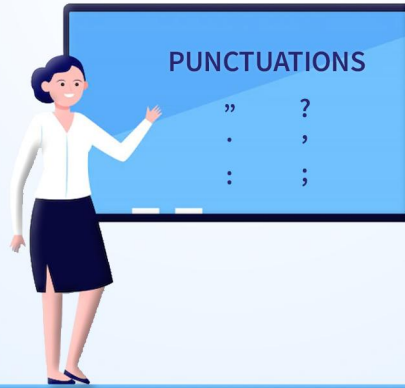




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Periods

- At the end of a declarative sentence (sentence that makes a statement) --> Today, I took a walk to nowhere.
- At the end of a command or request --> Heres a cloth. Now gently burp the baby on your shoulder.
- At the end of an indirect question --> Jane asked if I knew where she had left her keys.
- Before a decimal number --> Statisticians claim that the average family raises 2.5 children.
- Between dollars and cents --> I remember when \$1.50 could buy the coolest stuff.
- After an initial in a persons name --> You are Sir James W. Dewault, are you not?
- After an abbreviation --> On Jan. 12, I leave for Africa.



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Question Marks

- At the end of a question --> Why do you look so sad?
- Inside a quotation mark when the quote is a question --> She asked, "Why do you look so sad?"

Exclamation Points

- At the end of a word, phrase, or sentence filled with emotion --> Hurry up! I cannot be late for the meeting!
- Inside a quotation mark when the quote is an exclamation --> The woman yelled, "Hurry up! I cannot be late for the meeting!"



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Quotation Marks

- When directly quoting dialogue, not when paraphrasing --> Hamlet says, "To be, or not to be. That is the question."
- For titles of chapters, articles, short stories, poems, songs, or periodicals --> My favorite poem is "The Road Not Taken."

Semicolons

- Between two independent clauses (an independent clause is a complete thought. It has a subject and a predicate.) --> Edward joined the basketball team; remarkably, the 5'4" young man excelled at the sport.
- Between elements in a series that uses commas --> The possible dates for the potluck dinner are Thursday, June 5; Saturday, June 7; or Monday, June 9.



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Colons

- Between two complete ideas when the second idea explains the first.
--> Keri pushed her dinner away: She had eaten on the car ride home.
- Before a list --> Grandma brought Chloes favorite three sweets: chocolate kisses, Tootsie Rolls, and a Snickers bar.
- Between titles and subtitles --> Finding Your Dream Home: A Buyers Guide.
- Between volumes and page numbers --> Marvel Comics 21:24
- Between chapters and verse --> Job 4:12
- Between hours and minutes --> Its 2:00 a.m. time to sleep.

Apostrophes

- Where letters or numbers have been deleted—as in a contraction
--> I looked at my father and whispered, "It's (It is) okay to cry every so often."
- At the end of a name where there is ownership (remember to also add an s after the apostrophe if the word or name does not end in an s already)
- Mary Janes horse sprained his ankle during practice.



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Commas

- Between items in dates and addresses --> Michael arrived at Ellis Island, New York, on February 14, 1924.
- Between words in a list --> The university hired a woman to direct the Bursars, Financial Aid, and Registrars offices.
- Between equally important adjectives (be careful not to separate adjectives that describe each other) --> The reporter spoke with several intense, talented high school athletes.
- After a tag that precedes a direct quote --> David whined, "I am famished."
- In a quote that precedes a tag and is not a question or an exclamation --> "I am famished," whined David.
- After introductory words, phrases, and clauses --> Hoping for the best, we checked our luggage.
- Before conjunctions (Conjunctions are words that link two independent clauses together) --> Drew wanted to experience ball-room dancing before his wedding, so he signed up for lessons at a local hall.

