# Punctuation

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# Why do we need punctuation?

• Punctuation allows the authors writing to be easy to read and understandable for the reader.

# Types of Punctuation

Period

Comma

Colon

Question Mark Quotation Marks Exclamation Point

**Parenthesis** 

Apostrophe

### Period

- Rule: Use at the end of a complete sentence.
  - Example: I went to the store for groceries.

- Rule: Use at the end of an indirect question.
  - Example: He asked where the milk was.

#### Comma

- Rule: Use a comma to separate words or items in a list.
  - Example: She has two dogs, three cats, one bird, and five fish in her house.
- Rule: Use a comma to separate a city from its state.
  - Example: I am from East Lansing, Michigan.
- Rule: Use a comma to separate the day of the month from the year.
  - Example: He was born on August 4<sup>th</sup>, 1990.
- Rule: Use a comma to separate two adjectives (describing words) when the word <u>and</u> can be inserted between them.
  - Example: She was a young, beautiful dog.

## Question Mark

- Rule: Use a question mark only after a direct question.
  - Example: Will you come over after school?



### **Exclamation Point**

- Rule: Use the exclamation point to show emphasis or excitement.
  - Summer is in three months!



## **Quotation Marks**

- Rule: Use quotation marks to set off a direct quotation.
  - Example: "What is your favorite color?" she asked.
- Rule: Periods and commas always go inside quotation marks.
  - Example: "I don't want to go to school today," Alan said.



### Colon

- Rule: Use the colon after a complete sentence to introduce a list of items.
  - Example: On my trip I will bring: clothes, a pillow, a sleeping bag, a toothbrush, and my teddy bear.
- Rule: Use the colon after the greeting of the person's name in a business letter.
  - Example: Dear Mr. Smith:

### **Parenthesis**

- Rule: Use parenthesis to enclose words or figures that clarify or are used as an aside.
  - Example: He received one hundred and fifty points (150) on his math project.

## Apostrophe

- Rule: Use the apostrophe when combining two words.
  It is always placed in the spot where the letter(s) have been removed.
  - Example: She's (she is) only allowed candy on Friday.
- Rule: Use the apostrophe to show possession. Place the apostrophe before the <u>s</u>.
  - Example: They found Ms. Connor's gloves.

# Test Your Knowledge

- After reading the example, place the proper punctuation in the blank.
- Remember the 7 types of punctuation include:
  - Period
  - Comma
  - Question Mark
  - Exclamation Point
  - Quotation Marks
  - Semicolon
  - Parenthesis

- The teacher asked him to sit next to her .
- They don\_'t have school on Saturday.
- She was born on April 30<sup>th</sup> \_\_\_\_ 1990.
- Dear Mrs. White :
- <u>"</u>I don't feel well today, <u>"</u> Adam said.

- I pulled my own tooth out!
- He has two notebooks \_\_\_ three books \_\_\_ four pencils
  \_\_\_ one box of crayons \_\_\_ and one eraser in his desk.
- They helped color Katie\_'s project.
- I ate four brownies today .

- <u>"</u>Will you play with me during recess? <u>"</u> Anna asked.
- For my birthday, I had <u>:</u> cake, ice cream, candy, pop, and snow cones.
- She is able to count to one hundred and twenty (120) during math class.
- He lives in Lansing \_\_\_ Michigan.

Will you be my partner during gym time ?

• She had long \_\_ beautiful hair.

### References

- Pictures on Slides: 6,7,8→ Clipart
- Information on Slides: 6,7,8,9,10,11,12 → http://www.grammarbook.com/english\_rules.asp