

## Study Island Punctuation Slide

# Study Island....

# Punctuation

|   |  |  |   |
|---|--|--|---|
| <b>Period</b><br>●<br>Use a period at the end of a declarative sentence and in abbreviations.   | <b>Question Mark</b><br>?<br>Use a question mark after an interrogative sentence.  | <b>Quotation Marks</b><br>“ ”<br>Use quotation marks for direct quotations.  | <b>Apostrophe</b><br>’<br>Use an apostrophe in contractions and to indicate possession. |
| <b>Comma</b><br>,<br>Use a comma to separate items in a series, to set off an appositive, or before the conjunction in a compound sentence. | <b>Hyphen</b><br>-<br>Use a hyphen to join words serving as a single adjective before a noun, in number words, and to divide words into syllables. | <b>Exclamation Point</b><br>!<br>Use an exclamation point to show strong emotion or to give a command.                         |   |
| <b>Colon</b><br>:<br>Use a colon to introduce a list and before a final clause that explains something in the sentence.                     | <b>Parentheses</b><br>( )<br>Use parentheses around extra non-essential information that is too important to omit.                                 | <b>Semicolon</b><br>;<br>Use a semicolon to join two independent clauses that are not connected with a coordinate conjunction. |   |

# Lessons are taken from Study Island.

## Commas

1. Separate two independent clauses joined by a conjunction.

*example:*

The runners turned the corner, and they approached the final stretch.

2. Set off introductory subordinate clauses and long phrases.

*example:*

When the runners turned the corner, they approached the final stretch.

3. Set off nonessential clauses and phrases following a specific noun (a proper name of particular person, place, or thing).

*example:*

Whitney Wise, who is a marathon runner, entered into the final stretch.

4. Separate consecutive words and items in a series of three or more.

*example:*

Sleepless, pale, and frightened, he headed home.

5. Separate two adjectives that modify a single noun (not each other). (If you could place "and" between them, they need a comma.)

*example:*

The sleek, glass building enhanced the neighborhood.

6. Separate parts of dates and addresses.

*example:*

The game was on January 21, 2001, in Miami, Florida.

**7. Mark interrupters and enclose parenthetical expressions.**

*example:*

Phil decided, however, not to enter the race.

**8. Mark the omission of words.**

*example:*

In football we found victory, in basketball, defeat.

**9. Set off "yes" and "no," tag questions, words of direct address, and mild interjections.**

*examples:*

Yes, the Mavs won.

He is a good boy, isn't he?

Sir, I can answer the question.

Well, be careful!

## Quotation Marks

**1. Periods and commas always go inside quotation marks, even inside single quotes.**

*examples:*

The sign changed from "Walk," to "Don't Walk," to "Walk" again within 30 seconds.

She said, "Hurry up." She said, "He said, 'Hurry up.'"

**2. The placement of question marks with quotes follows logic. If a question is in quotation marks, the question mark should be placed inside the quote.**

*examples:*

She asked, "Will you still be my friend?"

Do you agree with the saying, "All's fair in love and war"?

- Here the question is outside the quote.
- NOTE: Only one ending punctuation mark is used with quotation marks. Also, the stronger punctuation mark wins. Therefore, no period after war is used.

3. When you have a question outside AND inside a quote, use only one question mark and place it inside the quotation mark.

*example:*

Did she say, "May I go?"

4. Use single quotation marks for quotes within quotes. Note that the period goes inside all quote marks.

*example:*

He said, "Mary said, 'Do not treat me that way.'"

5. Use quotation marks to set off a direct quotation only.

*example:*

"When will you be here?" he asked. He asked when you will be there.

## Parentheses

Enclose in parentheses information that is not essential to the meaning of a sentence and would not change the meaning if it were left out.

- Yesterday, Mrs. Drake (she was wearing a nice purple dress) said that we will have a test next week.

When using for the first time a term that will later be abbreviated, enclose in parentheses the abbreviation for the term.

- When he was a little boy, Dad use to spend a lot of time at the Young Men's Christian Association (YMCA).

Enclose in parentheses figures that follow written-out numbers. This is especially important when writing legal and business documents.

- My brother just bought an old car for eight hundred dollars (\$800).

Often you will enclose in parentheses letters or numbers that indicate different parts of a series.

- Our town's new mall will have (1) a pizza restaurant, (2) a sandwich shop, (3) a bookstore, (4) a bank branch, and (5) several department stores.

## Hyphens

Hyphens are used for compound words (a single word made up of two or more words). Some compound words include numbers, fractions, prefixes, and suffixes.

*examples:*

When you spell out the number 42, it should be written "forty-two."

Similarly, when you spell out the fraction  $\frac{5}{8}$ , it should be written as "five-eighths."

You should hyphenate a prefix attached to a capitalized word or number.

*examples:*

"Mid-October" and "pre-1989" are both hyphenated.

You hyphenate a suffix the same way.

*examples:*

"Twenty-odd" and "president-elect" show suffixes being hyphenated.

You should also hyphenate two or more words that work as a single modifier placed *before* a noun.

*example:*

"Twentieth-century novels" needs a hyphen, but "novels from the twentieth century" doesn't need one.

Also, you should be sure of what the meaning of the word is that you're trying to hyphenate. If you don't this can lead to confusion. For example, there is a big difference between **the man-eating rabbit** and **the man eating rabbit**. In the first phrase shows that the rabbit eats humans, but in the second phrase, the man is eating a rabbit.

## Dashes

Dashes are used in a similar way as parentheses, to set off material in a sentence. The difference is that dashes call attention to the material.

*example:*

"He walked to work—past all the protestors—and never stopped to smile."  
The emphasis is on the protestors that the man walks past.

Dashes look similar to hyphens, but they are usually two hyphen marks put together and look a little longer than a hyphen (- hyphen, — dash). Be sure not to overuse dashes because they're made for emphasis. The more dashes that are used, the weaker the emphasis can get.

## Brackets

Brackets are generally used in quotations to help clarify a word or statement for readers or to provide important background information. To show that these are your words and not those of the person you're quoting, you should use brackets.

*example:*

Mike Hammond said, "After the ship comes back to shore, Captain Donald [the boat's owner] will have a lot of explaining to do."

You can also use brackets inside of parentheses, but you should limit their use in this situation because they can make your writing harder to read than it needs to be, and if they aren't used correctly, they can confuse your reader.

## Semicolons

Semicolons can help to connect words, sentences, and groups of words differently. One way a semicolon works is by connecting two main/independent clauses that can stand on their own. It shows they are linked and makes the reader pause.

*example:*

I went to the store; I bought bread.

You can also use semicolons with transitional words such as **however**, **moreover**, **therefore** and transitional expressions such as **in addition**, **for example**, and **since then**.

*example:*

Last week, Mike returned from Germany; however, he forgot his luggage.

Finally, semicolons can also be used to split up a long, complex series of items. Without the semicolons, all the information would run together and get confusing.

*example:*

I went to the beach with Michael, my cousin; Jerry, my best friend; and Fred, my uncle.