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Punctuation

Indicator: 8.6.5



Getting the Idea

Punctuation is the proper use of marks to make writing clear and understandable.

Use a comma (,):

- after introductory words or phrases
At the beginning, the novel seemed like a pleasant story.
- after a noun of direct address
Malcolm, invite your friends to the lake.
- before or after a speaker's exact words
"The snow will not last all *day*," said Joe, "*but* it does look like it will be here for the morning."

Use a semicolon (;):

- to separate two short independent clauses that are related. Clauses joined with a semicolon do not use coordinating conjunctions (*and, or, but*).
Some young people enjoy ice skating; others like skiing.

Use a colon (:):

- to separate two independent clauses when the first clause introduces the second
Mr. Hernandez made the announcement: No students would be penalized for the snow day.
- to introduce a list
We need the following groceries: eggs, milk, butter, cereal, lettuce, tomatoes, apples, yogurt, and bread.