

Punctuation Rules

Use a period:

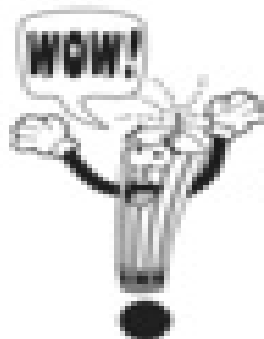
- at the end of a declarative sentence—a sentence that makes a statement
I enjoy playing basketball.
- at the end of an imperative sentence—a sentence that makes a request
Please bring me that measuring cup.
- after a person's initials
A. J. Wydel
- after an abbreviation
Mrs. Jones
Dr. McIntosh

Use a question mark:

- at the end of an interrogative sentence—a sentence that asks a question
What number does Mike Smith wear?

Use an exclamation point:

- to express strong feeling or emotion
Ouch!
Leave me alone!
Wow!



Use quotation marks:

- to show a direct quotation
Jennifer said, "I am going to the movies with Carrie."
- to show the titles of poems, stories, or songs
"America the Beautiful"

Use an apostrophe:

- to show that one or more letters have been left out to form a contraction
can't—can not
won't—will not
don't—do not
- to show possession
Carolyn's keys are in the car.
The boys' game was over an hour ago.

Use a hyphen:

- to divide a word between syllables at the end of a line
The automobile sales-
man is named Mr. Sears.
- to join parts of some compound words
drive-in, father-in-law
- to write number words from 21 through 99
twenty-one