

PUNCTUATION

Where do COMMAS go?

Commas in a series:

A series is a list. You need to use a COMMA to separate the items on your list.

Example: My mom went to the store to buy milk, eggs, and sugar.

Commas in dates:

You need to use a COMMA to separate the day, month, and the year.

Example: Sunday, June 29, 2003

Commas in addresses:

You need

Exam



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Commas in friendly letters:

You need to use a comma in a friendly letter's heading (which includes address and date), greeting, and closing.

Example: Friendly Letter Greeting → Dear Josh,
Friendly Letter Closing → Sincerely,

Where Does the APOSTROPHE go in a Contraction?

A contraction is two words combined together. You need to put an apostrophe in the correct place when combining two words to form a contraction.

Examples: let + us = let's
would + not = wouldn't
is + not = isn't

Where Does a PERIOD go in an Abbreviation?

An abbreviation is a shortened version of a word. You need to place a period at the end of all abbreviations.

Examples: Doctor = Dr.
February = Feb.
Street = St.

Where do QUOTATION MARKS go in Written Text?

Quotation marks look like this → “ ”

There are several places where quotation marks are necessary when writing. Those places include:

- **Around someone's EXACT words**

Exam

Mom

*Not

“Loc

*Not



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e placed.

e placed.

- **Around certain titles**, such as titles of: short stories, poems, songs, and chapters.

Examples:

Your story “My Secret Hideout” was exciting to read.

Angie’s poem “The Rose” was beautiful.

My favorite song is “The First Day of Summer.”

I enjoyed reading the chapter “The End of the Day” in my book.