

## PUNCTUATION

### What is Punctuation?

It is important to use the correct punctuation when writing.

Some punctuation marks include...

**Period** Looks like this .  
Used at the end of a sentence and in abbreviations.

*Examples:* The dog ran up the stairs.  
An abbreviation for February = Feb.

**Question mark** Looks like this ?  
Used at the end of a question.

*Example:* What is your favorite color?

**Exclamation**

*Example:*

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... sentence.

**Comma**

Used to divide items in a list, when writing dates, when writing a city and state, and when writing certain sentences.

*Examples:* Mom went to the store to buy bread, eggs, and milk.  
January 13, 2004  
Elmwood, NJ  
Yes, I can come to the party.

### Writing names, dates, and addresses.

**When writing a proper name, don't forget the PERIOD.**

Dr. Michelle Arigo  
Mr. Michael Smith  
Mrs. Eleanor Stephens

**When writing a date, don't forget the COMMA.**

February 14, 2013  
May 4, 1998  
Sunday, June 29, 2003

**If you use an abbreviation, don't forget the PERIOD.**

Jan.  
Aug.  
Mr.  
Mrs.  
Dr.  
etc.

**When writing an address, don't forget the COMMA.**

125 Alexander Street  
Buffalo, NY 14201

46 Bailey Lane  
Philadelphia, PA 19111

**Don't forget to capitalize all proper names and nouns:**

- First
- Month
- Street
- City
- State names and abbreviations (New York or NY)



**PREVIEW**

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