

## Punctuation

Punctuation is very important in writing. Each symbol has a very particular function. Here are the symbols of punctuation in English and what they are used for.

| Name of punctuation | Symbol | What is it for?                                                                                                                            | Example                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| period              | .      | To finish a declarative or imperative sentence, to indicate the end of an abbreviation                                                     | My mother's name is Andréanne.<br><br>St. Laurent, Dr. Robert                                                                                                                                                                                                                                                                                                                                     |
| exclamation mark    | !      | To finish an exclamatory or an imperative sentence (with strong emotion)                                                                   | Stop that right now!<br>I love this song!                                                                                                                                                                                                                                                                                                                                                         |
| question mark       | ?      | To finish an interrogative sentence (question)                                                                                             | Did you do your homework?                                                                                                                                                                                                                                                                                                                                                                         |
| comma               | ,      | To separate the elements of a list, to separate dependent and independent clauses, to set off appositives, interrupters, and question tags | list:<br><b>I like apples, oranges, and bananas.</b><br>dependent and independent clauses:<br><b>Because it stopped raining, I put my raincoat away.</b><br>appositives:<br><b>Thomas, my older brother, started university this year.</b><br>interrupters:<br><b>Puppies, especially the ones with huge paws, are incredibly cute.</b><br>question tags:<br><b>You have a sister, don't you?</b> |
| semi-colon          | ;      | To join two independent clauses together<br>→ a semi-colon can be replaced by a comma and a conjunction                                    | <b>The sun was shining brightly; I finally got to go outside.</b><br>(replaced by a comma and a conjunction: The sun was shining brightly, <b>so</b> I finally got to go outside.)                                                                                                                                                                                                                |
| colon               | :      | To introduce a list, to introduce a quote, to write the time                                                                               | list:<br><b>I have traveled to three different countries: Greece, Turkey, and the United States.</b>                                                                                                                                                                                                                                                                                              |

|                 |     |                                                                                                |                                                                                                                                                                                      |
|-----------------|-----|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |     |                                                                                                | quote:<br>Eleanor Roosevelt once said:<br>"No one can make you feel inferior without your consent."<br><br>time:<br>Meet me at 9:30.                                                 |
| apostrophe      | '   | The possessive form of nouns or to replace a letter in order to form a contraction             | possessive:<br><b>pigeon's wing</b> (singular)<br><b>pigeons' wings</b> (plural)<br>contraction:<br><b>we are → we're</b>                                                            |
| hyphen          | -   | To join certain compound words                                                                 | sister-in-law, twenty-two, old-fashioned                                                                                                                                             |
| parentheses     | ()  | To add a detail or a piece of information, you set it off in parentheses                       | Mae studied (all night) for the test.                                                                                                                                                |
| quotation marks | ""  | To show that these words belong to someone else                                                | I find great comfort in Disney songs because they have uplifting messages: "No matter how your heart is grieving, if you keep on believing, the dream that you wish will come true." |
| ellipsis        | ... | To show that a thought is unfinished or for information that has been left out of the sentence | So, she said she liked your hair. And...                                                                                                                                             |

A. Tell me if the sentence is correctly punctuated. If so, write **yes** on the line. If not, write **no** on the line.

1. My brother, who is a musician used to work as a pastry chef in Montreal.  
\_\_\_\_\_
2. The three things that make mornings bearable; tea, breakfast and loud music. \_\_\_\_\_
3. The TV shows I have been watching recently are Brooklyn Nine-Nine, Once Upon a Time, Arrested Development, and Smash. \_\_\_\_\_
4. Martin Luther King famously spoke these inspiring words: "I have a dream."  
\_\_\_\_\_
5. At the ski club, the teachers got together to share some food, stories, and games.  
\_\_\_\_\_

B. Find the missing punctuation in each sentence. Write the name of the punctuation on the line provided.

1. Mrs Jones could not believe her eyes.

\_\_\_\_\_

2. After we went outside we realized that it was too warm for our winter jackets.

\_\_\_\_\_

3. Allison's favourite sweater went missing last night.

\_\_\_\_\_

4. Have you seen it

\_\_\_\_\_

5. There are two foods I have never liked: coconut and raisins.

\_\_\_\_\_

6. Nikola Tesla, a famous inventor, is actually responsible for many of the technological marvels we have today.

\_\_\_\_\_

7. Fall is my favourite season; it gives me the opportunity to wear cute hats, scarves, sweaters, and jackets.

\_\_\_\_\_

8. My younger brother is going to be twenty-eight this year.

\_\_\_\_\_

9. I just can't wait for winter to be over

\_\_\_\_\_

10. Yoda told Luke: Do or do not, there is no try.

\_\_\_\_\_

11. When it is cold, you have many options: put on a sweater, put on socks, or turn up the heat.

\_\_\_\_\_

12. The grammar work is not over. To be continued

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