

# Punctuation

**Period**

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Use a period at the end of a declarative sentence and in abbreviations.

**Question Mark**

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Use a question mark after an interrogative sentence.

**Quotation Marks**

“ ”

Use quotation marks for direct quotations.

**Apostrophe**

Use an apostrophe in contractions and to indicate possession.

**Comma**

Use a comma to separate items in a series, to set off an appositive, or before the conjunction in a compound sentence.

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**Hyphen**

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Use a hyphen to join words serving as a single adjective before a noun, in number words, and to divide words into syllables.

**Exclamation Point**

Use an exclamation point to show strong emotion or to give a command.

!

**Colon**

Use a colon to introduce a list and before a final clause that explains something in the sentence.

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**Parentheses**

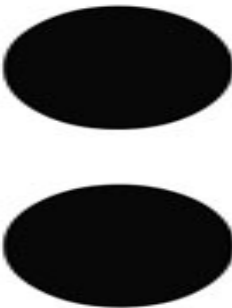
( )

Use parentheses around extra non-essential information that is too important to omit.

**Semicolon**

Use a semicolon to join two independent clauses that are not connected with a coordinate conjunction.

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I can't believe  
I went out with a colon:  
I was just another  
item on his list!



1. Which sentences use a colon correctly?

- a) Please address the letter to: the customer, the manager, and the shareholders.
- b) I like coffee: my husband likes tea.
- c) This report is missing sections: a table of contents, an introduction, and a conclusion.
- d) I have one goal: to find her.

## **A & C use a colon correctly.**

These sentences should use a colon each introduces a list of items.

- A colon may be used between independent clauses when the second sentence explains, illustrates, paraphrases, or expands on the first sentence.

Ex: When I start to feel hungry I have a snack: it helps my digestion.

- Use a colon to introduce a quotation of seven or more words that follows a complete sentence

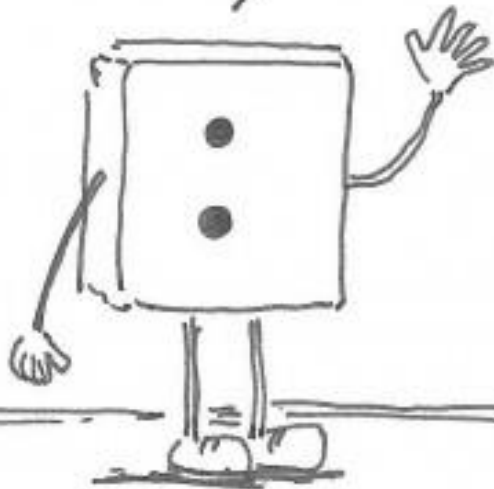
Ex: After looking at the mess in the kitchen, Molly commented: “I hope you are not expecting me to clean this up.”

- Use a colon when you want to place emphasis on the name or description of an item that follows a complete sentence

Ex: We have a name for people who don't pull their weight at work: slacker.

;

WHY ARE YOU  
CRYING?



NOBODY  
UNDERSTANDS ME



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2. Which sentence below uses a semicolon incorrectly?

- a) I like coffee; my husband likes tea.
- b) Blue is my favourite colour; half of my wardrobe is blue.
- c) The flight has been delayed; however, the airline will offer compensation to all passengers.
- d) I need an assistant who can; input data, write reports, and complete tax forms.



## d) uses a semicolon incorrectly.

I need an assistant who can; input data, write reports, and complete tax forms.

This sentence should use a colon instead of semicolon because there is a list of items.

- A semicolon can replace a period if the writer wishes to narrow the gap between two closely linked sentences.

Ex: The rain stopped; the sun came out again.

- Use a semicolon before such words and terms such as however, therefore, that is, for example, for instance, etc., when they introduce a complete sentence.

Ex: I went to the store; however, I couldn't buy the supplies as I forgot my wallet.

- Use a semicolon to separate units of a series when one or more of the units contain commas.

Ex: Heavy snow continues to fall at the airport; consequently, all flights have been grounded.

a·pos·tro·phe



- Which sentence uses a possessive apostrophe incorrectly?
  - a) The boy's dog
  - b) The boys's dog
  - c) The boys' dog
  - d) The boys' dogs

The answer is b). There are four ways to use the apostrophe to show ownership or belonging.

1. Add *apostrophe s* to the end of a singular noun that does not end in *s*: the manager's wife.
2. Add *apostrophe s* to the end of a singular noun, even if it ends in *s*: Doris's handbag.
3. Add *apostrophe s* to the end of a plural noun that doesn't end in *s*: the children's meeting place.
4. If the plural noun ends in *s*, just add the apostrophe: my friends' car.

# Commas. How do I use them?

Perhaps the most misused of all punctuation marks (in part because they are the most used).

Commas do have some rules, but these rules can often be broken

Commas are also subject to style guidelines and the 'How-Does-It-Sound' doctrine.

See slides 7 – 14 in Punctuation 101 pdf document

# Exclamation Points

Don't use them!!

# Bonus Question



YES, THERE IS A  
DIFFERENCE  
BETWEEN  
I.E. AND E.G.

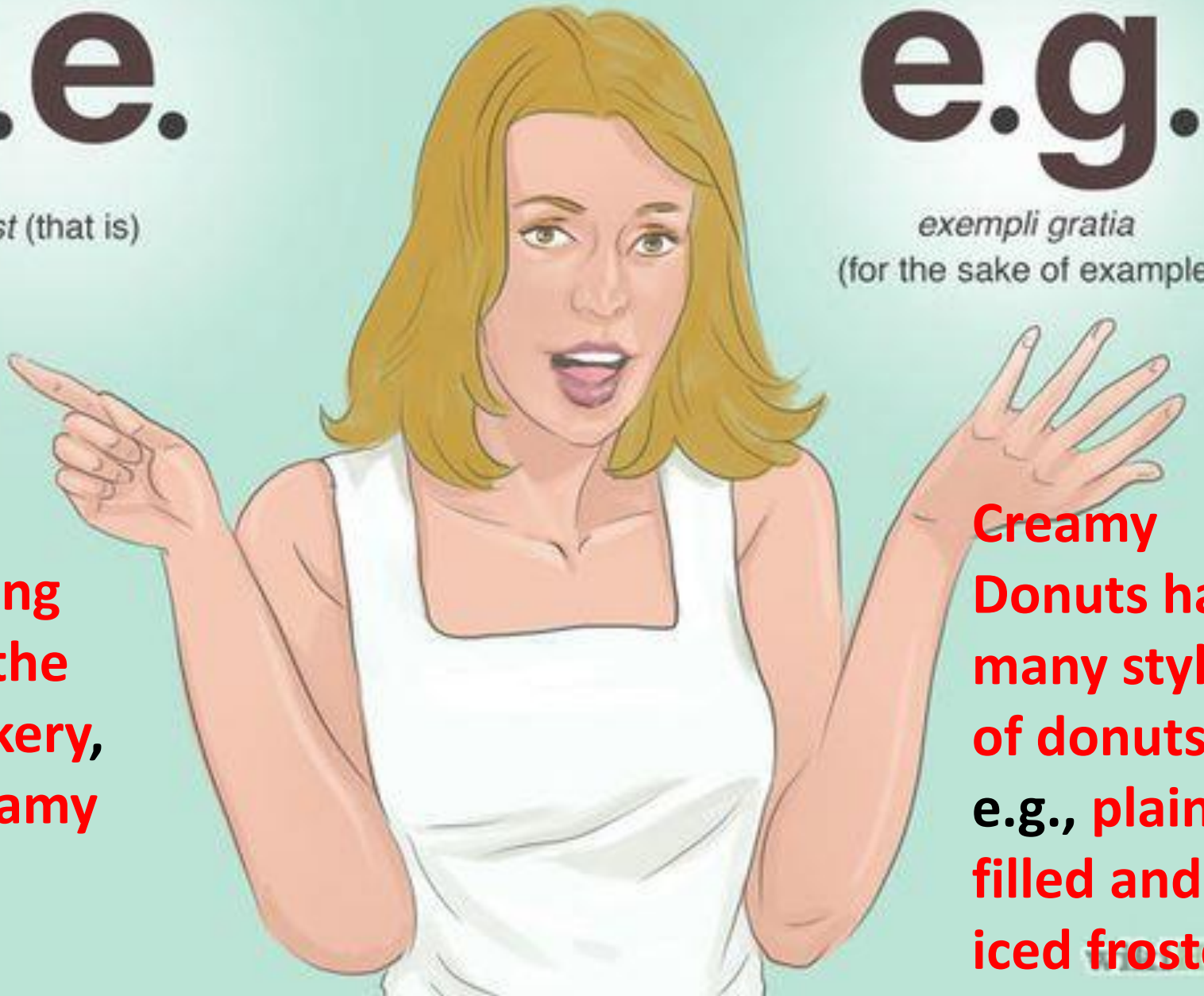


# i.e.

*id est* (that is)

# e.g.

*exempli gratia*  
(for the sake of example)



**I am going to visit the best bakery, i.e., Creamy Donuts**

**Creamy Donuts has many styles of donuts, e.g., plain, filled and iced frosted**