**PUNCTUATION PRACTICE**

**Put the correct punctuation mark where its name should go in the definitions below. Dual marks can go in one blank, and some marks may be used more than once:**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_separates each item in a list of words or phrases in a sentence.

2. We use a \_\_\_\_\_\_\_\_\_\_ mark to indicate that a sentence is asking something.

3. The \_\_\_\_\_\_\_\_\_\_indicates that a sentence is a statement.

4. An \_\_\_\_\_\_\_\_\_\_\_\_ is added to a word, often along with the letter “s,” to indicate possession.

5. The\_\_\_\_\_\_\_\_\_\_\_\_\_ is used in pairs, to surround words that are dialogue or copied text. It also encloses titles of short stories, short poems, songs, chapters, articles, and parts.

6. Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to enclose editorial corrections, comments, and explanations in quoted matter. Also, use them as necessary as parenthesis inside parenthesis.

7. Use the \_\_\_\_\_\_\_\_\_\_\_\_to separate two independent clauses that are joined by a conjunction.

8. You use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to show a shouted or strongly emotional statement.

9. When two words are contracted into one, the \_\_\_\_\_\_\_\_\_\_\_\_ joins them, indicating missing letter(s).

10. The \_\_\_\_\_\_\_\_\_\_\_\_indicates the abbreviation of a word, title, or name.

11. \_\_\_\_\_\_\_\_\_\_\_\_\_ are used to refer to words and also for titles of books, magazines, newspapers, ships, trains, planes, space crafts, aircrafts, and works of art.

12. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is used in compound numbers, fractions used as adjectives, compound adjectives used before a noun, and with prefixes.

13.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_are used for confirmatory, supplementary, and explanatory information added merely for clarity.

14. Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ after a series of words that give detail, to indicate faltering speech, to indicate parenthetical elements that are emphatic, or to show an unfinished construction.

15. You can use a \_\_\_\_\_\_\_\_\_\_\_\_\_to connect two complete sentences that are closely related.

16. Use a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between items in a series if the items themselves contain commas.

17. Use a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to introduce a statement or quotation that is formally announced or when the second clause gives a further explanation of what is stated in the first clause.

( ) . : ; ? - [ ] “ “ ‘ , -- !

**COMMAS**

**RULE 1) Use commas to separate items in a series. Insert missing commas.**

1. Carlos wants to visit Paris Italy Germany and China.

2. I like to go hiking fishing swimming and camping during summer.

3. I have to clean my room walk the dog and take out the trash.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 2) Use a comma to separate independent clauses (complete thoughts) when they are joined by the following conjunctions: for, and, nor, but, or, yet, so. (FANBOYS) Insert missing commas. Write C if the sentence is correct and does not need a comma.**

1. We can go to the zoo or we can go to the movie theater.

2. They like chocolate but they like vanilla better.

3. I do not like biology nor do I like chemistry.

4. James wants to leave now yet we must wait for his little brother.

5. The students enjoyed the play and ate lunch at a Chinese buffet.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 3) Use a comma to separate a dependent clause (incomplete thought) from an independent clause (complete thought).**

Here are some examples of sentences with dependent and independent clauses:

1) When I get older, I will be able to drive. **◊ (Dependent), (Independent).**

2) If you are good, I will buy you a toy. ◊ **(Dependent), (Independent).**

**Directions: Insert missing commas.**

1. In five minutes the building will be closed.

2. When I get home I am going to brush my teeth.

3. Until I reach my goal I will not stop working.

4. If I get a new job I will be very happy.

5. To become an astronaut it takes much hard work and determination.

6. Because she is only twelve she is not old enough to drive.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 4) Use a comma(s) to separate any word or phrase from the rest of the sentence that is not essential to the sentence's meaning.**

This phrase usually provides extra information about the subject.

Here are some examples of sentences with words/phrases that are not essential to each sentence’s meaning:

1) My brother, a 26 year old male, is watching TV.

2) Amy Rivers, my best friend, is going to the mall today.

3) I am ready for my dad, a hard-working man, to come home.

**Directions: Insert missing commas.**

1. Daniel Garrison a farmer wakes up very early.

2. The car a 1967 ford mustang is very fast.

3. Gold watches for example are going on sale today.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 5) Use a comma to separate a quotation from the rest of a sentence.**

Example: “We need to buy more sugar” she said “before it runs out!”

“We need to buy more sugar,” she said, “before it runs out!”

**Directions:** **Insert missing commas.**

1. “I am tired” he muttered.

2. He said “We need to lower taxes!”

3. “If I don’t wake up in time” he whispered “I will be in trouble.”

4. “Today will be rainy” the weatherman said with a frown.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 6) Use a comma to separate an introductory element from the rest of a sentence.**

INCORRECT: Hi how are you?

CORRECT: Hi, how are you?

**Directions: Insert missing commas.**

1. Yes I would like more water please.

2. Sorry we do not have enough room.

3. Well I hope the problem will be fixed soon.

4. However I am very good at math.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 7) Use a comma to separate the name of a city from a country or state. If the sentence continues, you will need a comma after the city or state as well.**

Example:

INCORRECT: I live in Chapel Hill North Carolina.

CORRECT: I live in Chapel Hill, North Carolina.

1. We are moving to Spokane Washington after Christmas break.

2. I visited Florence Italy last summer.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 8) Use a comma to separate the day of the week, the day of the month, and the year.** **If the sentence continues after the year, you will need a comma after the year as well.**

Example:

INCORRECT: Today is Thursday April 18 1943.

CORRECT: Today is Thursday, April 18, 1943.

**Directions: Insert missing commas.**

1. Tomorrow will be Sunday December 2.

2. George Washington was born on February 22 1732 in Bridges Creek Virginia.

3. September 11 2001 is a date that will be remembered.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APOSTROPHES**

**RULE 1) Use an apostrophe to show possession.**

1. SINGULAR POSSESSIVE- • add 's to the singular form of the word (even if it ends in -s):

Examples: I drive near the president’s house every day.

I like James's car.

Example: That is the house of David. That is David’s house.

\*\*The noun of ownership should come after the possessive.

1. This is the shoe of the girl. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. We are at the room of the hotel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. He is the son of Marcus. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. This is the house of Julie and Jose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. The report cards of Jasean and Mark. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. PLURAL POSSESSIVE • add ' to the end of plural nouns that end in -s:

Examples: These are my sisters’ dresses.

These are my friends’ pencils.

1. These are the books of the students\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Here are the opinions of the teachers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. This is closet for the purses of the ladies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The toys of the children. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 2) to show the omission of letters and to form contractions** • Apostrophes are used to show any omission of letters in a word. • Apostrophes are also used to form contractions. A contraction is a combination of two words which results in a single word. The apostrophe is used where letters have been omitted. Contractions are common in speaking and in informal writing.

**Directions: Use apostrophes in the following sentences to make contractions.**

**Example: I am your friend. I’m your friend.**

1) I do not like vanilla ice cream. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2) I am going to the mall. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3) Who is the new student? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4) They are my best friends. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**QUOTATION MARKS**

**RULE 1) Use quotation marks to set off a person’s exact words.**

**Example: “John, where are you going after practice?” asked Julie.**

**Directions: Add missing quotation marks if needed. You will also need to add other missing punctuation.**

1. Are we there yet she asked. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. The engineer told us that the bridge would support the truck. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. I am tired the boy said and then drifted off to sleep. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 2) Use quotation marks to set off titles of short stories, short poems, songs, chapters, articles, and parts.**

**Example: During class, we read a story about a boy called “There He Goes”.**

**Directions: Add missing quotation marks.**

1. Today’s newspaper had an article entitled Making Music in our Town.
2. In science class yesterday, we studied Chapter 4 The Travels of Some Molecules.
3. Lonely cowboys sometime sing Colorado Trail.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Try these harder examples. Add all missing punctuation having to do with quoted matter.

1. Didn’t Coach Bell say inquired Taylor that we have practice until 6:00 P.M.?
2. This morning, I was listening to Break Every Chain on my way to school stated Kelsey.
3. In Mammals, the fourth chapter in our Science book, there was text that stated that all mammals are warm-blooded.

**COLONS**

**RULE 1) Use a colon to set off a list of items. The colon should come right before the list starts.**

**Example: Here are the students not in dress code today: John, Meghan, Lucy, and Harry.**

1) You will need the following ingredients milk, sugar, flour, and eggs.

2) I have invited the following people to my party Kevin, Amy, and Keeley.

3) Beth maintains the following schedule Sunday School at 9:30 A.M., choir practice at 10:25 A.M., and morning worship at 11:00 A.M.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 2) Use a colon to separate the hour from the minutes.**

**Example: Joann set the alarm for 6:30 A.M.**

1. Our game starts at 7 30 P.M.
2. Lunch will be at 1145 today.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 3) Use a colon to separate the chapter from the verse in the Bible.**

**Example: We read Proverbs 31:1-3 in class today.**

1. Can you paraphrase Jeremiah 29 11?
2. The 8th grade picked John 3 16 for their class verse.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RULE 4) Use a colon to introduce a statement.**

**Example: Mrs. Morgan made an announcement to the student body: “Please enter the gymnasium through the double doors for lunch.”**

1. From Romans 12 2, Dad read these words “Do not be conformed to this world, but be transformed by the renewing of your mind.”
2. Andrew made this statement “Our science fair project is due next Tuesday.”

***Write a sentence using this rule:***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**SEMI COLONS**

**RULE 1) To combine two closely related complete sentences (independent clauses) which are not joined by a conjunction.**

**Directions: Use a semicolon in the appropriate place to combine the following independent clauses.**

1) I am hot I am wearing a sweater and a jacket.

2) The president was very popular he easily won the election.

3) I cannot buy a new car I do not have much money.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions: Directions: Use a semicolon in the appropriate place. Make sure that the semi colon goes where the first sentence stops. The semi-colon comes before the transitional word.**

**Example: I studied for the test for a long time; however, I still could have studied more to make a better grade.**

1) I am wearing a sweater and a jacket nevertheless, I am cold.

2) The old dog is blind in addition, it is deaf.

3) Mix all the ingredients then, put the batter in the oven.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNDERLINING/ITALICS**

**Rule) Underline (italicize) the titles of books, magazines, newspapers, ships, trains, planes, and works of art. (paintings, sculptures, plays, films)**

**Example: The Giver is my favorite book which was made into a movie.**

**Directions: Underline the title.**

1. The Lion King was a movie and also a play on Broadway.

2. The family watched The Wizard of Oz on television.

3. The Mona Lisa hangs in Paris, France at the Louvre Museum.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rule) Underline (italicize) words, letters, and numbers referred to as such. Underline foreign words and phrases that have not been accepted as English.**

**Examples: The words *affect* and *effect* are often used incorrectly.**

**Nathan exaggerates so often that I take everything he says as *cum grano salis.***

1. **Europeans commonly cross their 7’s to distinguish them from their 1’s.**
2. **Some people use the doubtful word enthused for the word enthusiastic.**

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENTHESIS**

**Rule) Use parenthesis for comments and asides, giving brief confirmatory information, confidential comments, or explanatory information for clarity.**

**Examples: Today we studied mammals (only mammals in the ocean) during our science class.**

**Jonah insists on making me a pecan pie for Thanksgiving. (I tried to discourage her.)**

**Illustrations are used to clarify statements in science (see figure 12 as an example).**

1. My friend Martin is from the Czech Republic formerly known as Czechoslovokia.
2. When Ernie wrote a research paper in history and he wrote a few of them, he decided to write about heroic feats of ordinary soldiers, not about great military leaders.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DASHES**

**Rule 1) Use a dash after a series of words or phrases that give details about the statement that is to follow.**

**Example: Katie, Bria, and Kallai these girls went to eat at Sonic for lunch.**

1. Taylor, Jonathan, and Mo these are the students that get a free slushie for the year.
2. Florida, New York, and Pennsylvania these were a few states that we visited during the tour.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rule 2) Use a dash to indicate a break in faltering speech or an unfinished construction.**

**Example: While you’re up, will you get me a—oh, nevermind; I will do it.**

1. I don’t want any of oh, all right, I’ll try some of the spinach salad.
2. “I I don’t want to go upstairs; it it’s so dark!” whispered Kevin as he shivered.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rule 3) Use a pair of dashes to indicate parenthetical elements that are emphatic (show emphasis) or contain internal punctuation.**

**Example: Several members of the cheerleading team—Lily, Madi, and Presley—were in the front of the pyramid for the half-time performance.**

**These kinds of divisions or distinctive characteristics that men in history have fought and died for—these are the things that make nations.**

1. In 1860, Henri Moulot discovered Angkor Wat an ancient Hindu temple in Cambodia.
2. Several sports basketball, soccer, and softball all have tournaments in Dayton, Tennessee.

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BRACKETS**

**Rule 1) Use brackets for editorial comments inside of quoted matter.**

**Rule 2) Use brackets as parenthesis within parenthesis.**

**Example: During his campaign, Donald Trump said, “My opponent [his opponent was Hillary Clinton] is telling lies.”**

1. In the middle of the debate, Hillary Clinton said, “He Donald Trump is not fit to be President and commander-in-chief.”
2. The German general boasted, “I am not sure when it the Allied invasion of Europe will be attempted, but we shall be ready for the Allies, and we shall be victorious.”

***Write a sentence using this rule:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_