

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