

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 -elect
 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.’”