The three end marks are the period, question mark, and exclamation point.

**Periods** Use a period at the end of a declarative sentence—one that makes a statement.

The mayor is the top city official.

Use a period at the end of almost every imperative sentence. An imperative sentence gives a command. If a command is said with emotion, it ends in an exclamation point.

Please transfer me to the fire department!

Use a period at the end of an indirect question. An indirect question reports what a person asked without using the person's exact words.

I asked who has the job of dogcatcher.

Use a period after an abbreviation or an initial, as in this example: Mr. Nelson R. Diaz.

Use a period after each number and letter in an outline or list.

**Question Marks** Use a question mark to end an interrogative sentence, or question.

Who is the dogcatcher?

**Exclamation Points** Use an exclamation point to end an exclamatory sentence, a sentence that expresses strong feeling. Use an exclamation point after an interjection as well.

Wow! What an incredible victory that election gave us!

**Using Periods and Other End Marks**

Add punctuation as necessary in the following items.

1. The election is in six weeks
2. Mrs Joan T Reynolds is running against Mr Robert J Bachman, Jr
3. Imagine—we have two candidates with real credentials
4. Last time, neither candidate had experience
5. How difficult this choice will be
6. Polls open at 6 A.M and close at 9 P.M
7. The city will face several critical issues during the next four years
8. I Transportation
   A Rail traffic extensions
   B Bridge reconstructions
   II Delivery of services
   A Garbage and sanitation
   B Police and fire services
A. Using End Marks

Add punctuation marks where necessary in the following items.

1. A voter asked the candidates what their priorities and plans were
2. We won Hooray Happy days are here again
3. The issues are sewers, schools, and sprawl
4. Mr Thompson, the alderman, opposes any new taxes
5. The Town Board meets at 7:00 P.M.—sharp
6. Did you find out how the vote went
7. The “nay” votes will outnumber the “aye” votes
8. Do you plan to get up and talk
9. Tell me how you feel about the issues
10. Could you hear Alderman Morrissey’s comment
11. I Issues facing the town in the next decade
   A Sewer extensions
   B School budget
   C Suburban sprawl
   D Taxes
12. Hey I still have the floor

B. Using End Marks in Writing

Add the correct end mark at the end of each sentence in the following paragraph.

Americans are becoming more and more suspicious of public officials.
First-time candidates brag about never having held office. Turn out the
rascals. Get rid of the scoundrels. Those are the slogans of many
campaigns. But does this attitude make sense? We should never assume
that officeholders are incompetent. Instead, we must insist on honest
work.
A. Using End Marks in Writing

Add periods, question marks, and exclamation points where necessary in the following paragraph. To add a period, insert this symbol . To add a question mark or an exclamation point, use a caret ^ and write the correct punctuation mark above it.

Have you ever seen or heard about an annual Vermont town meeting

Every spring, around maple sugaring time, all the town’s citizens meet in the town hall. There they vote on any issue that concerns them, from rats in the town dump to school issues to international problems. Even though a town has no responsibility for international relations, citizens express their opinions proudly. What a way to practice democracy! Oh, the town meeting is a grand social occasion, as well. People get to meet and greet their neighbors after the long Vermont winter.

B. Using End Marks in an Outline

Imagine that you are considering running for public office. Write an outline to help yourself make up your mind. List three ways in which your running for office and serving in office will be good for you and your community. Also list three problems that might stop you from doing a good job in office. Be sure to punctuate correctly.

Title:

I Why I should run for office

A ___________________________
B ___________________________
C ___________________________

II Why I should not run for office

A ___________________________
B ___________________________
C ___________________________
Commas in Sentences

Use a comma before the conjunction that joins the two main clauses of a compound sentence. Do not use a comma to separate parts of a compound predicate.

Nurses used to be untrained, but now they must finish special training.

In a series of three or more items, use a comma after every item except the last one.

Nurses care for the sick, injured, and disabled.

Use commas between two or more adjectives of equal rank that modify the same noun. The adjectives are of equal rank if you can substitute the word and for the comma.

Nurses are well-trained, caring individuals.

Use commas after an introductory word or phrase.

After European nursing schools opened, Americans opened similar schools.

Use commas to set off one or more words that interrupt the flow of thought in a sentence.

Helping sick people, I believe, is a very worthy profession.

Use commas to set off nouns of direct address.

Robert, your mother and grandmother were both nurses.

Use commas to set off nonessential appositives. Appositives are nonessential if the meaning of the sentence is clear without them.

One group, the American Nurses’ Association, admits only registered nurses.

Use a comma whenever the reader might otherwise be confused.

Before the mid–1900s, nursing was considered by many to be an unsuitable profession.

Using Commas Correctly

Insert commas where necessary in the following sentences.

1. During the Civil War in America Clara Barton aided in medical care for the Union.
2. She provided food, medical supplies, and nurses for the wounded soldiers.
3. She headed a government bureau, the Missing Soldiers Office, to find information on missing soldiers.
4. She even helped by the way to establish hospitals in Europe.
5. With Barton’s help, readers, the American Red Cross Society was formed in 1881.
7. When World War I began, the school transformed itself into a Red Cross hospital.
8. Yes, she treated wounded German and Allied soldiers alike.
9. The Germans took Brussels and they arrested her for housing Allied soldiers.
10. She was executed, my friend, despite international pleas for her life.
Commas in Sentences

A. Using Commas
Insert commas where necessary in the following sentences.

1. Elizabeth Kenny devised new more effective methods of treating infantile paralysis.

2. Kenny an Australian nurse aroused controversy due to her treatment methods.

3. Without any medical training she treated victims of polio in the bush country.

4. A pastor in Germany began an early nurses’ training program Future Nurses.

5. Early nursing education however had little or no classroom preparation.

6. Training was based on apprenticeship and students learned from older students.

7. Nursing students provided hospitals with a needed low-cost service.

8. Hospital-based programs still exist but they do not grant an academic degree.

9. Nurses today work at hospitals schools camps homes and workplaces.

10. After completing an associate or baccalaureate degree program graduates can use the initials RN (registered nurse) after their name.

B. Using Commas in Writing
Rewrite the following paragraph, using commas where they are needed.

Florence Nightingale received her nursing training in Egypt and Germany. After the start of the Crimean War soldiers were dying because of inadequate medical care and rampant disease. She volunteered her services and the minister of war appointed her to head all nursing operations at the front. Her tireless heartfelt efforts saved many lives. Her contributions to nursing then and later were invaluable. Florence Nightingale was a nurse hospital reformer and humanitarian. Thanks to her I believe nursing became a respectable important profession.
A. Writing with Complete Subjects and Complete Predicates

Add commas there they are needed in the following paragraph. Use the proofreading symbol ′.

As members of one of the most populous professions in the nation registered nurses take on many duties. Student nurses can promote healthy living and they can aid patients recovering from illness or injury. After a physician sees a patient nurses carry out the orders for patient care. Nurses of course make independent decisions for patient care as well. Nurses can specialize in surgery pediatrics psychiatry or another specialty. The four types of advanced practice nurses are nurse practitioners certified nurse-midwives clinical nurse specialists and certified registered nurse anesthetists. These nurses advanced practice nurses can handle a wider range of services than registered nurses can. All nurses make essential, life-saving contributions to the practice of medicine.

B. Using Commas in Writing

Rewrite the sentences by following the directions in parentheses.

1. The nurse filled the supply closet. (Include a series of items.)

2. My family and I liked my grandfather’s nurse. (Include two adjectives of equal rank that modify the same noun.)

3. The nurse practitioner was helpful. (Include another main clause.)

4. My nursing school was very competitive. (Include a nonessential appositive.)
Commas: Dates, Addresses, and Letters

**Commas in Dates** Use a comma between the day of the month and the year. If the sentence continues, use a comma after the year, also.

The play will be performed May 7, 2002, at the city auditorium.

**Commas in Addresses** Use a comma between the name of a city or town and the name of the state or country. If the sentence continues, use a comma after the name of the state or country.

Blaine, Pennsylvania, is home of the Blaine Wildcats.

**Commas in Letters** Use a comma after the greeting of a friendly letter and after the closing of a friendly or business letter.

Dear Uncle Fred, 
Your nephew,

**A. Using Commas Correctly in Dates and Addresses**

Insert commas where necessary in the following sentences.

1. The play is scheduled for December 19, 2000 to January 9, 2001 but there may be an extension.
2. The address of the auditorium is 75 Brinton Street, Toledo, Ohio.
3. The scene is set in a cowboy town—maybe Laredo, Texas.
4. The playwright was born July 4, 1960 in Brooklyn, New York.
5. He said graduation was set for May 21, 2001.
6. The only date I have memorized is the date I was born—August 4, 1985.

**B. Using Commas Correctly in Dates, Addresses, and Letters**

Insert commas where necessary in the following letter.

2774 Melvin Avenue
Cleveland, OH 44108
March 7, 2000

Dear Sally

Thanks so much for inviting Grandpa Fritz and me to see your school play on May 7. Unfortunately we will be in San Francisco, California that weekend for the convention Grandpa always likes to attend. But when you come to Cleveland—your mom said you’d come the weekend of June 12—I hope you’ll tell us all about the play and recite your lines for us.

Fondly
Grandma Liz
A. Using Commas Correctly in Dates and Addresses

Insert commas where necessary in the following sentences.

1. Shakespeare’s Globe Theater was on the south bank of the Thames in an area that is now a part of London England.

2. Shakespeare died on April 23 1616.

3. April 23 1564 is traditionally considered to have been his birthday.

4. The Little Theater Society of Dallas Texas honored his birthday with a program.

5. On May 12 2004 our local theater company will present a play by Jean Molière.

6. Molière’s play *Tartuffe* was first performed on May 12 1664.

7. The work was presented at the royal palace of Versailles near Paris France.

8. Will any theater companies in New York New York observe the anniversary?

B. Using the Comma in Letters

Write these parts in the correct order on the lines below. Use commas where they are needed.

46 Leicester Avenue   Love

Sally               Dear Grandma Liz

Toledo OH 43709   May 10 2000

Thanks for your cards from Denver Colorado and San Francisco. It was a good thing you and Grandpa Fritz took your trip rather than come to see my play. Two days before opening night I got sick, and I was home in bed for a week. My stand-in got to play my part!
Commas: Dates, Addresses, and Letters

A. Proofreading a Letter
Proofread the following letter for punctuation errors. Insert commas where necessary.

2774 Melvin Avenue
Cleveland OH 43724
May 13 2000

My dear Sally

Grandma Liz told me about your getting sick and losing your role in the school play. I don’t know what I could say to console you except that I sympathize with how you feel. We know you would have been great. I found out on my 16th birthday that I wasn’t an actor at all. On February 17 1950 I tried out for my school play. I didn’t get any role. You did get a role and you will get another one next year! And we’ll come see you, even if you’re performing in Nome Alaska!

Love
Grandpa

B. Writing with Commas
Imagine that you are William Shakespeare (1564–1616), and that you are having difficulty writing your first play. Write a letter to a friend back home in Stratford-upon-Avon, England, to talk about your current problem and your hopes for the future. On the lines below, write the letter. Use the form of a friendly letter, and use commas correctly.

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Punctuating Quotations

A **direct quotation** is a report of a speaker’s exact words. Use quotation marks at the beginning and at the end of a direct quotation.

“Movies about aliens are interesting,” Jeff said.

Use commas to set off the explanatory words used with a direct quotation, at the beginning, middle, or end of the quotation.

Jeff said, “Movies about aliens are interesting.”

“Movies about aliens,” Jeff said, “are interesting.”

If the quotation itself is a question or exclamation, the question mark or exclamation point falls inside the end quotation marks. Commas and periods always go inside the end quotation marks.

“Wow!” Olivia exclaimed. “Did you read the new book about UFOs yet?”

If the quotation is part of a question or exclamation, the question mark or exclamation point falls outside the end quotation marks.

Did the scientist say, “I believe aliens do exist”?

A **divided quotation** is a direct quotation that is divided into two parts by explanatory words. Both parts are enclosed in quotation marks. The first word in the second part is not capitalized unless it begins a sentence. Review the above examples to see how to punctuate and capitalize a divided quotation.

A **dialogue** is a conversation between two or more speakers. In writing a dialogue, indicate a change in speaker by using a new paragraph and new set of quotation marks.

“Dr. Turner,” the reporter asked, “do you believe in the existence of alien life?”

“Yes, I believe it is possible intelligent life exists elsewhere,” the scientist replied.

An **indirect quotation** is a restatement, in somewhat different words, of what someone said. Do not use quotation marks to set off an indirect quotation.

Professor Reese announced that she didn’t believe in UFOs or aliens.

**Using Quotation Marks**

Add quotation marks where necessary in these sentences.

1. Alicia asked, Do you know what a UFO is?
2. A UFO, Isabella replied, is an alien spacecraft.
3. No! Ray cried. A UFO is any unidentified flying object.
4. Ninety percent of UFO sightings can later be identified, Ray added.
5. Did Ray say that 90 percent of UFO sightings can later be identified?
6. Some sightings, Sue said, are identified as birds, planes, satellites, or balloons.
7. How funny! Isabella exclaimed. Some of the sightings are just hoaxes, right?
8. You are right, Ray replied, but I think it would be exciting to see a real flying saucer.
A. Writing Sentences with Quotation Marks

Add quotation marks, commas, and end marks where necessary in each sentence. If the sentence is correct as is, circle the numeral before the sentence.

1. UFOs Elena stated have been sighted since ancient times.
2. Brian replied I can’t believe people really think UFOs are alien spacecraft.
3. What! exclaimed Bernie. Did you know that the air force used to investigate UFOs as threats to our national security?
4. Elena and Brian admitted that they did not know about air force investigations.
5. Did they find anything Elena asked that they could not explain?
6. Out of 12,618 cases, the air force couldn’t explain 701 sightings Bernie reports.
7. Did he just say The air force couldn’t explain 701 sightings?
8. Bernie said That count was reported in 1969.
9. In 1997 Bernie announced the CIA admitted that the military had deceived people in an effort to keep high-altitude spying planes secret.
10. Wow! Brian exclaimed. I didn’t realize that UFO sightings were so exciting.

B. Using Quotation Marks

Copy this dialogue below, adding quotation marks where necessary.

A scientist has announced that her team will find intelligent life elsewhere in the universe.

Interesting! says Dr. Potts. I’d like to see how she plans to do this.

That claims Dr. Barbosa is preposterous. I don’t believe she’ll find anything.

Dr. Potts retorts Dr. Barbosa, the universe is large. Can’t you admit that intelligent life might be out there somewhere?

No. I don’t believe in any of these alien or UFO stories Dr. Barbosa replies. I don’t believe the stories either, but I do think aliens exist concludes Dr. Potts.
A. Correcting Misuse of Quotation Marks
Rewrite the following sentences, using quotation marks, commas, and end marks correctly.

1. Darius said Books and movies about extraterrestrial life are fascinating and entertaining.

2. The great thing about alien stories added Gus is that almost anything can be possible.

3. Violet Mrs. Batista asked did you see the newspaper story about UFO sightings?

4. My favorite television shows are the ones that deal with aliens and outer space announced Owen.

5. Did Rosa say Let’s rent the movie about the aliens hiding on Earth?

B. Writing with Quotation Marks
Write a short dialogue in which two students talk about how people are willing to believe in UFOs. Make sure that you indicate clearly who is speaking. Use quotation marks and other punctuation marks correctly.
Semicolons and Colons

Semicolons in Compound Sentences Use a semicolon to join the parts of a compound sentence if you don’t use a coordinating conjunction.

Fay cared for four cats; one of them actually belonged to a neighbor.

Use a semicolon between the parts of a compound sentence if the clauses are long and complicated, or if they contain one or more commas.

Fay had three cats of her own; but one of them, a gray one with black on his paws and ears, was her favorite.

Semicolons with Items in a Series When there are commas within parts of a series, use a semicolon to separate the parts.

In addition, she had a gerbil, a gift from her sister; a hamster, which she bought as a companion to the gerbil; and two white mice.

Colons Use a colon in the following ways: to introduce a list of items; after the formal greetings in a business letter, and between hours and minutes in expressions of time. When using the colon to introduce a list, use it only after nouns or pronouns.

Dear Mr. Jameson:

The lecture, which will begin at 11:30 A.M., is to cover three kinds of pets: felines, canines, and reptiles.

Using Semicolons and Colons

Add semicolons and colons where they are needed in the following sentences.

1. I don’t mind cats, dogs, or fish but she wants to have lizards, snakes, and spiders.

2. We went to Paris we saw the Eiffel Tower.

3. Joan doesn’t study she’s unlikely to do well in math.

4. However, Joan is a good athlete she trains hard.

5. Before you set off for school, make sure you have all your supplies pencils, compass, protractor, notebooks.

6. Ask Mitzi to show you the tarantula she lets it walk up her arm.

7. The dogs get fed at 7:00 A.M. and 6:00 P.M.

8. Harvey walks Salt and Pepper, the dogs of our neighbor to the east and he feeds the fish in the aquarium of our neighbor to the west.

9. Your cats are companionable enough I still prefer a dog.

10. We went to two bookstores and a department store book section but the book I was looking for, about caring for and training dogs, wasn’t anywhere.

11. My father is from Atlanta, Georgia my mother is from Portland, Maine and I was born in Chicago.

12. Memorize the following your locker location, its number, and the lock combination.
A. Using the Semicolon and the Colon
Add semicolons and colons where they are needed in the numbered sentences.

(1) Keeping a pet is a big responsibility; it’s a commitment for the life of the animal. (2) Caring for the pet demands more than just putting out food and water; those are just the basics. (3) You also have to think about such things as the following vaccinations, the babysitting of your pet when you’re away, and veterinary care.
(4) These items can cost a good deal of money; in addition, you should also consider the emotional cost, to you and the rest of the family, of a crisis involving a pet. (5) A cat or dog may get hit by a car, especially in the city, where there are more vehicles or your pet may be injured in a fight with another animal, either in the country or the city. If you remember these drawbacks and still want a pet, there are hundreds of animal shelters and pet stores to serve you.

B. Using the Semicolon and the Colon in Writing
On the line at the right, write the word(s) from the sentence that should be followed by a semicolon or colon. Write the correct punctuation mark following each word. If the sentence is punctuated correctly, write Correct.

EXAMPLE This store sells toys for pets; catnip for cats, rubber bones for dogs, and tiny bells for birds. pets:

1. Before buying Izzy, we bought a book on training dogs; the book has already been extremely helpful

2. The book covers all the basics; nutrition, medical care, and what to do in case of an accident or injury.

3. It came with a gift certificate for a really useful item that is, a dozen cans of dog food; and a list of other free pet items.

4. We didn’t have reserved seats for the dog show; consequently, we couldn’t get in.

5. According to the newspaper report of the show, we could have seen all these dogs; poodles, Pomeranians, bulldogs, Yorkshire terriers, and salukis.
**A. Proofreading a Play Review**

The following is a review of a fable play, a play in which the characters are animals. However, the critic who wrote the review used an old-fashioned typewriter on which the key holding the colon and semicolon didn’t work. Copyedit his review, adding the needed semicolons and colons. Then rewrite the article correctly.

In this play, Reynard the fox is clever, as usual the chicken is a bit more intelligent than usual. The play includes several other traditional fable characters a duck, a cow, and even a frog. The central focus is on the contest of wits between the fox and the chicken and the chicken, with a little help from the other animals, wins out in the end. The costumes are clever however, the staging is dull. But it’s a cute play and children and adults, too, if they have any sense of fun, will enjoy it.

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**B. Writing Sentences with Semicolons and Colons**

On a separate sheet of paper, write a sentence for each item, matching the description in parentheses.

**Example** (sentence that uses a semicolon to join the parts of a compound sentence without a coordinating conjunction)

The play will be held in the gym; the stage crew has set up folding chairs on the basketball court.

1. (sentence that uses a colon in an expression of time)
2. (sentence that uses a semicolon to separate parts when commas appear within parts of a series)
3. (sentence that uses a semicolon to join the parts of a compound sentence without a coordinating conjunction)
4. (sentence that uses a colon to introduce a list of items)
Hyphens, Dashes, and Parentheses

Here are ways to use the hyphen, the dash, and parentheses.

**Hyphens** Use a hyphen if part of a word must be carried over from one line to the next. Only words of two syllables or more may be broken, and each syllable must have at least two letters. Make sure that the word is separated between syllables.

- **Correct:** cur- rent  sty- lish  be- fore
- **Incorrect:** curr- ent  sty- le  a- gain

Use hyphens in certain compound words, such as *self-starter* and *make-believe.* Use hyphens in compound numbers from twenty-one through ninety-nine. Use hyphens in spelled-out fractions, such as *one-fifth* and *two-sevenths.*

**Dashes** Use dashes to show an abrupt break in thought.

This dress—my goodness—is made of silk.

**Parentheses** Use parentheses to set off material that is loosely related to the rest of the sentence.

Saddle shoes (which are white with a black stripe) were popular in the 1950s.

A. **Using the Hyphen in Compound Words and Fractions**

Write each of these words and phrases correctly, adding hyphens where needed.

1. thirty four dollars ______________________________________________________________
2. one quarter of an inch __________________________________________________________
3. my great grandmother’s wedding dress ____________________________________________
4. a run down pair of shoes ______________________________________________________

B. **Using the Hyphen in Words Broken Between Lines**

Underline each word that is broken correctly for use at the end of a line.

1. cott-on, flap-per, san-dal, fash-ion, le-ather
2. ray-on, si-lk, ove-ralls, ny-lon, cost-ume, den-im

C. **Using the Dash and Parentheses**

Add dashes or parentheses where they are needed in these sentences.

1. This sweater a rather expensive item is made of angora.
2. My prom dress whether you believe it or not was once very fashionable.
3. My favorite clothing fad you may like it too is bobby socks and poodle skirts.
4. Bell-bottoms pants with wide bottoms were quite popular in the 1970s.
5. That hat if we can ever find it in this attic is the one that I wore nearly every day as a young girl.
A. Using the Hyphen in Compound Words and Fractions
Write each of these words and phrases correctly, adding hyphens where needed.

1. seventy six yards

2. denim bell bottoms

3. three quarter length

4. forty seven percent cotton

5. fast forward to possible future trends

B. Using the Dash and Parentheses
Add dashes and parentheses where they are needed in these sentences.

1. When you were younger you might remember this you always wore your hat backwards.

2. The burnoose which is a loose, hooded robe is very practical in the Middle East.

3. The gown you will notice if you look closely is covered with blue sequins.

4. The shirts these are all cotton should be washed in the delicate cycle.

5. Leisure suits do you know what they looked like were popular in the 1970s.

C. Using the Hyphen, Dash, and Parentheses Correctly
Rewrite each sentence, correcting punctuation errors. If a word at the end of a line is broken incorrectly, but there is a correct way of breaking it, show the word broken correctly in your revision. If the word may not be broken, move it to the second line.

1. Silk which originally came from China-________________________
   a) is a rather expensive and delicate material. ______________________

2. When a silkworm—it is a variety of moth caterpillar makes its coc- ________________
   kon, it forms silk fibers. ______________________________________

3. Wool is a material made from she- ________________
   ep’s hair. ______________________________________

4. Wool it is a quite warm material is a very common textile for making, winter sweaters. ______________________
A. Proofreading for Correct Punctuation

Rewrite this paragraph on the lines below, adding or correcting the placement of hyphens, dashes, and parentheses as needed.

Some fashion designers you may be able to think of some design clothes that are casual, yet elegant. Many designers have perfumes do you wear perfume? as well as clothes. My favorite designer is a leader of haute couture (high fashion. One famous designer got his start designing ties. It usually takes years to get a famous name if a designer is lucky, his or her name may become famous within a few years of entering the fashion business.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

B. Writing with Correct Punctuation

Follow the directions to write and punctuate sentences correctly.

1. Write a sentence that requires a hyphen.

__________________________________________________________________________________________
__________________________________________________________________________________________

2. Write a sentence that requires dashes and at least one hyphen.

__________________________________________________________________________________________
__________________________________________________________________________________________

3. Write a sentence that requires a hyphen and parentheses.

__________________________________________________________________________________________
__________________________________________________________________________________________

4. Write a sentence that requires a hyphen and dashes.

__________________________________________________________________________________________
__________________________________________________________________________________________
Apostrophes

Apostrophes in Possessives Use an apostrophe to form the possessive of any noun, whether singular or plural. For a singular noun, add ‘s even if the word ends in s.

- the director’s script
- Thomas’s entrance

For plural nouns that end in s, add only an apostrophe.

- the actors’ needs
- the ushers’ names

For plural nouns that do not end in s, add an apostrophe and s.

- the women’s notebooks
- the crowd’s cheers

Apostrophes in Contractions Use an apostrophe in a contraction to show where a letter or letters have been left out.

-I will → I’ll
- we have → we’ve
- they are → they’re
- he is → he’s

Don’t confuse contractions with possessive nouns, which do not contain apostrophes.

- it’s (contraction, means it is)
- its (possessive, means belonging to it)

Apostrophes in Plurals Use an apostrophe plus s to form the plurals of letters and words referred to as words.

- In that fancy writing, the f’s look like s’s.
- We had to reprint the poster because it had two the’s in a row.

Using Apostrophes

In each sentence below, underline the word that correctly completes the sentence.

1. This is (Tess’ / Tess’s) opening night.
2. (It’s / Its) her first lead role.
3. I know (she’ll / she’ll) do fine.
4. Please find out (whose / who’s) tickets these are.
5. (Your / You’re) going to enjoy this play.
6. How many (e’s / es) are there in Tennessee?
7. The (subscribers / subscribers’) tickets are in the red box.
8. You know (their / they’re) going to expect special treatment.
9. The production staff has (its / it’s) work to do.
10. Did you remember the different (actors’ / actor’s) costume sizes?
11. The program tells (whose / who’s) playing each part.
12. I (can’t / cant) remember a funnier play.
13. The (men’s / mens’) chorus didn’t get the right music.
14. We ran out of letters for the marquee; we had to use (1’s / 1s) for (1s / 1’s).
15. Jo asked if (were / we’re) going out afterwards.
A. Using Apostrophes Correctly

In each sentence below, underline the word that uses an apostrophe incorrectly or should have an apostrophe but does not. Then write the word correctly on the line.

1. The crew wanted to express it’s thanks to the director. ________________
2. The actors for once remembered they’re lines. ________________
3. The ladies costumes were hilarious. ________________
4. Joyce’ part was hard to play. ________________
5. We found Carlos book bag. ________________
6. Whose in charge here, anyway? ________________
7. Its a play that can’t miss. ________________
8. We all know who’s script it was. ________________
9. Is this the childrens bus? ________________
10. Their going to be tired and hungry. ________________

B. Using Apostrophes in Possessives

Rewrite this paragraph on the lines below, replacing all underlined phrases with phrases using possessives with apostrophes.

Going to the theater is a hobby of my friend Maria. She likes to attend the first night of a play. Then she compares her review with the review of the newspaper critic. The goal of Maria is to see one play per week. She never misses productions of comedies and tragedies of Shakespeare. She volunteers to usher at two theaters. Sometimes the schedules of the two theaters conflict. Then Maria has to choose between two plays. Making a choice like that is a nightmare of a theater-lover.
A. Proofreading for Use of the Apostrophe

Proofread the paragraph below for errors in the use of apostrophes. If a word uses an apostrophe incorrectly or is lacking a needed apostrophe, cross out the word. Then draw a caret ^ next to the error and write the word correctly above the error.

The senior highs drama students decided theyd put on Eugene O’Neills Ah, Wilderness! this year. Its his only comedy and some critic’s favorite. Theatergoer’s enjoy the story of a young man—he plays hero—on the brink of falling in love, and his parents reaction to this rather disturbing event in they’re lives. The students choice was a good one. Everyone whose seen the play has liked it. In fact, Im planning to go back next Saturday to see one of the last performances’. They’re is a matinee and an evening performance Saturday.

B. Using Apostrophes in Writing

First rewrite each phrase listed below, using a possessive with an apostrophe. Then use the phrases that you created in a paragraph about a mishap in a restaurant.

the specialty of the chef __________________________________________________________
the food of the customer __________________________________________________________
the tray of the waiter ______________________________________________________________
the foot of a long-legged man ______________________________________________________
the apologies of the waiter __________________________________________________________
Punctuating Titles

Quotation marks, italics, and underlining used correctly in titles show what kind of work or selection is named.

**Quotation Marks** Use quotation marks to set off the titles of short works.

<table>
<thead>
<tr>
<th>Book chapter</th>
<th>&quot;The Sailboat Race,&quot; from Stuart Little</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short story</td>
<td>&quot;Dr. Jekyll and Mr. Hyde&quot;</td>
</tr>
<tr>
<td>Essay</td>
<td>&quot;Civil Disobedience&quot;</td>
</tr>
</tbody>
</table>

**Italics and Underlining** Use italics for titles of longer works and for the names of ships, trains, spacecraft, and individual airplanes (not the type of plane). In handwriting, use underlining to indicate words that should be in italics in printed material.

<table>
<thead>
<tr>
<th>Book</th>
<th>A Tale of Two Cities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play</td>
<td>My Fair Lady</td>
</tr>
<tr>
<td>Magazine</td>
<td>Newsweek</td>
</tr>
<tr>
<td>Movie</td>
<td>Beauty and the Beast</td>
</tr>
<tr>
<td>Long musical selection or CD</td>
<td>Victory at Sea</td>
</tr>
</tbody>
</table>

**Punctuating Titles Correctly**

Write each sentence, using quotation marks or underlining correctly to set off titles.

1. Did Mr. Talbot see Death of a Salesman when it was on Broadway?

2. Thoreau wrote Civil Disobedience and the much longer work, Walden.

3. The guest star sang People Will Say We’re in Love from the musical Oklahoma!

4. View of Toledo is by the great Spanish painter El Greco.

5. O Captain! My Captain! is a poem by Walt Whitman.

6. We rode the Orient Express to Istanbul.

7. Mark Twain wrote the historical novel The Prince and the Pauper.
A. Punctuating Titles Correctly

In each sentence below, insert quotation marks where needed and underline words that should be italicized.

1. How many times has Abby read Little Women?
2. Do you know why The Surprise Symphony got that name?
3. Clare loves the poem Eletelephony.
4. NASA built the Endeavour following the explosion of the Challenger.
5. The Gift of the Magi is a famous short story by O. Henry.
6. Have you ever seen Pablo Picasso’s famous antiwar painting Guernica?
8. George Gershwin wrote music not only for Broadway musicals such as Of Thee I Sing, but also for the concert hall, for example, Rhapsody in Blue.
9. When exactly did the Titanic sink?
10. There is a famous song called City of New Orleans.

B. Punctuating Titles Correctly

Use each title given in parentheses in a sentence, punctuating the title correctly.

1. (traditional song: Yankee Doodle) ____________________________________________________________

2. (book by L. Frank Baum: The Wizard of Oz) _____________________________________________

3. (short story by Washington Irving: The Legend of Sleepy Hollow) _______________________

4. (poem by Edgar Allan Poe: The Raven) _________________________________________________

5. (cruise ship: Queen Mary) ____________________________________________________________

6. (play by William Shakespeare: A Midsummer Night’s Dream) ____________________________
A. Punctuating Titles Correctly

Even good friends may have different tastes in books, music, movies, and so on. In the chart below, write your own favorites in the various categories listed. Then write the name of a friend or family member and list his or her favorites, too. (Be sure to ask the person about his or her choices first.) Use quotation marks or underlining to show italics.

<table>
<thead>
<tr>
<th>My Favorite</th>
<th>‘s Favorite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td></td>
</tr>
<tr>
<td>Short Story</td>
<td></td>
</tr>
<tr>
<td>Ship</td>
<td></td>
</tr>
<tr>
<td>Movie</td>
<td></td>
</tr>
<tr>
<td>Song</td>
<td></td>
</tr>
<tr>
<td>CD or Tape</td>
<td></td>
</tr>
<tr>
<td>Poem</td>
<td></td>
</tr>
<tr>
<td>Play</td>
<td></td>
</tr>
</tbody>
</table>

B. Punctuating Titles Correctly in Writing

Review the chart above. Then write a paragraph in which you identify which of the choices were easy and which were difficult. Mention some of the other works that you wanted to include in the chart. Or, if you have enough information from the friend or family member referred to in the chart, write the paragraph discussing his or her choices.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________