

# Punctuation Rules

## The end of a sentence

1. Put a **period**, a **question mark**, or an **exclamation point** at the end of a sentence.
  - ★ Lauren is a good student.
  - ★ Does Alec like airplanes?
  - ★ MHA is the best school ever!

## Classifying Information

2. Put a **comma** between words in a series
  - ★ Carson, Gigi, and Naiya all like gymnastics.
3. Put **commas** between the words in a date.
  - ★ Monday, August 21, 2017, was the first day of school.

## Contractions, Possessive Nouns, Abbreviations

4. Use an **apostrophe** in contractions, possessive nouns, and use a **period** at the end of abbreviations.
  - ★ Don't, Mira's, Ivan's, Mrs., Tue.,

## Letters and Addresses

5. Put a **comma** in the greeting and closing of letters
  - ★ After the name in a greeting: Dear Luc,
  - ★ After the words used in a closing: Sincerely, Cooper
6. Put a **comma** between locations in an address
  - ★ Mt. Helix is located in La Mesa, California, on Severin Dr.

## Quotations

7. Use **quotation marks** before and after the exact words a speaker says.
  - ★ "I have a twin brother," said AJ.
8. Put **quotation marks** before and after the exact words from a book, story, or poem.
  - ★ The author describes Praiseworthy as "an elegant gentleman in a black broadcloth coat."

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## Sentences

- Put a **comma** before the coordinating conjunction in a compound sentence and after an introductory clause in a complex sentence
  - ★ **Compound:** Andrew played 4 Square, and Noah played basketball.
  - ★ **Complex:** After Boedy ran a lap, he asked for a drink of water.
- Put a **comma** after an adverb or prepositional phrase before the subject of an inverted word order sentence.
  - ★ This December, the 4<sup>th</sup> graders will take the train to Mission San Juan Capistrano.

## Titles of Works

- Italicize** or **underline** the titles and subtitles of full-length published works, such as books, movies, long plays, long poems, or newspapers.
  - ★ *Treasure Planet* is Aleah's favorite movie.
- Put **quotation marks** around the titles of shorter published works and parts of long works, such as short stories, most poems, and songs.
  - ★ "Bad to the Bone" is one of Nate's favorite songs.

## Separating Extra Words from the Sentence

- Use **commas** to set off interrupting words, such as appositives, nouns of direct address, tag questions, *yes* and *no*.
  - ★ **Appositives**- extra information given after a word:  
Montse, my friend, has brown hair.
  - ★ Nouns of **direct address** is the person spoken to:  
Jonathon, please follow directions the fast way.
  - ★ A **tag question**- a short question at the end of a sentence  
I love Disney, do you?
  - ★ **Yes** and **No** are also called introductory words:  
Yes, I think Disney is the best!