



Punctuation

Notes

A. Apostrophe (')

1. Shows possession (Emily's boats)
2. Shows contractions (can't, won't, '04)
3. Creates plurals of letters and symbols

B. Colon (:)

1. Introduces lists (The clock has three parts: a face, a dial, and numbers.)
2. Introduces long quotations (As Lincoln wrote in his Gettysburg Address: "Four score and seven years ago...")
3. Separates hours from minutes (2:00, 8:55)
4. Punctuates the greeting in a formal letter (Dear Mr. President:)

C. Comma (,)

1. Separates clauses in sentences (The rain came, which was very good for the crops.)
2. Separates items in a series (I want a baseball, a glove, and a bat for my birthday.)
3. Separates three or more adjectives in a series (I saw red, green, yellow, and orange scooters.)
4. Separates a direct quotation in a sentence (Jake said, "Get out of there!")
5. Separates a city from a state (Minneapolis, Minnesota)
6. Separates the month and day from the year in a date (June 24, 1999)

D. Period (.)

1. Ends most sentences (I will go to karate class today.)
2. Follows most initials (John F. Kennedy)
3. Follows most abbreviations (The giraffe was 12 ft. tall)

E. Exclamation Point (!)

1. Ends exclamatory sentences (I won!)
2. Separates an interjection from a sentence (Hooray! I won!)
3. Ends strong imperative sentences (Get away from the fire!)

References:

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