

Quotation Marks “ ”

- Quotation marks always come in pairs. Do not open a quotation and fail to close it at the end of the quoted material.
- Use Quotation marks to set off a direct (word-for-word) quotation. When a person says something, you put it in Quotation marks. For example, John said, “Summer will be here soon.”
- Quotation marks can be used for emphasis/expressions that vary from standard usage or technical terms. For example, I had a visit with my “friend,” the tax man.

Test Your Skills

1. Mary is trying hard in school this semester, her father said.
2. The police were called to a disturbance in Orillia.
3. When did Roosevelt say, We have nothing to fear but fear itself?
4. Can you believe, Dot asked me, that it has been almost five years since we've seen each other?
5. John said he dislikes it when it's cold outside.

Apostrophes

- o Use an apostrophe to show possession
- o **Regular nouns** are nouns that form their plurals by adding either the letter *s* or *-es*(*guy, guys; letter, letters; actress, actresses; etc.*). To show plural possession, simply put an apostrophe after the *s*.
- o Use an apostrophe with **contractions**. The apostrophe is placed where a letter or letters have been removed.

❖ *The woman's hat*

Correct: *guys' night out* (*guy + s + apostrophe*)

Incorrect: *guy's night out* (implies only one guy)

❖ *The Wilsons are here.*

❖ *doesn't, wouldn't, it's,*

Test Your Skills

1. I cant find my backpack.
2. The girls change room is beside the gym.
3. The letters were for Santa.
4. The mans towel is on the bench.
5. I dont know where she went.

Hyphen

- Hyphenate two or more words when they come before a noun they modify and act as a single idea. For example, I am living in an off-campus apartment.
- Hyphens are often used to tell the ages of people and things (unless plural). For example, she is going to be two-years old soon.
- Hyphens do not have a space before or after the hyphen.

Test your skills

1. Thirty two students went on the field trip to Toronto.
2. She has a five year old girl.
3. He ate one third of the pizza.
4. When I was seven years old, I fell and broke my arm.
5. The city bus dropped off twenty three people at the mall.

Dashes

- Indicates added emphasis, an interruption, or an abrupt change of thought.
- Dashes subtly change the tone of the following sentences

Test your skills

1. You may think she is a liar she isn't.
2. She may be on time you never know.
3. He has an explanation for everything he thinks
4. Will he can he persuade you?
5. The reasons if these walls could talk are many.

Comma

<ul style="list-style-type: none">o Use a comma after the first independent clause when you link two independent clauses with one of the following coordinating conjunctions: For, And, Nor, But, Or, Yet, So (FANBOYS)o Use commas to separate words and word groups in a simple series of three or more items.o Use a comma after certain words that introduce a sentenceo Use commas to set off expressions that interrupt the sentence flowo Use a comma to separate the day of the month from the year, and city from the provinceo When starting a sentence with a dependent clause, use a comma after it.o If the quotation comes before <i>he said, she wrote, they reported, Dana insisted,</i> or a similar attribution, end the quoted material with a comma, even if it is only one wordo Commas always go inside quotation marks.	<ul style="list-style-type: none">❖ <i>He walked all the way home, and he shut the door.</i>❖ <i>We had coffee, cheese and crackers and grapes.</i>❖ <i>No, you can't have a dollar.</i>❖ <i>I am, by the way, very nervous about this.</i>❖ <i>Orillia, Ontario</i>❖ <i>November, 1, 2015</i>❖ <i>If you are not sure about this, let me know now.</i>❖ <i>"I don't care," he said.</i>
--	---

Test your skills

1. He rode his bike to his house and he put it in the shed.
2. We had pancakes maple syrup and blueberries.
3. Yes you can have a Playstation 5!
4. I moved to Orillia Ontario on April 2 2020.
5. "It's by the lake" she said.

Quotation Marks Answers

1. "Mary is trying hard in school this semester," her father said.
2. The police were called to a "disturbance" in Orillia.
3. When did Roosevelt say, "We have nothing to fear but fear itself"?
4. "Can you believe," Dot asked me, "that it has been almost five years since we've seen each other?"
5. John said "he dislikes it when it's cold outside."

Apostrophes Answers

1. I can't find my backpack.
2. The girls' change room is beside the gym.
3. The letters were for Santa.
4. The man's towel is on the bench.
5. I don't know where she went.

Hyphen Answers

1. She has a five-year old.
2. Thirty- two students went on the field trip to Toronto.
3. He ate one-third of the pizza.
4. When I was seven-years old, I fell and broke my arm.
5. The city bus dropped off twenty-three people at the mall.

Dash Answers

1. You may think she is a liar - she isn't.
2. She may be on time - you never know
3. He has an explanation for everything - he thinks.
4. Will he - can he - persuade you?
5. The reasons - if these walls could talk - are many.

Comma Answers

1. He rode his bike to his house, and he put it in the shed.
2. We had pancakes, maple syrup, and blueberries.
3. Yes, you can have a Playstation 5!
4. I moved to Orillia, Ontario on April, 2, 2020.
5. "It's by the lake," she said

OSSLT Punctuation Review

<p>Ellipses</p> <p>...</p>	<ul style="list-style-type: none"> o When you're quoting material and you want to omit some words. The ellipsis consists of three evenly spaced dots (periods) o An ellipsis can be used to represent a trailing off of thought. o An ellipsis can also indicate hesitation 	<ul style="list-style-type: none"> ❖ The ceremony honored twelve brilliant athletes ... visiting the Canada. ❖ If only she had . . . Oh, it doesn't matter now. ❖ See, the thing is . . . I didn't mean it.
----------------------------	--	--

<p>Exclamation Mark</p>	<ul style="list-style-type: none"> o Use an exclamation point to show emotion, emphasis, or surprise. o An exclamation point replaces a period at the end of a sentence. o Do not overuse the exclamation mark 	<ul style="list-style-type: none"> ❖ <i>Yay! We won!</i>
-------------------------	---	---

<p>Parentheses</p> <p>()</p>	<ul style="list-style-type: none"> o Use parentheses to enclose information that clarifies or is used as an aside. o Commas are more likely to follow parentheses than precede them. 	<ul style="list-style-type: none"> ❖ <i>He finally answered (after taking five minutes to think) that he did not understand the question.</i> ❖ <i>When he got home (it was already dark outside), he fixed dinner.</i>
------------------------------	--	---

<p>Capitalization</p>	<ul style="list-style-type: none"> o Capitalize the first word of a document and the first word after a period. o Capitalize proper nouns o Capitalize the first letter of a direct quote when the quoted material is a complete sentence. o Capitalize titles when they are used before names o Capitalize specific geographical regions. 	<ul style="list-style-type: none"> ❖ <i>the Grand Canyon</i> ❖ <i>Mr. Johnson, who was working in his field that morning, said, "The alien spaceship appeared right before my own two eyes."</i> ❖ <i>Chairman of the Board William Bly will preside at the conference.</i> ❖ <i>North America</i>
-----------------------	---	--

<p>Colon</p> <p>:</p>	<ul style="list-style-type: none"> ○ A colon means "that is to say" or "here's what I mean." Colons and semicolons should never be used interchangeably. ○ Use a colon to introduce a series of items. Do not capitalize the first item after the colon ○ Use a colon rather than a comma to follow the salutation in a business letter 	<ul style="list-style-type: none"> ❖ <i>I want the following items: butter, sugar, and flour.</i> ❖ <i>I want: butter, sugar, and flour.</i> ❖ <i>Dear Ms. Smyth:</i>
<p>Semi-colon</p> <p>;</p>	<ul style="list-style-type: none"> ○ Use a semicolon before such words as <i>namely, however, therefore,</i> ○ A semicolon may be used between independent clauses joined by a connector, such as <i>and, but, or, nor, etc.</i>, when one or more commas appear in the first clause. 	<ul style="list-style-type: none"> ❖ <i>Bring any two items; however, sleeping bags and tents are in short supply.</i> ❖ <i>When I finish here, and I will soon, I'll be glad to help you; and that is a promise I will keep.</i>