

Writing Mechanics & Grammar: Punctuation

Level: Middle 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!

Put the correct punctuation mark where its name should go in the definitions below. Some marks may be used more than once. Answer options include *apostrophe (')*, *comma (,)*, *semicolon (;)*, *question mark (?)*, *period (.)*, *quotation mark (")*, and *exclamation point (!)*.

1. The _____ separates each item in a list of words or phrases in a sentence.
2. We use a _____ to indicate that a sentence is asking something.
3. The _____ indicates that a sentence is a statement.
4. A/An _____ is added to a word, often along with the letter "s," to indicate possession.
5. The _____ is used in pairs to surround words that are dialogue or copied text.
6. You can use a _____ to connect two complete sentences that are closely related.
7. Use the _____ to separate two independent clauses that are joined by a conjunction.
8. You use the _____ to show a shouted or strongly emotional statement.
9. When two words are contracted into one, the _____ joins them, indicating missing letter(s.)
10. The _____ indicates the abbreviation of a word, title, or name.

Writing Mechanics & Grammar: Punctuation Answer Sheet

1. ,
2. ?
3. .
4. ‘
5. “
6. ;
7. ,
8. !
9. ‘
10. .