Study Sheet for the Punctuation FINAL: **APRIL 3**

Use commas to separate three or more **items in a list.**

Examples: **Cars, buses,**and **trucks** clog the city streets.
                Mom sent me to the store to buy **eggs, milk,** and **cheese**.
                The **naughty, dirty, stinky** pig got out of its pen again.

Use commas to separate **introductory words** from the rest of the sentence.
(Examples: transitions, words of agreement or disagreement, etc.)

Examples: For example,Mary didn't like to draw.
                First, call your mom.
                Yes, I am coming over to your house later.

Use a comma(s) to separate **a direct address.**

Examples: Jonah, will you take out the trash?
                Thank you for the money**, Uncle Kevin.**
                I wish**,Cindy,**that you would keep your room clean.

Commas and Semicolon use dealing with independent (complete sentence) and dependent (not a complete sentence) clauses.

Directions: Insert a comma or semicolon when necessary AND highlight where you inserted the punctuation. Highlight the subject in green and the verb in blue. Some sentences will not require punctuation. Explain WHY you used (or did not use) the type of punctuation.

Conjunctions (Fanboys): For And Nor But Or Yet So

Example: John loves snow cones **;** he usually gets his coconut cherry flavored.
Explain: Two independent clauses and no conjunction

Example: John loves snow cones**, and** he usually gets his coconut cherry flavored.
Explain: Two independent clauses with a conjunction

Example: John loves snow cones and usually gets his coconut cherry flavored.
Explain: No comma/compound verb (one subject and two verbs)

ADVERBIAL CLAUSES

AAAWWUUBBIS words (see below) are words used to begin another type of dependent clause called an adverbial clause. Like other dependent clauses, a comma is only required IF the clause begins the sentence. **Adverbs** **most commonly seen to begin an adverbial clause:**
> **a**fter, **a**lthough, **a**s, **w**hile, **w**hen, **u**ntil, **u**nless, **b**efore, **b**ecause, **i**f, **s**ince

Rule: Comma goes after an opening adverbial clause when separating the dependent clause from the independent clause.
> Example: **After** watching the show**,** Ethan took his date out for ice cream.
> Example: **Because** he was late to class again**,** Kenny got lunch detention.
> Example: Ethan took his date out for ice cream after watching the show. NO COMMA (clause ends the sentence.

Participial (verb) Clause

Rule: Comma goes after an opening participial clause (-ing/-ed **verb**) when separating the dependent clause from the independent clause.
> Example: **Wanting** to get his date a treat**,** Ethan went to the ice cream shop.
> Example: **Determined** to impress his date**,** Ethan bought ice cream after the show.

Prepositional (uses prepositions) Clause

Common prepositions from the chant: of, for, with, at, to, from, in, by, on, around, about, over, beyond, against, across, under, amid, among, along, past, through, upon
Rule: Comma goes after the prepositional phrase when separating the dependent clause from the independent clause.
> Example: **In** his car **with** his date**,** Ethan decided to get ice cream after the show.
> Example: **At** halftime **during** the basketball game**,** the drill team performed their competition dances.
> **(one single comma goes after multiple phrases)**

Interrupters (inserted interrupters and adjective clauses) *aka Appositives*

RULE: Use a comma(s) to set off words that interrupt the flow of thought in a sentence.
Examples: A large city**, as you can see**, employs many police officers.

RULE: Use commas to set off an adjective clause if it is <u>not</u> necessary to understand the meaning of the sentence. Adjective clauses that are unnecessary often begin with words like ***who, whom, whose, or which***

Examples: Alpine Inc.**, this city's oldest company,** is closing its doors in June.
                        Dairy cows**, which are common on farms,** are raised for their milk.
                        (Notice that without the bolded clause, the meaning of the sentences is the same.)
RULE: <u>Do not</u> use a comma or a pair of commas to set off a <u>necessary</u> adjective clause from the rest of the sentence. An adjective clause is necessary when the sentence doesn't make sense without it. A necessary adjective clause *often* begins with the word '*that* but not always.
Examples: A dog that ran down the street was wanted by the pound.
                        The man who stole our car is now in jail.

(Notice that in this case '*who*' is used without commas. Otherwise, the man being discussed is unclear.)

<u>DIRECTIONS: Capitalization</u>

Capitalize FIRST and LAST words and all words with four or more letters. DO NOT capitalize articles (a.an,the) within titles. DO NOT capitalize conjunctions (and, or, but, so, for, nor, yet) within titles. DO NOT capitalize short prepositions (of, for, with, at, to, in, by, etc...) within titles. Capitalize all remaining words (nouns, pronouns, adjectives, verbs, adverbs)

<u>DIRECTIONS: Punctuation</u>

Underline or italicize **lengthy works** (books, newspapers, magazines, CDs, movies, TV shows, long poems, etc)
Put quotation marks around **short works** (chapters, newspaper/magazine articles, songs, poems, short stories, etc.)

Example: new discovery sheds light on hunley's fate (article)
New **D**iscovery **S**heds **L**ight on **H**unley's **F**ate

the rise of the black wolf (book)
The **R**ise of the **B**lack **W**olf

the gift of the magi (short story)
The **G**ift of the **M**agi