

PUNCTUATION?!

A quick guide to common punctuation

<p>PERIOD</p> <p>●</p>	<p>USE A PERIOD TO END SENTENCES.</p> <ul style="list-style-type: none"> • I need to go grocery shopping.
<p>COMMA</p> <p>，</p>	<p>USE A COMMA <i>WITH A COORDINATING CONJUNCTION</i> TO JOIN TWO INDEPENDENT CLAUSES.</p> <p>Remember: coordinating conjunctions are FANBOYS (For, And, Nor, But, Or, Yet, So)</p> <ul style="list-style-type: none"> • I need to go grocery shopping, but I would rather watch television instead. <p>USE A PAIR OF COMMAS TO DISTINGUISH CLAUSES, PHRASES, OR WORDS THAT ARE NOT ESSENTIAL TO THE SENTENCE.</p> <p>Tip: If you were to remove the words between the commas, would the sentence still make sense? If so, then you have probably used commas correctly.</p> <ul style="list-style-type: none"> • There is a marathon of my favorite show, The Office, on television. <p>USE A COMMA AFTER AN INTRODUCTORY WORD, PHRASE, OR CLAUSE.</p> <p>Introductory word:</p> <ul style="list-style-type: none"> • Nevertheless, I need to go grocery shopping. <p>Introductory clause:</p> <ul style="list-style-type: none"> • Even though my favorite show is on TV, I still need to go grocery shopping. <p>USE A COMMA BEFORE A CONTRASTING THOUGHT OR AN AFTERTHOUGHT.</p> <ul style="list-style-type: none"> • Buying organic produce is important to me, far more important than to my roommate. <p>USE A COMMA TO SEPARATE DIALOGUE OR QUOTATIONS.</p> <ul style="list-style-type: none"> • “I’m leaving to go to the store now,” I told my roommate. <p>USE A COMMA TO SEPARATE SHORT ITEMS IN A LIST.</p> <ul style="list-style-type: none"> • I need to buy milk, bread, eggs, and some fruit. <p>USE A COMMA FOR ADDRESSES AND DATES.</p> <ul style="list-style-type: none"> • September 7, 1988 • Tempe, AZ 85281 <p style="text-align: center;">Do not use a comma between a subject and its verb!</p> <p style="text-align: center;">Do not use a comma if you do not know why you are using it!</p>

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<p>SEMICOLON</p> <p>• ;</p>	<p>USE A SEMICOLON TO SEPARATE LARGE ITEMS IN A LIST.</p> <ul style="list-style-type: none">• I need milk to drink with my cereal; bread to make sandwiches; eggs to make breakfast; and some fruit, because fruit is healthy. <p>USE A SEMICOLON TO JOIN TWO RELATED INDEPENDENT CLAUSES <i>WITHOUT</i> A CONJUNCTION.</p> <p>Remember: A conjunction is a joining word, such as <i>and</i>, <i>but</i>, or <i>yet</i>.</p> <ul style="list-style-type: none">• There are many shopping carts scattered in the parking lot; I am worried that one of them will hit my car while I am shopping.
<p>COLON</p> <p>• •</p>	<p>USE A COLON BEFORE YOU START A LIST, A QUOTATION, OR ANOTHER IDEA DIRECTLY RELATED TO THE PREVIOUS CLAUSE.</p> <ul style="list-style-type: none">• These are the fruits I am looking for: bananas, peaches, and oranges.• I know what you're thinking: I should probably buy vegetables, too.
<p>QUOTATION MARKS</p> <p>“ ”</p>	<p>USE QUOTATION MARKS TO SEPARATE DIALOGUE.</p> <ul style="list-style-type: none">• “Would you like to taste some grapes?” the employee in the fruit section asked me. <p>Use quotation marks to indicate exact words that you have quoted from another source. ALWAYS cite your sources!</p> <p>Use quotation marks around shorter works, such as short stories, poems, or titles of chapters.</p>