Commas, Semicolons and Colons

Pages 54 and 55

Commas are used to separate items in a series.
Example:
I want chocolate, soda, and chips.

Semicolons are used to separate categories in a series that already has commas.
Example:
I went to the beach with Dan, my brother's friend; Lola, my sister; and Sam, my best friend.

Semicolons are also used to separate two related independent clauses that are connected without a conjunction, such as *and, or, but, so, because*, etc.
Example:
I have cleaned my bedroom but I still need to wash the dishes.
I have cleaned my bedroom; I still need to wash the dishes.

Colons are used after an independent clause to introduce a list.
Example:
I want to plant three vegetables: radishes, tomatoes, and squash.

LIVEWORKSHEETS

PERSONAL LETTER

BUSINESS LETTER

1 Read the text. What type of text is it?

_____

Dear Grandad and Grandma,

Thanks again for letting us use your potting shed and raised beds for our community garden this summer. I'm sorry you won't be here to see it, but we'll send you pictures every week while you're on your trip.

We have a small, hard-working, and dedicated group; I think you know them all. There's Laura, the one Grandma calls "my girl,"; John and Tim from down the street; Tim's girlfriend Joan, who will probably freak out when she sees her first worm; and her sister Linda. As you know, John is pretty lazy, but he has such a crush on Linda that he'll do anything to be with her, even work in the dirt. I can't believe how in love he is!

We're going to get a combination lock for the shed; we don't want any neighborhood kids tampering with the tools and supplies. We saw that you've got all the tools we need: a spade, a hoe, pruning shears, a watering can, a garden hose, trowels, and a wheelbarrow.

We've decided to plant eight vegetables: radishes, tomatoes, string beans, zucchini, yellow squash, lettuce, cucumbers, and pumpkins. We all love salad so we're planting three kinds of lettuce. And we hope we'll get a lot of pumpkins for Halloween!

Everyone will be responsible for the chores: planting, watering, weeding, mulching, pest control, etc. We decided to rotate every week so we all share the work. It should be a lot of fun. I'm really glad Laura wants to do this as much as I do. She's enthusiastic, cheerful, bright, and has endless energy. In fact, she reminds me of you, Grandma! Maybe that's why you get along so well.

More next week!

Hugs, Allen

PS: Grandad, I hope you get your computer fixed soon. Writing letters by hand is hard work!

LIVEWORKSHEETS

2 **Fill in the correct punctuation mark in the boxes. Use a colon, comma, or semicolon.**

1. These are my favorite vegetables ☐ tomatoes ☐ squash ☐ and peas.
2. I don't like worms ☐ they scare me.
3. If we water the plants ☐ they won't die.
4. I see John ☐ Tim ☐ and Joan ☐ where is Linda ☐ Joan's sister?
5. This week's chores ☐ weeding ☐ watering ☐ and hoeing.
6. Radishes are my favorite vegetable ☐ they're so red!
7. It rained yesterday ☐ we didn't have to water the plants.
8. We have to prune the tomatoes ☐ weed the string beans ☐ and water the zucchini.

LIVEWORKSHEETS

3 Reread Allen's letter to his grandparents. Fill in the following information using the appropriate punctuation.

Gardeners	Seeds

Tools	Chores

LIVEWORKSHEETS

4) In pairs, write a brief letter to your celebrity crush (real or imaginary) describing what you love about him or her. Use semicolons instead of conjunctions and plenty of commas to list the qualities that attract you. Work with a team reading and correcting.

LIVEWORKSHEETS