

## The apostrophe

The apostrophe is symbol ( ' ) used to indicate the omission of a letter or letters from a word (dictionary.com). Sometimes the apostrophe can be used to show possessive case. When being used in this manner, the apostrophe is usually used with the letter 's' to show ownership of something. For example, "That is Casey's pencil" shows that the pencil is in Casey's possession. Apostrophes are NOT used when a possessive sentence has a plural noun. Other times the apostrophe shows the plurals of numbers, letters, or abbreviations. When the apostrophe is used in verb contractions, the apostrophe is taking the place of a missing letter. For example, the word "don't" has an apostrophe that takes the place of the letter 'O'. The apostrophe can also be used to insert for numbers, such as when writing the year '99, the first two digits are left out and replaced with an apostrophe.



As we can see, punctuation makes a big difference in how sentences make sense. Sentences make up grammar and without proper grammar, we are unable to make our point. So make sure you are using your punctuation right!

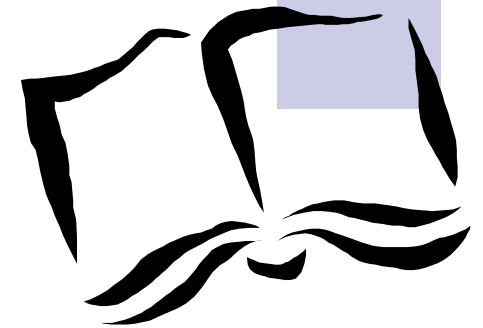


## WORKS CITED

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# Punctuation: The Most Important Part of a Sentence!



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## Five different types of punctuation for your everyday life!!!

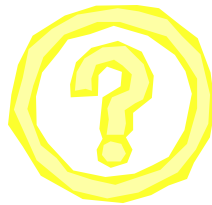
### THE COMMA

The **comma** is defined as a punctuation mark ( , ) used to indicate a separation of ideas or of elements within the structure of a sentence (dictionary.com). It is a very important part of a sentence because it separates the structural elements of sentences into segments. The comma is commonly misused because people do not know how to correctly place it in a sentence. One of the ways commas are used is to separate independent clauses when they are joined together with words such as: but, and, or for. Commas can also be used after an introduction to a clause or a phrase. Words like: although, as, because and when should be followed by a comma if used in an introductory way. For example, in the sentence, "although she went to the store, she did not buy anything" the comma is placed after introducing the clause. Commas can separate a series of numbers or a listing of something. Commas are also used when introducing a quote in a paper or when someone is speaking. This sets up the quote for readers. A lot of the time, a comma is misplaced before the word "and" when listing something. The sentence usually does not need the comma because it breaks up the sentence incorrectly. To test and make sure that you are using your commas correctly, read a sentence and where there is a comma a natural pause will happen. Be aware that comma use is addicting and many commas do not belong in sentences they are placed in!



### The question mark

What is a question mark? A **question mark** is a punctuation symbol ( ? ) written at the end of a sentence or phrase to indicate a direct question. When this symbol is placed at the end of a sentence it makes it a question, something that can be answered or is directed at a particular audience. A direct question **ALWAYS** needs a question mark at the end of it so the reader can understand that it is being asked of someone. For example, "Where is Suzy?" is a direct question asking where Suzy is, so it needs a question mark to show it is a question. Without this vital symbol, a sentence can either not make sense at all, or just be read as a regular sentence instead of a question. An "indirect question" does not need a question mark. An example of this would be, "Suzy is at the store." This is because an indirect sentence only explains a question, it does not directly ask it.



### The Period

The **period** is a punctuation mark ( . ) indicating a full stop. It is always placed at the end of declarative sentences and other statements thought to be complete, and after many abbreviations (dictionary.com). Requests and mild commands also require a period at the end of a sentence. If a sentence ends with an abbreviation including a period, an additional period is not needed to finish the sentence. Periods are also often used in outlines and letters as a way of organizing information. In a closed quotation, the period always comes before the quotation marks. If ever there are three periods in a row it is called an **ellipses**. For example, in the sentence, "But that was a long time ago..." shows an ellipses at the end of a sentence. An ellipses signifies that there is information missing. Ellipses are usually used when quoting something and certain information is taken out because it is not relevant to the point being made.

## THE EXCLAMATION

While Sometimes called the exclamation mark, the **exclamation point** ( ! ) is used at the end of a sentence or after an interjection to show strong emotion or emphasis (englishplus.com). Even though the exclamation point is not used as frequently as a comma or a period, it still can be used to show a different kind of emotion in a sentence, such as, excitement, anger, or surprise. There are three types of sentences an exclamation point can be used in. The three types are: exclamatory, interjectory, or a strong command. If an exclamation point is used, the reader will know that there is more emphasis meant to be put on that particular sentence. "I got an A+ on my paper!" is an example of an exclamation point making a sentence exclamatory. Depending on how strong of an emotion the writer is trying to show the reader, determines whether an exclamation point should be used. The exclamation point takes the place of the period under these circumstances, but the exclamation point is not a period!

