**Punctuation: Review**

**The Comma** **,** - between two main ideas joined with a coordinate conjunction

 *Joshua doesn’t like pets, but his girlfriend has two cats.*

 - after a dependent clause at the beginning of a sentence

 *Although the water was very cold, we went swimming.*

 - to set off names in direct address and punctuate dates and addresses

 *“Pat, could you pass the salt please?” Wednesday, October 13, 1971*

 - to set off direct quotations

 *The man shouted, “Be careful!”*

 - to separate items in a series (comma is optional after the second-last item)

 *I went shopping and bought milk, butter, bread and eggs*.

 *I went shopping and bought milk, butter, bread, and eggs.*

 - to set off interrupting words and separate non-essential information

 *David, certainly, is an excellent student.*

 - to prevent confusion by setting off adverbial clauses

 *At twelve, fifteen patients were waiting in the doctor’s office.*

**The Semicolon** **;** - between clauses joined with conjunctive adverbs (however, therefore etc)

 *Jack didn’t call me last night; however, he sent me an e-mail.*

 - between independent clauses not joined by a coordinate conjunction

 *My son likes computer games; my daughter prefers sports.*

- to separate items in a series when each item contains two or more pieces

 of information set off by commas

*Classes will be taught by the following instructors: Mrs. Kemp,*

 *Reading; Mr. Jansen, Pronunciation; Ms. Ford, Writing and*

 *Mr. Ashton, Grammar*.

**The Colon** **:** - to introduce a long statement that summarizes or explains a previous one

 or to introduce a series of words, phrases or clauses

 *My new apartment has everything: two bedrooms, a nice bathroom, a*

 *great living room, and even a big balcony.*

 - after the salutation in business letters and to separate minutes and hours

 *Dear Mr. Stone: 2:00 – 3:30*

 - after short introductory word(s) like *note, caution, subject* etc.

 *Note: No refunds after January 31.*

**The Dash -** - to make single words more emphatic and to indicate a break in

 thought too abrupt to be set off by a comma

 *Money – that’s all some people think about.*

 *My mom will pick me up at the airport – at least I hope she will!*

 **The Hyphen -** - to separate numbers from twenty-one to ninety-nine, and when writing

fractions or times

 *We invited ninety-five guests to our wedding.*

 *Three-quarters of the class did well on the test.*

 - in words with prefixes ‘self’, ‘all’, ‘ex’ and suffixes ‘elect’ and ‘designate’

 *He was still friendly with his ex-wife.*

 *The president-elect will speak at the convention tonight.*

 - in some compound words for family relationships

 *I’m having lunch with my sister-in-law on Saturday.*

 **Quotation Mark** **“ ”** - to enclose exact words spoken by someone

 *The teacher said, “Make sure you study for the test.”*

 - to enclose titles of short published writings (poems, articles, short stories)

 *I really like the poem “The Road not Taken” by Robert Frost.*

**The Apostrophe** **’** - to show possession

 *Susan’s car is new. The ladies’ washroom is down the hall.*

 - in contractions

 *I don’t have enough money to buy that.*

*Punctuate the following passage using the punctuation reviewed above, and question marks and periods. There may be more than one correct answer.*

On Saturday morning my roommate asked What are you doing today I don’t have any plans I said Then my roommate told me she had tickets to see a great rock band downtown I was so excited that I shouted Really I cant believe it Then I remembered something I had no money Although I really wanted to see the band I couldnt afford the ticket Don’t worry my roommate said The tickets are free I won them on the radio

Feeling relieved I started to think about what to wear to the concert It was one of my favourite bands and they were playing in a cool club I wanted to look really good Finally I decided to wear my new jeans Then I could borrow my roommates black shirt at least I hoped I could Suddenly I thought of another problem I had no money for a taxi and we didnt have a car Don’t worry my roommate said My exboyfriend is going to drive us there I was happy to have a free ride but I felt a little nervous because her exboyfriends car was very old I didnt want to get stuck on the way to the show missing the band was not an option for me