



PUNCTUATION

SMART SHOP

COMMAS

Commas separate the main parts of a sentence and provide clarity by grouping certain elements. Here are the six ways you can use commas:

.....

Separate items in a list

Many cats don't like to be petted, touched, or held.

.....

Introductory words or phrases

When I wake up in the morning, I make coffee right away.

.....

Independent clauses

Javier loves to ski, but he also likes snowshoeing.

.....

Interrupter phrases

Valerie's friends, Avni and Jaspreet, like to visit her on weekends.

.....

Direct quotations

The teacher said, "I'm glad you liked it."

.....

Addresses, dates, direct address

Wednesday, August 9, 2017
Dear Mrs. Garcia,

.....

COLONS

A colon signals to the reader that what comes next is directly related to what came before the colon.



Leonard Michaels wrote two works that were made into movies: "The Men's Club" and "Velvet Smooth".



The singer of Operation Ivy's dad was a famous writer: Leonard Michaels.

REMINDERS ABOUT COLONS:

- the conservative viewpoint is that you should use a capital letter for the first word after a colon if it is a complete sentence
- use only one space after a colon

SEMI-COLONS

Semi-colons separate; they should only be used to combine complete sentences and show relatedness between ideas.

Many people think that young people who listen to punk rock like to drink and party; a lot of punk music is quite socially aware.

One little known fact about porcupines is that they have over 30,000 quills on their bodies; they are also excellent swimmers.

REMINDERS ABOUT SEMI-COLONS:

- semi-colons do not take the place of commas
- use semi-colons where you might otherwise use a period and capital
- use semi-colons to add variety to your writing but use them sparingly
- just because the semi-colon and colon look alike and sound alike in name, it doesn't mean that they are used the same--one separates complete sentences and one signals more information

PRACTICE WITH PUNCTUATION

What is the correct way to combine these sentences or phrases below?

Pakistan shares a border with the following countries.

Afghanistan, China, India, and Iran.

A. Pakistan shares a border with the following countries; Afghanistan, China, India, and Iran.

B. Pakistan shares a border with the following countries: Afghanistan, China, India, and Iran.

What is the correct way to combine these sentences or phrases below?

After Brazil, the country of Peru contains the second largest section of the Amazon rainforest.

The rainforest in Peru covers approximately 60% of the country.

A. After Brazil, the country of Peru contains the second largest section of the Amazon rainforest, the rainforest in Peru covers approximately 60% of the country.

B. After Brazil, the country of Peru contains the second largest section of the Amazon rainforest; the rainforest in Peru covers approximately 60% of the country.