hard.
3. Martin's journey to Mount Rushmore in Keystone, South Dakota, was unforgettable.
4. Charlie couldn't sleep because his puppy, Casper, whined all night long.
5. Stephanie bought her jeans at the Freehold Raceway Mall with the gift card she got for Christmas last December.
6. The Smithsonian Institute, in Washington, D.C., has over 19 museums altogether.
7. Our family plays Monopoly and watches movies on New Year's Eve.

#### EXERCISE 2

##### RED COLUMN

abstract, abstract, abstract, concrete, abstract, abstract, concrete

##### YELLOW COLUMN

abstract, concrete, abstract, concrete, abstract, concrete

#### EXERCISE 3

a committee of experts, an army of ants, a herd of buffalo, a flock of sheep, a pack of wolves, a caravan of camels, a brood of hens, a litter of kittens, a mob of kangaroos, a flotilla of ships, a swarm of bees, a wad of money (or cash), a lodge of beavers, a deck of cards, a nest of snakes, a tribe of monkeys, a pride of lion, a school of fish.

(1)a,b,c(2)a,b,d(3)a,b,c,d(4)b,c,d(5)a,b,c(6)a,b,c(7)a,b,c,d(8)b,c(9)a,c(10)a,b(11)a,b,c,d