

## Shurley English Punctuation Rules Reference Sheet

### Section 1: END-MARK Punctuation

1. Use a period for a sentence that makes a statement.	2. Use a question mark for a sentence that asks a question	3. Use an exclamation point for a sentence that expresses strong feeling	4. Use a period for a sentence that gives a command or makes a request
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### Section 2: COMMAS to SEPARATE TIME WORDS

5. Use a comma between the day of the week and the month and day. Use a comma between the day and year.	6. Use a comma after the year when the complete date is in the middle of the sentence
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### Section 3: COMMAS to SEPARATE LOCATION WORDS

7. Use a comma to separate the city from the state or country	8. Use a comma to separate the state or country from the rest of the sentence when the name of the state or country follows the name of a city
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### Section 4: COMMAS to make MEANINGS CLEAR

9. Use a comma to separate words or phrases in a series	10. Use a comma after an introductory word or an introductory clause. Use a comma before the conjunction in a compound sentence and before too when it means also	11. Use commas to set off most appositives. <u>An appositive is a word, phrases, title used directly after another word to explain or rename it</u>	12. Use commas to separate a noun of direct address from the rest of the sentence
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### Section 5: Punctuation in GREETING and CLOSING of letters

13. Use a comma after the greeting of a friendly letter	14. Use a comma after the closing of any letter	15. Use a colon after the greeting of a business letter
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### Section 6: PERIODS – not used as an end-mark

16. Use a period after most abbreviations or titles that are accepted in formal writing	17. Use a period after initials	18. Place a period after Roman numerals, numbers, and letters of the alphabet in an outline
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## Section 7: APOSTROPHES

19. Form a contraction by using an apostrophe in place of a letter or letters that have been left out	20. Form the possessive of singular and plural nouns by using an apostrophe	21. Form the plurals of letters, symbols, numbers, and signs with an apostrophe and s
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## Section 8: UNDERLINING

22. Use underlining for writing the titles of ships, books, magazines, newspapers, movies, plays, art, and compositions. The titles may also be italicized instead of underlined.
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## Section 9: QUOTATIONS

23. Use quotation marks around titles of book chapters, articles, short stories, songs, and poems	24. Use quotation marks at the beginning and end of the speaker's words to separate what is being said from the rest of the sentence	25. Do not use quotation marks to set off explanatory words, the words that tell who is speaking	26. Use a new paragraph to indicate a change of speaker
27. When a speaker's speech is longer than one paragraph, use quotation marks at the beginning of each paragraph and at the end of the last paragraph of the speaker's speech.	28. Use single quotation marks to enclose a quotation within a quotation	29. Use a period at the end of explanatory words that come at the end of a sentence.	30. Use a comma to separate a direct quotation from the explanatory words