

PERIODS

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ABBREVIATIONS

Mrs.

U.S.A.

Ph.D.

a.m.

Dr.

D.C.

Jr.

B.C.

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QUESTION MARKS

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EXCLAMATION POINTS

P-7

APOSTROPHES

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POSSESSIVES

teacher's

baby's

woman's

teachers'

babies'

women's

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WORDS IN A SERIES

Periods, exclamation points, and question marks end sentences.

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INDEPENDENT CLAUSES

Dogs make about 10 vocal sounds, but cats can make over 100.

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INTRODUCTORY PHRASES

In ancient Egypt, priests plucked every single hair from their bodies.

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DIRECT ADDRESS

Please, Susan, close your door when practicing your violin.

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DATES

On December 13, 2000, George W. Bush finally won the presidency.

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QUOTE AT BEGINNING

“Remember that time is money,”
said Benjamin Franklin.

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SPLIT QUOTE

“Put your pencils down,” said the professor. “The exam is over.”

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FRACTIONS & 21 TO 99

three-fourths

ninety-seven

one-half

twenty-three

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COLONS

SEMICOLONS

PARENTHESES

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INSERTED ELEMENTS

Fossil fuels (oil, gas, and coal)
provide 90 percent of our energy.

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TO END SENTENCES

Most sentences are statements.

Put periods after commands.

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NOT ALL ABBREVIATIONS

CA

UCLA

FBI

UFO

NY

NASA

NFL

CD

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AFTER QUESTIONS

Does the sentence ask a question?

Will you put a question mark?

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AFTER EXCLAMATIONS

Stop! Use rarely and with caution.

Hurrah!

Help!

Whew!

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CONTRACTIONS

aren't

I've

she'll

you're

it's

they'd

P-10

COMMAS

P-12

TWO ADJECTIVES

One-fourth of the land surface of Earth is hot, dry deserts.

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INSERTED ELEMENTS

Yes, many species of butterflies, like birds, fly south for the winter.

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APPOSITIVES

Kermit, Sesame Street's lovable frog, is a world-famous puppet.

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CITY, STATE, NUMBERS

The Pentagon in Arlington, Virginia, has 68,000 miles of phone lines.

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QUOTATION MARKS

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QUOTE AT END

Bugs Bunny always says to Elmer Fudd, “What’s up, Doc?”

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HYPHENS

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MULTIWORD ADJECTIVES

one-year-old child full-time job

rock-and-roll star blue-sky day

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LIST OF 3 OR MORE

All people have one of four blood groups: A, B, AB, or O.

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INDEPENDENT CLAUSES

Punctuation rules are not difficult; however, they can be confusing.

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