

Name: _____ Date: _____

Punctuation Rules: Say It! Write It! Repeat It!

Punctuation is the method of dividing text into sentences and parts of sentences by means of points and marks: comma (,), semicolon (;), colon (:), period (.), question mark (?), exclamation mark (!), dash (-), parentheses (), brackets [] or { } and of late?

Smiley faces :-), Winking faces ;-) and not so Happy faces, :-/

Have a great day, Katrina!

The river ran deep, though clear; swift, yet steady.

This is the list: apples, bananas, and oranges.

Angela, what project will you do today?

He came yesterday – only to leave immediately.

Finish lessons 1-3.

I looked at my watch (the very one Dad sent), but did not know I was early.

I looked at my watch (the very one Dad sent [during vacation]).

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Comma - A comma is the mark of punctuation (,) that denotes the smallest degree of separation between parts of a sentence and frequently indicates that a list or a parenthend follows. Three or more nouns, pronouns, adjectives, verbs, or adverbs should be separated by commas. The members of a compound sentence, when long and connected by conjunctions, should be separated by commas. A direct quotation should be set off with a comma. When reading, leave a short breath's space at a comma to aid diction and reading comprehension.

Separate adjectives, adverbs, nouns, pronouns, or verbs with a comma when there are three or more in a row.

Adjectives

She is a most intelligent, courteous and helpful girl.

Adverbs

He spoke intelligently, concisely and courteously.

Nouns

Apples, bananas, and oranges are fruits.

Pronouns

He, she, and it are pronouns.

Verbs

He began, persevered, and finished the project well.

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Semicolons

Semicolon - A semicolon is the mark of punctuation (;) that denotes the next degree of separation between parts of a sentence before introducing an example, between clauses of compound sentences joined by conjunctions, between the clauses of compound sentences when there is no conjunction or if the clauses are long. When reading, leave a more full breath's space at a semicolon to aid diction and reading comprehension.

Example

A hero uses extra courage; Sgt. York.

Clauses Of Compound Sentences Joined By Conjunctions

Ann used the bus; and Bob used the subway.

Clauses Of Compound Sentences When There Is

No Conjunction Or The Clauses Are Long:

George Washington, of the Virginia colony, was the first President of the United States; Abe Lincoln, of Civil War times, was the sixteenth.

If there is other punctuation in a sentence use a semicolon.

An archer carries these tools; bow, quiver, arrows.

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Punctuation Rules Worksheets - Colons

Colon - A colon is the mark of punctuation (:) that denotes a longer degree of separation, equal to that of a period, between parts of a sentence before an example, a list, a lengthy quotation, or after the introduction to a speech. The colon is also used between numerical combinations as with Bible chapter and verse; Gen. 3:15 or volume and page number; The Tribune 23:12. When reading, leave two breath's space to aid diction and reading comprehension.

His assignment was to research a United States President: John F. Kennedy.

Bring the items on the list: sleeping bag, ax, matches, and extra socks.

The New Testament tells of an endearing moment of Our Lord: "Jesus wept."

Blessed are the clean of heart: for they shall see God. Mt 5:8

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Parentheses

Parentheses - The marks of parenthesis are the marks of punctuation () that set off unrelated words, phrases, or clauses that do not change the meaning of the sentence when omitted. Use marks of parenthesis in pairs.

My camera was in the car (an unusual event), but I did not think to get it.

Sara listened to what was said (not prepared for the topic), and laughed to hear it.

Brackets

Brackets - Brackets are marks of punctuation, either [] or { }, that include words, phrases, or clauses that describe what precedes them, antecedent, or corrects an error.

Antecedent

They [the pioneers] left home and religion seeking wealth.

Correction Of An Error

He got (received) many gifts.

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Period

Period - The period is the mark of punctuation (.) that denotes the end of a declarative or imperative sentence and has the longest degree of separation. A period is used after every abbreviated word. When reading, leave two breath's space at the end of a sentence to aid diction and reading comprehension.

This is a declarative or imperative sentence.

Question Mark

Question Mark - The question mark is the mark of punctuation (?) that denotes the end of an interrogative sentence, which denotes that a question has been asked, and has the same degree of separation as a period. When reading, leave two breath's space at the end of a sentence to aid diction and reading comprehension.

Did you know that this is a question?

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Exclamation Mark - The exclamation mark (exclamation point) is the mark of punctuation (!) that denotes the end of an exclamatory sentence, which shows emotion, and has the same degree of separation as a period. A period is used after every abbreviated word. When reading, leave two breath's space at the end of a sentence to aid diction and reading comprehension.

It is exciting that exclamation points show emotion!

Quotation Marks

Quotation Marks - The quotation mark is the mark of punctuation used in pairs “ ” that show a verbatim passage from another speaker.

Holy Scriptures starts with the truth: “In the beginning God created Heaven and Earth.”

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Contractions

Contractions – A contraction shows that one or more letters are missing from one or more words by using an apostrophe in their place.

O'clock is the contraction of the phrase "of the clock".

Abbreviations

Abbreviations - An abbreviation is a shortened word or title where an apostrophe shows missing letters. A title is abbreviated using a capital letter for the first letter and a period at the end.

Dr., Mr., and Mrs. are titles.

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Apostrophes

Apostrophes – An apostrophe is a comma suspended near the top of letters that is used show that one or more letters are missing in an abbreviation or to show possession.

Ne'er is the abbreviation of the word never.

That is Susan's lunch.

Dashes

Dashes - A dash is a straight, horizontal line placed where a sentence breaks off suddenly, where there is a change in meaning or construction, to show missing members, or where marks of parenthesis would be.

Study pages 20-25.

He left – leaving several items behind – earlier than usual.

Hyphens – A hyphen is a short dash used to join compound words, to divide syllables as in music or the end of a line when the rest of the word is carried to the next line.

Good-bye!