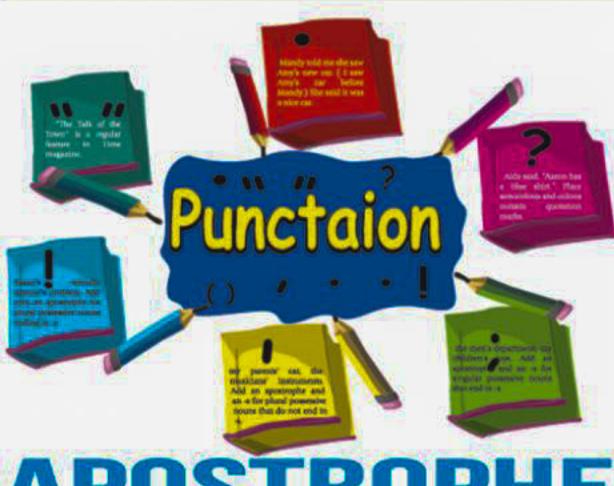
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APOSTROPHE

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

Quotation marks enclose

the exact words of a

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

person

example

example

example

magazine.

tion).

words.

(direct quota-

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

QUOTATION MARK

Quotation marks are used to show the beginning 'QUOTATION MARKS WITH OTHER PUNCTUA-

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, you are = you're they are = they're _ Avoid confusing it's with its. It's is a contraction for it is; it is a possessive pronoun.

Elements inside are related to the are nonessential. off additions or that are not sentence. de-emphasize

example

We visited severcountries France, Spain year. Parentheses within

parentheses sentence but Parentheses set expressions necessary to They tend to what they set

European England, on our trip last enclose figures 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.



"Are we too late? " she asked. Place question marks

or exclamation points outside the quotation marks if

you punctuate the entire sentence.

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.



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.
- 6. Sh!!!! Be careful not to wake the baby?
- 7. We are supposed to head home at around 9:00 P.M..
- 8. Nonsense! I would never say that?
- 9. In yesterday's track meet, did Luke's high jump measure over 6 ft.?
- 10 .How sad June must feel?



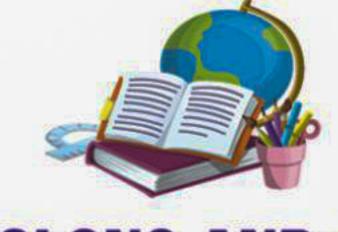


PUNCTUATE THE FOLLOWING SENTENCES CORRECTLY:

- 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. Colfax Jct is the third stop before reaching High
- land Borough 16. Gee why did Mark leave late He promised to be here by 10 AM
- 17. Peter was 4 ft 7 in tall in Jan It's Nov now, and he's almost 5 ft 1 in
- 18. Dr Lorimer said Paul should exercise for one hr
- on Mon, Wed, and Fri
- 19. Ouch That hurt my toe
- 20. I was wondering if Ashley saw Haley yesterday in school



Megan said that Kurt's hat was red. Quotation

marks set off the titles of magazine articles, poems,

books, magazines, plays, and other whole publica-

tions should be underlined or italicized.)

reports, and chapters within a book. (Titles of



example

example

ADD COLONS AND SEMICOLONS WHERE NEC-**ESSARY IN THE FOLLOWING EXPRESSIONS:**

"The Talk of the Town" is a regular feature in Time | Why did she say, "We are too late "?

- his yesterday. 2. Liz will meet Kim and Erin at [six o'clock] they arrive on time.
- have a yoga class at [fifteen minutes after six o'clock]. 11. Harry Spy Aficionado of Fourth Streettops 3. We watched Garfield A Tail of Two Kittensafter Orland's list of favorite books. school on Monday.
- 4. [TIMEvolume number 4, pages 56-75.]
- 5. Add these to your list when you go to the grocery store bread, milk, lunch meat, and cheese.
- Shari owns four dogs three of them are poodles. 7. Helen Keller once said "The best and most beauti- | colons and semicolons 145 ful things in the world cannot be seen or even 14. Ursula will go on stage at [five minutes after six
- touched. They must be felt within the heart." 8. Dear Dr. Klinger
- watercolor painting and Mona likes making pottery. , 15. Dear Congressman Henderson
- 1. Scott used his sister's cell phone to call Kris he lost ' 10. Our plane leaves at [four o'clock] in the morning therefore, we will leave at [one o'clock] to be sure we

 - 1 12. Kayla's school supply list included a calculator, ruler, and protractor for math a composition book, pocket dictionary, and pens for English and a binder. 13. [Newsweek, volume number 5, issue number 26, pages 22-29.]

o'clock] Mallory will fol- low shortly after at [eight minutes after six o'clock] and we'll wrap it up with 9. Lexi likes knitting scarves and hats Gina likes | Sue at [twenty minutes after six o'clock].





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.
- 7. Mark Twain an American writer was famous
- worldwide.
- 8. Well what is your opinion about this? 9. Besides skateboarding and surfing John also plays
- baseball and soccer.



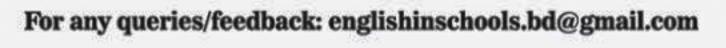


PLACE COMMAS WHERE NECES-SARY IN THE FOLLOWING SEN-**TENCES, PHRASES AND NUMBERS:**

- 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
- 7. 4673869297543269864325982
- 8. The Space Shuttle had successful missions in 2000 2001 2002 2003 2005 2006 2007 and 2008.
- 9. Dear Mr. Hughes Mr. Foley Mr. Drake and Mr. Lynch: 10. Mike's new address is 128 Girard Avenue Roxbury







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