**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