

## Punctuation Rules

1. Use a period at the end of a statement or indirect question.  
My mother lost her wallet.  
Mary asked where the sunshine had gone.
2. Use a question mark with direct questions.  
Where did the sunshine go?
3. Place a comma before coordinating conjunctions (FANBOYS) that join two independent clauses.  
We were late for class, so we missed the quiz.
4. Use a comma after introductory words, phrases, and clauses.  
DC, IC  
IC DC (no comma **unless** the dependent word is *though*, *although*, *even though*, or *whereas*)  
Well, why don't you move out?  
Riding in my car, I saw the wreck.  
Because I studied for so long, I did well on the midterm.
5. Use commas to separate items in a series ("series" means more than two). Do not use a comma before the first item in a series or after the last.  
At the restaurant, I ordered a big steak, a fresh salad, and a baked potato.
6. Use a comma between coordinate adjectives only if you can put "and" between them **or** if you can reverse the order of the adjectives and they still make sense.  
Jeanne bought her husband a black leather jacket for his birthday.  
The large, unruly crowd began to grow restless when the concert was delayed for an hour.
7. Place commas around words that interrupt the flow of a sentence.  
I told you, Joe, that we would leave at noon.  
We will, of course, finish this work before we leave.  
The report, which took two weeks to write, earned Susan a high grade.
8. Use commas to set off the name or title of someone being spoken to directly.  
Nancy, where are you going?  
Where are you going, Coach?
9. Use commas to set off **direct** quotations from the rest of the sentence. (Note that commas and periods always go inside the quotation marks.)  
"The test is on Monday," she said.  
"The test," she said, "is on Monday."  
She said, "The test is on Monday."
10. Use commas for dates and addresses. (Do not use a comma between the state and zip code.)  
PJC classes were canceled Monday, September 28, because of the hurricane.  
I moved to Mobile, Alabama, last year.
11. Use an apostrophe to show possession.  
This is the baby's toy.  
These are the girls' books.
12. Use an apostrophe in contractions.  
They don't have enough money to buy a ticket.