

PUNCTUATION

Where to Place a Comma:

In a List

Commas are used to separate items on a list.

Example: I invited Sue, Ann, Matt, Steve, and Mary to my party.

In a compound sentence

A **compound sentence** is a sentence composed of two or more independent clauses.

Example: I studied hard for my test, but I did not get an A on my test.

In a conjunction

A co
sent

Exar

Som

Example: I knew my sister would like what I bought her for her birthday, BUT I didn't expect her to scream when she opened her present.

Appositives

An **appositive** is a noun or pronoun in a sentence that is placed next to another noun or pronoun to help identify it.

Commas should be placed before and after the appositive if the sentence would still be a sentence without the appositive.

Example: My Mom, the chief surgeon at the hospital, is coming to talk to our class on Career Day.



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Before and After Interrupters

An **interrupter** is a word or phrase that INTERRUPTS the flow of a sentence.

You need one comma BEFORE an interrupter and one comma AFTER.

Example: My brothers, **Jay and Todd**, play ice hockey.

Colons

A **colon** is used to introduce words, phrases, or sentences.

A colon looks like this → :

Example of colon placement:

Mom has to buy three things at the store: milk, orange juice, and soap.

Semi-co

A se
sent

A se

Exar

Malcolm is a good basketball player; he is the team's leading scorer.



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Contractions

A **contraction** is a word made up of two words put together. The apostrophe is in place of a letter in one of the words.

When writing a contraction, don't forget the apostrophe.

Examples:

don't (do not)

wouldn't (would not)

aren't (are not)

you're (you are)

Abbreviations

An **abbreviation** is a properly shortened version of a word.

When writing an abbreviation, don't forget the period.

Examples:

Dr.

Mrs.

St.

Aug.

Dialogue

When you are directly quoting someone in a sentence, you need to include quotation marks around the direct quote.

A comma sometimes is needed in a sentence containing a direct quote as well.

If a comma is needed, it goes outside the quotation marks. For example, "I am a student," she said.

Exam



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