



# 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.