

## PUNCTUATION TIP SHEET

### Commas

1. Independent Clause, Coordinating Conjunction Independent Clause  
I went to the store, so I bought bread.
2. Independent Clause; Adverbial Conjunction, Independent Clause  
I went to the store; therefore, I bought bread.
3. Items in a series  
I bought bread, milk, and cheese.
4. Introductory phrases  
In the beginning, Sara wanted to be with him all the time.  
When Sara got there, she saw him dancing with Erica.
5. Interrupters  
Mike did, however, have a reason to be dancing with Erica.  
Mike, who has studied ballroom dancing, wanted to show off his waltzing.  
Erica, a pretty blond, had studied with Mike.

### Semicolons

1. Independent Clause; Independent Clause  
I went to the store; I bought bread.
2. Independent Clause; Adverbial Conjunction, Independent Clause  
I went to the store; therefore, I bought bread.
3. Items in a series with commas  
Marie invited her boss, Joe; her assistant, Mark; and her roommate, Ally.

### Apostrophe

1. Show possession  
Mike's car                      Delia's book                      Marcus' CD
2. Contractions  
can't      won't      I'm      shouldn't      she'll      didn't

### Colon

1. After an independent clause when the material that follows is a list, an illustration, or an explanation.  
Please order the following items: a dozen pencils, a stapler, three rolls of tape, and a dozen CD-ROMs.
2. Use a colon when writing the time in numbers  
We have class at 10:30.

**PUNCTUATION**

Correct the punctuation errors in these sentences. Add and delete commas, apostrophes, semicolons, periods, and question marks.

1. Were going to the mall right now.
2. Well I told you that you might be in trouble.
3. Pick up Jims shoes from the floor please.
4. On Saturday's I like to swim in the pool.
5. Coral although a very nice woman does not like to lose at poker.
6. The babies clothes are very dirty; wash them well tonight.
7. On the first day of school; I fell into a puddle.
8. Betty work's so hard all the time and love's her job.
9. Frank watch's too much tv.
10. Did you see those dogs noses.
11. The wart's on the witchs fingers scared me to death.
12. Its the schools policy.
13. The cats biggest concern was whether it could eat its' food.
14. Lara jumped when she saw the rat screamed loudly, and slammed the front door?
15. I like to play golf tennis and soccer; all day long.
16. I gave four weeks notice before I quit my job at Sams Wholesale Club.
17. The womens' restroom is never open, but the mens; restroom is always open.
18. Im going to sell my book's to Ralphs' sister Sue.
19. We cant go home because we dont have a ride.
20. Leslie was very upset that she wasnt given a part in the play.