

Punctuation

A. Periods - Here are the rules:

1. All statements and commands must end with a period.

Statement

Command

- | | |
|------------------------------|-----------------|
| a. Today is Wednesday. | Close the door. |
| b. My ESL class is tomorrow. | Don't be late. |

2. Use periods after abbreviations of personal titles and after some abbreviations composed of small letters or ending in a small letter.

Examples - Mr. / Ms. / Mrs. / Mr. / Capt. / Ltd. / Apt. / Inc. / a.m. / p.m. / i.e.

3. Use periods after initial in names.

Examples: J. K. Rowling / B. F. Goodrich / I. M. Pei

4. In math use a period as a decimal in numbers.

Examples - $\pi = 3.1416$ / \$ 10.74 / 25% = 0.25

B. **Commas** -

1. Use commas in a sentence that contains a series.

Examples - My wife loves to eat apples, oranges, and grapes.
I enjoy playing tennis, dancing, and doing the zumba.

2. Use commas after introducers which is any element that comes in front of the first independent clause in a sentence. An **introducer** can be a single word, a phrase, or a dependent clause.

Examples - (Words) **Generally**, I wake up at 6:30 in the morning to do my exercise.
However, at night I try to get to bed by 10 o'clock p.m.

(Phrases) **For example**, it is a good idea to eat breakfast before you start the day.
During my trip to Hawaii, I learned how to surf at Sunset Beach.
While I was driving up the mountain of Banaue, I saw many beautiful rice terraces along the way.

(Dependent clauses) **After I got my passport renewed**, I traveled to India.
After I learned how to surf, I began to explore different beaches around the world.

3. Commas are used after an appositive. An appositive is a noun phrase that rename another noun.

Examples - Svetlana, **a beautiful girl from Serbia**, can speak five different languages.

Palawan, **one of the most beautiful islands in the Philippines**, has many beautiful beaches to swim and have a good time.

4. Commas are used to set off an adjective clause that provide extra information about the noun it describes.

Examples - The store manager, **who always tries to be nice to everyone**, receives great compliments from the customers. (The adjective clause “who always tries to be nice to everyone” is not necessary to identify the store manager. This is a **nonrestrictive modifier**)

The manager **who went home early** got fired today. (The adjective clause “who went home early” is necessary to identify the manger. It is information that is necessary to identify the manager. This is a **restrictive modifier**.)

5. Commas are used after transition signals.

Examples - **First of all**, I tried to calm my friend down. **Next**, I tried to reason with him. **Finally**, I gave him a big hug to show him that I cared. **In short**, I was able to make him relax and reflect on what he had done wrong.

6. Commas are used to separate a dependent clause from an independent clause when the dependent clause begins the sentence.

Examples - **When my daughter saw the beautiful beaches of Palawan**, she spent all day swimming and enjoying the beaches.

After swimming all day at the Palawan beaches, she was exhausted.

7. Commas are used in dates and to separate geographic names.

Examples - Today is Saturday, June 6, 2018.
We arrived in Paris, France early in the morning.
My best friend was born in Memphis, Tennessee.

- C. **Question marks** - All interrogative questions end with a question mark.

Examples - Do you speak English? / May I leave a message?
Where do you live? / Could you help me?

- D. **Quotation marks** - A comma is used to introduce a direct quotation of someone’s exact words and is usually introduced by an expression such as “he said or she wrote.”

Examples - President Kennedy said, “Ask not what your country can do for you, ask what you can do for your country.”

My mother wrote to me, “Think before you jump.”

Other uses of quotation marks – Put quotation marks around titles of newspaper and magazine articles, short stories, poems, chapters of books, songs, and episodes of television programs.

Examples - Time magazine article “The walls that separate us” discusses how walls can be both physical and mental.

In the poem “Stopping by woods on a snowy evening” Robert Frost writes how we all have many miles to walk before we sleep.

E. **Exclamation marks** - They were originally called the “note of admiration.” This notion is still used to this day to express excitement, to express surprise, astonishment, or any other strong emotion.

Examples – a. Wow! Look at your beautiful new car!
b. No way! You got the highest SAT score in your school? That’s fantastic!

F. **Semicolon** - can be used to connect two sentences related to each other in meaning.

Examples - a. I have the answer to the Math problem; I use the Euclidean approach instead of the Pythagorean theorem.
b. Montana came to the birthday party early; she wanted to be the first to greet the birthday boy and give him a special gift.

G. **Colon** - can be used only after a complete sentence. It replaces a period to write a word or phrase that gives added meaning, provided extra information, or to add emphasis to the sentence before.

Examples - a. Montana enjoys eating her favorite fruits that provide Vitamin C: oranges, mangoes, and grapes.
b. Pushpendra realized his mistakes on his first day of work: not listening to the instructions, working too quickly, and being impatient.
c. People often realize the joys of live when they get older: to spend time with family and friends.