

Writing Mechanics & Grammar: Punctuation

Level: High School

Punctuation is what we call the set of marks added to words and sentences to make their meaning completely clear. Punctuation at the end of a sentence indicates whether it is a question (interrogative sentence), a statement (declarative sentence), a command (imperative sentence), or an exclamation. Other punctuation, set around most of the words in the sentence, shows that it is meant to be dialogue. Internal punctuation, inside words or between them, can show the reader where the subject and predicate are and how parts of the sentence are meant to relate to each other. By learning to use punctuation properly, writers can produce sentences that are clear and understandable to their readers. For example, a missing comma can drastically change the meaning of a sentence:

Let's eat Grandma! vs Let's eat, Grandma!

Insert the correct commas and/or semicolons to punctuate these sentences properly:

1. I really didn't feel well however I came to school every day.
2. They moved from Sioux City Iowa to Helena Montana on August 25 2012.
3. He respected his sister who was the oldest of the siblings and often asked for her help.
4. She did well in her classes she was however never satisfied and always kept trying harder.
5. We always checked up on them we often called and casually asked "How are you lately?"
6. I grew short tall and medium bushes rows of red white and yellow flowers and a thick green lawn.

Insert apostrophes and quotation marks where they are missing in these sentences:

1. Whats the matter? she asked. Arent you coming at five oclock as youd planned?
2. Its a happy day when a dog gets its freedom to run in an off-leash park! he exclaimed.
3. We nicknamed him Comeback Kid, and its clear that hes always lived up to the name.
4. My sister couldve bought a car last month, but instead shes been borrowing her friends car.
5. The teacher asked, Did you double check all of the first paragraphs sentences?
6. The mooses mate is lost, he explained, so its calling for it.

Rewrite the sentences without forgetting any missing punctuation marks (*commas, periods, semicolons, colons, apostrophes, quotation marks, question marks, exclamation marks*). Note: Some sentences may not have any punctuation missing.

1. The temperatures dropped very quickly today as a result we are unprepared.

2. Mom told us When packing you need several things underwear outerwear, and toiletries."

3. Can you hear me he asked before he shouted Hey Is anybody there

4. I was confident; everything was in its place, so I said that I was ready.

5. Let me know if you dont mind, how quickly youre planning to finish.

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Answer Sheet

1. I really didn't feel well; however, I came to school every day.
2. They moved from Sioux City, Iowa, to Helena, Montana, on August 25, 2012.
3. He respected his sister, who was the oldest of the siblings, and often asked for her help.
4. She did well in her classes; she was, however, never satisfied and always kept trying harder.
5. We always checked up on them; we often called and casually asked, "How are you lately?"
6. I grew short, tall, and medium bushes; rows of red, white, and yellow flowers; and a thick, green lawn.

1. "What's the matter?" she asked. "Aren't you coming at five o'clock as you'd planned?"
2. "It's a happy day when a dog gets its freedom to run in an off-leash park!" he exclaimed.
3. We nicknamed him "Comeback Kid," and it's clear that he's always lived up to the name.
4. My sister could've bought a car last month, but instead, she's been borrowing her friend's car.
5. The teacher asked, "Did you double check all of the first paragraph's sentences?"
6. "The moose's mate is lost," he explained, "so it's calling for it."

1. The temperatures dropped very quickly today; as a result, we are unprepared.
2. Mom told us, "When packing, you need several things: underwear, outerwear, and toiletries."
3. "Can you hear me?" he asked before he shouted, "Hey! Is anybody there?"
4. I was confident; everything was in its place, so I said that I was ready.
5. Let me know, if you don't mind, how quickly you're planning to finish.