

Punctuation Review Notes

Importance of Punctuation:

- Punctuation acts like a set of _____ to guide the reader through the ideas expressed in your sentences
 - Tells the reader when to _____, pause, possession, a list, a question, _____, and much much more!

Commas:

- **Comma** → punctuation mark that indicates a _____ in a sentence
 - There are _____ rules for commas, but the three main rules are:
 1. _____
 - Word, phrase, clause that comes _____ an independent clause
 - Ex: Well, I guess it's my time to start my lessons.
 2. _____
 - Word, phrase, clause that comes in the _____ of an independent clause
 - Ex: My ELA teacher, knowing my habits, reminded me to start taking notes.
 3. _____
 - Word, phrase, clause that comes at the _____ of an independent clause
 - Ex: Well, I guess it's my time to start my lessons.

Apostrophes:

- **Apostrophe** → a part of a word to indicate one of three things:
 1. _____
 - Used to form _____ of a noun by combining with an "s" at end
 - Ex: Donald's dirt bike The student's assignment Texas' streams
 2. _____
 - One word formed by _____. An apostrophe replaces a letter(s)
 - Ex: I am → I'm I will → I'll They are → they're We have → we've
 3. _____
 - Numbers can be shortened by adding an apostrophe in place of the _____ numbers
 - Ex: The class of '07 Events in the '90s The '20s have been crazy
 - Be careful using abbreviations in _____ writing
 - In most cases, it's best to spell everything out

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End Punctuation:

- ALL sentences must end with an ending mark.
- **Periods** can be used in multiple ways
 1. _____ a Complete Sentence
 - Ex: The weather is cold today.
 2. Use to end common _____
 - Ex: Dr. Mr. Mrs.
 - Never used with acronyms (FBI, NAACP, IRS)
 3. Three together (or four) at the end of a sentence is called an _____
 - Used to show _____ words from a quote and trails off
 - Ex: "An education isn't how much you have memorized... it's knowing how to use the information you get." - William Feather
- **Exclamation points** can also be used at the end of a complete sentence
 - Use to express _____ feelings
 - Ex: I'm so excited for tonight!
 - Ex: Stop!
 - Use the exclamation point _____
 - In formal writing, do not use _____ in a row (ex: !!!)
 - It loses its effect when used too often
- **Question marks** can also be used at the end of a complete sentence
 - Use at end of a direct _____
 - Ex: What are you doing this weekend?
 - Ex: Excuse me?
 - DO NOT use question marks with _____ questions
 - _____ → She asked me what my plans are this weekend?
 - _____ → She asked me what my plans are this weekend.

Semicolons:

- Used to join two _____ independent clauses
- Takes place of a _____ and conjunction
 - _____ → Ashlee finished her lesson; but Travis did not.
 - INSTEAD → Ashlee finished her lesson, but Travis did not.
 - OR → Ashlee finished her lesson; Travis did not.
- Semicolons should NOT be used with a _____ clause
 - _____ → Although Travis gives away free swag; he needs more contestants.
 - INSTEAD → Although Travis gives away free swag, he needs more contestants.

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Colons:

- Used to _____ information set up by the previous independent clause
- Typically used before a list, example, or explanation
 - Ex: There are three drinks being served: lemonade, soda, and water.
- How is this different from a semicolon?
 - Semicolons are used to _____ two separate complete thoughts.
 - Colons are used after a complete thought to _____ a list or example

Quotation Marks:

- Have quite a few different rules
 1. Represent _____ spoken language (quote)
 - Ex: "I hope to see you at the event," he said.
 - Always _____ the first word in a complete quotation
 - Do NOT capitalize if the quote isn't a complete sentence
 2. Use _____ to introduce or interrupt direct quotations or dialogue
 - Ex: He said, "I will see you there."
 - Ex: "Why," I asked, "do you care?"
 3. End punctuation and commas always go _____ quotation marks
 - Ex: "The concert was at 7:00 pm." Then it said, "Time changed to 9:00 pm!"
 4. Used for _____ in a book, songs, episodes, and more
 - Ex: "Las Papayas" is a chapter from Esperanza Rising.
 - Ex: "The Pineapple Incident" episode from How I Met Your Mother still makes me wonder where the pineapple came from.
 5. Use _____ quotation marks for quotations within quotations
 - Ex: "We read the 'Las Papayas' chapter today," she said.

REFLECTION:

- What are the differences between periods, exclamation points, and quotation marks?

- What's the difference between a colon and semicolon?

- Why is punctuation important?
