

# PUNCTUATION RULES

## PERIOD

1. Use a period at the end of a sentence.
2. Use a period after an abbreviation.
3. Use a period after an administrative, professional, and postal address. It is important to include commas.
4. Use a period after each number in a list of items.

## QUESTION MARK

1. Use a question mark at the end of a question.
2. Use a question mark at the end of a dependent clause that you want to emphasize as not being a question.
3. Use a question mark with a phrase to indicate that you are not sure of a spelling or value.

## EXCLAMATION POINT

Use an exclamation point at the end of a sentence, phrase, or exclamation strong emotion.

## SEMICOLON

1. Use a semicolon to join two independent clauses. (The semicolon that used for a comma with a conjunction.)
2. Use a semicolon to separate items in a series when there is a comma after each item. (Items are often separated by a comma.)

## COMMA

1. Use commas after each item in a series of at least three items. (It has important exceptions to avoid the comma splice, run-on, and comma before "and" or "or".) It is important to include commas.
2. Use commas after the street address and city or state address. (Do not use a comma after the city.)
3. Use commas after the day and the part of a date.
4. Use commas to clarify large numbers. (Always use commas to clarify a number to avoid confusion.) Example: "The house has 100,000 square feet." (Without commas, it could be read as 100,000,000.)
5. Use commas to put off questions in the main thought of a sentence.
6. Use commas to separate two or more subjects that equal modify the same verb. (You don't have to use a comma to separate the subjects at all, but the comma with the word "and" is the best way to separate them.) Example: "The teacher and the student both use the comma."
7. Use commas after a dependent clause that begins a sentence. (Always use a comma before a dependent clause at the end of a sentence.)
8. Use commas after the conjunctions and compound sentence. (Always use two dependent clauses and one short, and do not use the comma.)
9. When writing an address to the left of a sentence, use commas to separate items in a series. (Use a comma after each item in a series.) Example: "The house has 100,000 square feet, and it has 100,000,000 square feet." (Do not use a comma after the last item in a series.)
10. Use commas after a list of items, such as "and" or "or".
11. Use commas after a list of items, such as "and" or "or".