

## Four Types of Sentences

**Declarative:** Makes a statement. It is followed by a period. (.)

*Alicia is my cousin.*

**Imperative:** Expresses a command. It is followed by a period. (.)

*Close the door.*

**Interrogative:** Asks a question. It is followed by a question mark.

(?)

*Where are you going?*

**Exclamatory:** Expresses strong emotion, or a command or request with great excitement. It is followed by an exclamation mark. (!)

*You frightened me! Look there!*

## Commas

- ★ Use a comma between words or groups of words that are in a series.  
*Pears, peaches, plums, and figs grow in the southern states.*
- ★ Use a comma before a conjunction in a compound sentence.  
*The farmers planted many crops, and they will work long hours to harvest them.*
- ★ Use a comma after a subordinate clause when it begins a sentence.  
*After we ate dinner, we went to a movie.*
- ★ Use a comma to set off a quotation from the rest of a sentence.  
*"I'll go," said Paul. Paul said, "I'll go."*
- ★ Use a comma to set off the name of a person who is being addressed.  
*Philip, would you like to go?*
- ★ Use a comma to set off words like yes, no, well, oh, first, next, and finally at the beginning of a sentence.  
*First, we need to pack our bags.*
- ★ Use a comma to set off an appositive.  
*Alan, Joe's brother, is a doctor in Jackson.*

## Quotation Marks

- ★ Use quotation marks to show the exact words of a speaker. Use a comma or another punctuation mark to separate the quotation from the rest of the sentence.

*“Do you have a book on helicopters?” asked Tom.  
James said, “It’s right here.”*

- ★ A quotation may be placed at the beginning or at the end of a sentence. It may also be divided within the sentence.

*Deb said, “There are 60 members.”  
“Morton,” asked Juanita, “have you read this?”*

## Apostrophes

- ★ Use an apostrophe in a contraction to show where a letter or letters have been taken out.

*Amelia didn't answer the phone. I've found my wallet.*

- ★ Use an apostrophe to form a possessive noun. Add 's to most singular nouns. Add ' to most plural nouns. Add 's to a few nouns that have irregular plurals.

*A child's toy.*

*The girls' toys.*

*The children's toys.*

## Hyphens

- ★ Use a hyphen between the parts of some compound words.

*Poverty-stricken*

*sixty-three*

*two-thirds*

*part-time*

*brother-in-law*

---

## Colons

- ★ Use a colon after the greeting in a business letter.

*Dear Sirs:*

- ★ Use a colon between the hour and the minute when writing the time.

*1:30 6:15*

- ★ Use a colon to introduce a list.

*Our grocery list included the following items: milk, eggs, and bread*

## Semicolons

★ Use a semicolon between the clauses of a compound sentence that are closely related but not connected by a conjunction.

*Hummingbirds and barn swallows migrate; most sparrows live in one place all year.*

Add semicolons where needed.

- 1) Colleen is a clever teacher she is also an inspiring one.  
teacher; she
- 2) Her lectures are interesting they are full of information.  
interesting; they
- 3) She has a college degree in history world history is her specialty.  
history; world