Major Comma Rules:

1. In a series (3+)
   Lunch, recess, and P.E. are some students' favorite times

2. 2+ adj. describing a noun
   - Test: must be able to put “and” between them and switch order of words
   - don’t use for #’s, size, shape, and age
     *A strong, brave man saved me.*

3. Introductory Material: a phrase before an independent clause
   A. Prepositional phrase w/4+ words
     In the middle of the spring, Dad goes fishing.
   
   B. Introductory word such as yes, no, well, hey

   C. Participial phrase (action phrase that describes)
     *Following the crowd, we came to a tent.*
     *Swimming swiftly, Ted won the race.*

   D. Other examples:
     *To get back home, Bob drove south.*
     *When the first guests began to arrive, we were still making sandwiches.*
     *Although you think I’m athletic, I’m not as fast as my brother.*

4. Interrupters and non-essential information
   *I did, of course, go to class.*
   *The child, realizing he was lost, began to cry.*
   *My brother, who arrived late, had to wait in the lobby.*
   *The man pacing the sidelines is the coach.*
   *The magazine Sports Illustrated is one of the best for sports fans.*

5. Direct address
   *Thank you, Mom, for the gift.*

6. FANBOYS in a compound sentence
   *I like tea, and my mother likes it too.*
   *I wanted to get pepperoni pizza, but my sister ordered sausage.*
   *I like to swim but not in the winter.*

7. Dates, places, and titles
   *January 15, 2007*
   *Mason City, IA*
   *Martin Luther King, Jr.*
Semicolon Rules:
1. Split a compound sentence that doesn’t have a conjunction
   I went to the store; I got some milk.
2. Split compound sentence separated by a transitional phrase
   *comma follows the phrase
   I wanted to go to the movies; however, my date didn’t like that idea.
3. In a list w/commas already
   I like slow, moonlit walks; candy; and money.
4. Compound sentence split by a conjunction and also has other commas
   I like rain, snow, and hail; but wind really bothers me.

Colon Rules:
1. Before a list following an independent clause
   * don’t use after a verb
   I will use the following things: a saw, a hammer, and a wrench.
   I am going to help Mom, Dad, and Grandpa.
2. Introduce extra information following an independent clause
   I saw there was going to be one problem: their attitudes.

Capitalization Rules:
- my grandpa
- Grandpa
- Aunt Jan
- Tiffany said, “My mom wishes she was in Iowa.”
- science
- Advanced Biology

Hyphen Rules:
1. for two word numbers (twenty-nine, sixty-six)
2. for fractions (two-thirds)
3. after prefixes all-, ex-, and self-, and with suffix e-lect
4. connecting compound adjectives
   * don’t use w/compound adjectives ending in -ly
     well-prepared student, never-ending conversation, badly damaged plane

Quotation Mark Rules:
1. Separate from the rest of sentence w/comma, colon, or end mark
2. Commas and periods always go inside final QM
3. Semicolon or colon goes outside final QM
4. Put ? or ! inside final QM only if part of quotation
   She asked yesterday, “Do you have soup?”
   Did you say, “I hate movies”?
5. Begin a new paragraph w/each change in speaker
6. If quotation is longer than one paragraph – put QM at beg. Of each paragraph & at end of final paragraph

7. Use single QM for quote w/in a quote
   She said, "Donald told me 'You look pretty.'"