



The Rules for Using:

- ! The Exclamation Mark
- ? The Question Mark
- . The Period



Use a period to end a sentence or when you are using abbreviations (*Mr., Mrs. Tues.*). When your sentence comes to a stop and it is a complete sentence, use the period.

Example:

I like to play outside on sunny days.



Use the exclamation mark when you are referring to a very strong emotion. Use it when something is being expressed and you're very angry, very excited or very scared.

Example:

Dial 911 now!



Use a question mark when you are looking for an answer. A question mark is always used when asking a question. It is always used at the end of a sentence that asks a direct question.

Example:

Will you please pass me the butter?



Name: _____

The Rules for Using the Comma

Did you know that the comma is one of the most frequently used punctuation marks?

The comma will put a pause in your sentence:

If you would finish eating your lunch, we could play outside.

The comma separates a list of at least three items:

I like to play with Jan, Jill, Joe and Brad.

When using quotations either at the beginning or the end:

*Joe said, "Are you coming to the movie later?"
"Come to the movies," said Joe.*

The comma allows you to combine 2 ideas into a single sentence. (Subordinate/Dependent Clause)

While I work on my homework, my friend will play the piano.

Use a comma after introductory words or phrases.

Well, I see you finally finished your homework!

Use a comma to show the relation between a word and a noun phrase that follows. (Apposition)

My teacher, Mr. Clark, is a great singer!



The Comma

Read the sentences and place commas where you think they should be.

Worksheet # 1

1. After the ball game let's go and get some dinner.
2. Miranda Tom Alex and Joe are playing ball later.
3. My friend Janis Dixon has 3 dogs.
4. If you don't finish your dinner you won't be going out later.
5. After school let's go to the store.
6. Owen said "Meet me at the park later."
7. Wow that painting you did is amazing!
8. If I do my homework, will you help me?
9. I like red green blue yellow and orange.
10. **When** we go to the theme park I hope it doesn't rain.
11. If you go fishing remember to bring your bait.
12. After the party let's go over to the park.
13. "Wait for me I can't catch up to you" said Jake.
14. **You will have fewer errors**, if you proof-read your work.
15. My dentist Dr. Jones is in the new building.

Proof read your work! Some sentences are missing more than one comma.



Rules for Using Quotation Marks " "

Name _____

Quotation Marks " "

Quotation marks come in pairs. You need one set of quotation marks at the beginning of the title, dialogue or quote and you need one at the end.

Quotation marks surround dialogue/conversation:

"I had a fantastic time at the zoo," Jill said.

Joe said, "I got an A on my math test!"

Jill whined, "I'm hungry!"

Quotation marks surround some titles, some countries use single quotations:

One of my favorite movies is 'The Ant Bully.'

My brother really likes Fred Penner's song 'Cat Came Back.'

OR "The Ant Bully."

Quotation marks surround some ironies (*use with caution*):

Jamie is too "busy" to help me!

My sister chums with a bunch of 'girly girls'.

She says she "forgot" her homework.

Commas and periods go inside of the quotations marks.

Question marks and exclamation marks go inside IF they are part of the quote, if not, they will go outside the quotation marks.

Semi colons and colons always go outside of the quotation marks.

Quotation Use Worksheet #1

Name _____

ANSWERS ON PG 2

Put in the appropriate quotation marks:

1. Kelly said Kim wants to play inside, not outside.
2. Have you seen the movie The Ant Bullie?
3. Which store do you want to go to? asked Marie.
4. I don't believe you, he said, you never tell the truth!
5. Where will you go? she asked.
6. Didn't she say Your poetry assignment is due Monday. asked Jim.
7. Have you seen the movie Spiderman?
8. Finish your chores or forget your allowance! his mother yelled.
9. I have too much homework and don't have time to finish my chores! Joe responded.
10. I wish I knew who my teacher was going to be for next year. Tom said.
11. Do you realize how good those cookies smell? Joan remarked as she watched Jen take the cookies out of the oven.
12. You're it! yelled Sam.



Rules for Using The Apostrophe

Name _____

The apostrophe has 2 functions:

One is to show possession/ownership and the other is to show omission of letters or words.

1. An apostrophe shows ownership:

John's new shoes are red.

1a. These are the student's books.

Several books belonging to 1 student.

1b. These are the students' books.

Books belonging to a group of students.

My 3 friends' shirts are blue.

More than 1 friend.

The lions' Den

(More than 1 lion)

Amos' books (instead of Amos's books)

Sometimes a name ending on an s is given an apostrophe instead of an additional s and apostrophe as seen in the name Amos, typically both are correct.

1c. Add an apostrophe to the end of plural nouns that end in s:

Boys' hats.

Players' uniforms

2. An apostrophe is used in contractions when a word or letter(s) is missing:

2a. *Don't go outside. (Do not)*

I'll finish my homework later. (I will - I'll)

Use the Apostrophe

Circle the words that are missing apostrophes, add the apostrophes.



1. I cant go with you to Colins house.
2. Lets go to the Bears game on the weekend.
3. I dont think my dads hat will fit me.
4. The girls bathing suits need to be put in the dryer.
(several girls)
5. Im going to head down to Clarks department store later.
6. Wheres the book I was reading, Im really enjoying it?
7. I put the dogs bones in the lower cupboard.
(2 dogs)
8. I put the dogs bones in the lower cupboard.
(1 dog)
9. Im going to my friends house to work on homework.
10. Jans clothes are always in style.
11. Buy your notebooks here and youll save money.
12. The cats whiskers are covered in milk.



Name _____

Rules for Using Capital Letters

1. All sentences begin with a capital letter.
2. Names of people.
3. Names of places (parks, cities, building, towns, street names etc.).
4. Titles of songs, books, stories, magazines, articles etc.
5. The letter i when referring to yourself.
6. The first word in a direct quote.
7. Titles of people.
8. Days of the week, months of the year and holidays.
9. Religions books, God, Allah etc.
10. Languages

Capital Letters Worksheet #1

Name _____

Circle the letters that should have a capital, write the rule on the back of the worksheet.

1. i like playing with my friends kyle, marie and lenny.
2. we went through the smoky mountains, near knoxville on our way to dollywood theme park.
3. my favorite soap is zest and my favorite toothpaste is crest.
4. i have a dental appointment with dr. jones on thursday.
5. i'm a catholic and that's why i go to st. joseph's school.
6. the pope came to our classroom last monday.
7. my favorite season is winter because that's when christmas is.
8. my friend sally speaks french and she is teaching me some words.
9. in my english course, i'm learning about myths.
10. last year we went skiing at mount knox in british columbia.
11. in science, we're learning all about mars.
12. during my last spring holiday, i saw the eiffel tower.

My mark out of 12 is _____.



Rules for Using The Semicolon ;

Name _____ ;

The semicolon (;) has similar uses to a comma:

A semicolon doesn't come to a complete stop like a period does.

A semicolon can join two clauses using transitional words like: however, otherwise, therefore, subsequently, in addition etc.

A semicolon is stronger than a comma.

The semicolon separates a sentence with two closely related meanings. Some teachers call the semicolon the super comma to help students remember how to use it.

Here are some common ways to use a semicolon:

1. You tried your hardest; second place is a good finish.
2. I like chocolate; however, I don't like dark chocolate.

Semicolons are also used in lists even though it is correct to use commas in lists.

1. Back to school items you'll need are: a sturdy back pack; pencil cases equipped with pencils; lunch box; duo-tangs in five different colors.
2. I have been to: Canada; Japan; Australia; Africa and England.