



EVERYBODY'S GUIDE TO PUNCTUATION

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

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.

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.

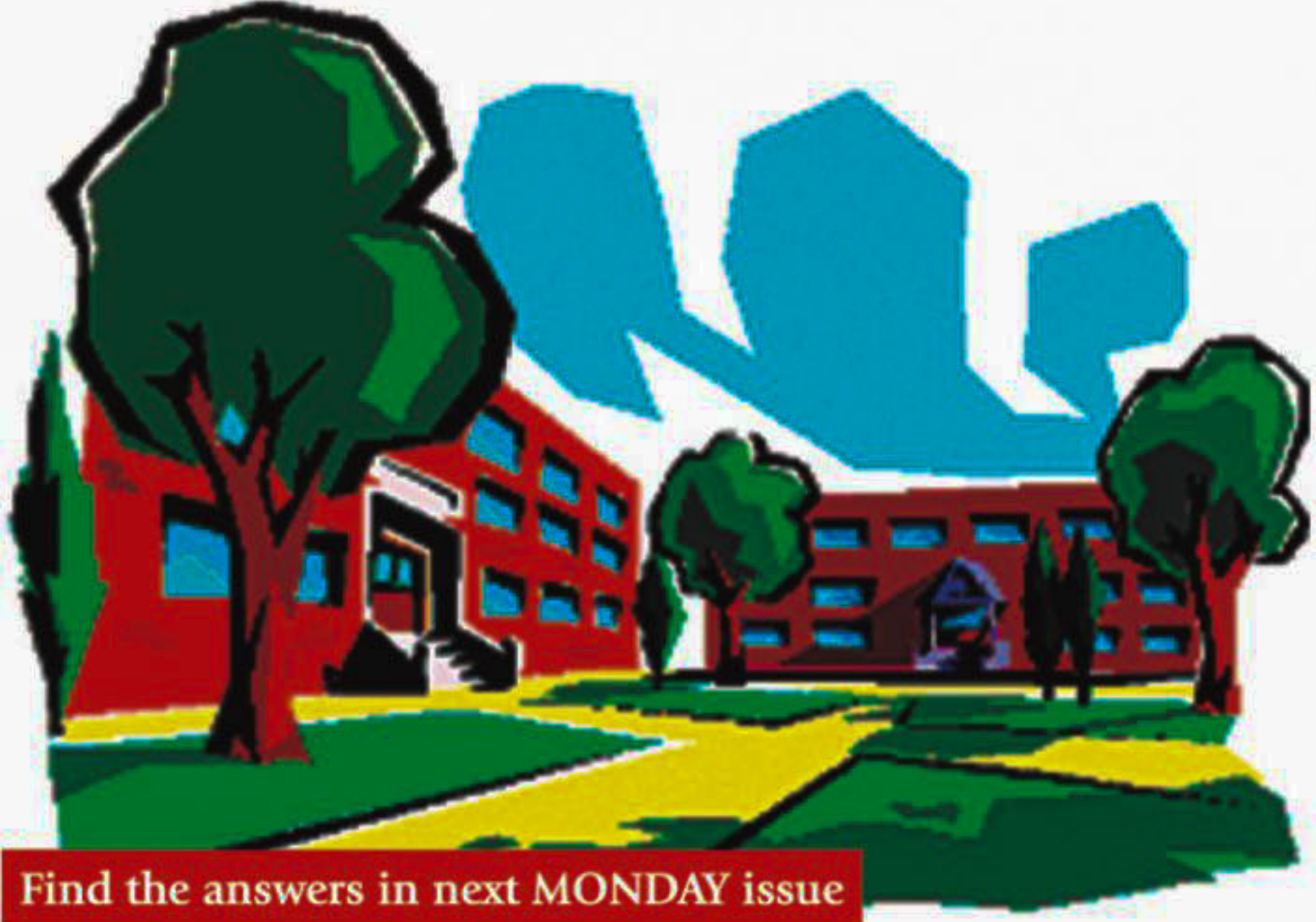
Example

The man , I think , had a funny laugh.

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

Example

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



ANSWER KEY TO THE LAST EIS PAGE ACTIVITIES
(DATED FEBRUARY 25, 2019)

(A) they/ she/ he/ we/ they/ she/ they/ it/ it/ it/ it/ they/ she/ it/ it/ they/ it/ it/ it/ she/ it/ they/ it/ it/ it/ they/ it/ he/ it/ it/ it/ they/they / he/ he/ it/ it/ it/ they (B) 1 is 2 isn't 3 are 4 am not 5 is 6 isn't 7 is 8 am not 9 are 10 aren't 11 is 12 is 13 is 14 isn't 15 is 16 am, am not 17 is 18 are 19 is 20 aren't, are (C) 1 are 2 is, is 3 is 4 are, aren't 5 are 6 is, isn't 7 is 8 am, am 9 is, isn't 10 is, isn't (D) 2 isn't 3 isn't 4 aren't 5 isn't 6 Am 7 isn't 8 aren't 9 isn't 10 is (E) is , is , is , am , are , are , aren't , aren't , is (F) Leonard and Mike are 25 and they are American. They are tall. Both of them are firemen. Patty and Brian are not electrician. They are 12 and short. They are not Turkish children. Natalie and I am French. We are nurse. We are not tall. Mark is a British. He is an accountant. He is 12 and short. Cengiz is 23. She is Turkish. She is a lieutenant. She is not blonde. (G) 2. Charlie and Chris are policemen. 3. Danny and Rick are not singers. 4. Salem and Lucky are puppies. 5. Rome and London are cities. (H) 1 are 2 is 3 is, is 4 is, am 5 are (I) 1. Yes, I am a student. 2. No, he is in school. 3. Yes, it is. 4. Yes, they are. 5. No, I am not. 6. Yes, he is fifteen years old. 7. No, they are rather cheap. 8. No, they are cold. 9. Yes, they are yellow and sour. 10. No, they are boys. (J) 1. Is Steve a good rider ? Yes, he is. 2. Are Mark and Lucy lazy students ? No, they are not. 3. Is this soup hot ? Yes, it is. 4. Is the baby asleep ? No, she is not sleeping. 5. Is L.A Lakers a basketball team ? Yes, they are. (K) 1. Trees are green. 2. Clouds are white. 3. It is a French dictionary. 4. It is a classic car. 5. It's in Africa. 6. It is a butterfly. 7. They are pullovers. 8. He is an outlaw. 9. He is old. 10. We are army officers.

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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.)



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.

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.

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



HYPHEN

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.



DASH

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.