**Other Punctuation**

**Special Punctuation Guidelines**

3 pages long (ELC charges 10 cents/page for print jobs)

Semicolons:

1. Use a semicolon (;) between independent clauses in a compound sentence. Do not use it between parts of unequal rank, such as an independent clause and a dependent clause or a modifier.

Colons:

1. Use a colon (:) after a complete statement when a list, long quotation, or explanation follows. Don't use more than one colon in a sentence.

Parentheses:

1. Use parentheses (like this) to enclose sentence interrupters that aren't very important.

Dashes:

1. Use dashes--like this--to enclose sentence interrupters that you want to emphasize. On a keyboard, use two hyphens to make a dash. Dashes can be used to introduce parenthetical information, to set off material containing commas, or to mark interruptions in thought, speech, or action.

Apostrophes:

1. Use apostrophes to show the omission of one or more letters in a contraction. A contraction is formed when two words are combined to make one word. An apostrophe is used to show where letters are omitted in forming the contraction.

2. Use apostrophes to show ownership or possession. The 's goes with the owner or possessor. What follows is the person or thing possessed. (Tony 's jacket)

3. Pronouns do not ever use apostrophes to show possession or ownership. (my, mine, your, yours, his, her, hers, its, our, ours, their, theirs)

4. When you want to make a word plural, just add an s at the end of the word. Do not add an apostrophe.

5. Possessive Nouns always take apostrophes.

Singulars use ‘s

Mary’s hat

boy’s book

secretary’s typewriter

plurals which need an “s” add s’

boys’ games

secretaries’ typewriters

plurals which don’t need an “s” add ‘s

men’s meeting

geese’s nests

children’s story

Possessive Pronouns (such as my, your, their, her, its, yours, theirs, ours, hers, his, etc.) never take apostrophes.

His car is outside.

That dog is theirs.

The cat hurt its paw.

Contractions always take apostrophes. (Contractions combine two words into one. The apostrophe shows that a letter has been left out.)

it is = it’s

he does not = he doesn’t

let us go = let’s go

she is going = she’s going

For clarity, plurals of letters of the alphabet, abbreviations, and numbers also take apostrophes.

Four 7’s

six A’s

Italics (underlining):

1. Underlining and italic type indicate the same thing and follow the same guidelines

2. Underline the titles of works, such as books and periodicals, that are published, released, or produced separately from other works. Use quotation marks for all other titles, such as short stories and articles in periodicals.

3. Underline the names of ships, aircraft, spacecraft, and trains

4. Underline foreign words and phrases that have not been absorbed into English

5. Underline words, letter, numbers, and phrases named as words

6. Occasionally, underlining (italics) may be used for emphasis: “Why on earth would you do that?” she cried.

Hyphens:

Compound Words

1. Use a hyphen to connect two or more words serving as a single adjective before a noun.

The medic administered mouth-to-mouth resuscitation.

A two-thirds majority will be required to pass the bill.

Henry Price is not a well-known poet.

But notice that the hyphen is generally omitted when the adjective does not precede the noun it modifies.

John Keats’s name is well known.

2. Use a hyphen to form compound nouns of two nouns that show the same functions in one person or thing.

player-coach

secretary-treasurer

AFL-CIO

3. Use a hyphen with numbers from twenty-one to ninety-nine.

thirty-six

eighty-four

4. Use a hyphen to express decades in words.

eighteen-twenties

nineteen-sixties

5. Use a hyphen to indicate a range of numbers.

the years 1832-1837

pages 164-189

Richard Brinsley Sheridan (1751-1816)

6. Use a hyphen to indicate the spelling of a word.

The number is spelled t-w-o and the adverb, t-o-o.

My name is J-o-n, not J-o-h-n.

7. Use a hyphen to prevent confusion in pronunciation when the addition of a prefix results in the doubling of a vowel.

re-elect

anti-imperialist

pre-empt

8. Use a hyphen to join the following prefixes to proper nouns or adjectives.

anti- anti-German

mid- mid-America

non- non-Japanese

pan- Pan-Hellenic

pro- pro-Israeli

un- un-American

9. Use a hyphen to form most, but not all, compound nouns and adjectives from the following prefixes.

all- all-star

co- co-worker

cross- cross-examination

double- double-breasted

ex- ex-commissioner

great- great-grandmother

heavy- heavy-duty

ill- ill-conceived

light- light-hearted

self- self-concept

single- single-minded

well- well-intentioned

**Other Punctuation Grammar Module Activities**

1 page (ELC charges 10 cents/page for print jobs)

Instructions: Read the Guidelines for Other Punctuation before taking the Pretest. If you do not pass the Pretest, or if your teacher has instructed you to take the Other Punctuation Test, complete the following activities. The Extended Learning Center provides all the videos and books you will need to complete these activities.

Tutoring: You may see a tutor to go over any errors you made on the Pretest and for help with understanding any of the following activities.

Activities:

1. SkillsBank: To enter the computer program at Lone Star College–Tomball , click the SkillsBank Icon. At Lone Star College–Willow Chase Center , click the “Start” button in the bottom left-hand corner of your screen. Select “Learning Assistance” and then “SkillsBank.” Log in to SkillsBank with your assigned user name and identification number. In SkillsBank, select “Language” from the column of subjects on the left of the screen and then “Punctuation” from the list of lesson topics across the top.

Do Lessons 12 (“Apostrophes in Contractions”), 13 (“Apostrophes to Show Possession”), 18 (Semicolons to Connect Independent Clauses”), 19 (“Semicolons to Reduce Confusion in Sentences”) and 20 (“Colons Between Independent Clauses and Series”)

Your scores will automatically be reported to your instructor, so you will not need to print out a record of your activities.

Grammar textbook work: Do not write in the textbooks. Either photocopy exercise pages from the text or complete assignments on your own paper (writing short answers whenever possible, rather than copying entire sentences).

2. The Little, Brown Handbook (8 th edition) : Study the punctuation rules in the following chapters: Chapter 29 “The Semicolon” (pages 491-499), Chapter 30 “The Apostrophe” (pages 500-507), and Chapter 32 “Other Punctuation Marks” (pages 519-531). Complete Exercise 1 (pages 521-522).

3. Odyssey (3 rd edition) : Read pages 506-514 and complete Exercises 31.4 and 31.8.

4. Writer's Choice : Read pages 739-746 and complete Exercises 21 (page 740), 22 (page743), 23 and 24 (page 746).

5. Worksheets: Complete Worksheets A37, A5, and A60 (the next pages in this document). Use the answer key, located in the Extended Learning Center, to check your work.

**Other Punctuation Practice Test**

(3 pages, 10 cents/page for print jobs in ELC)

DIRECTIONS: In the following sentences determine if there is an error in punctuation.

 “a” if the sentence does not contain a punctuation error

 “b” if the sentence does contain a punctuation error

1. This summer I am planning to: study French, get a part-time job, and swim a half- mile every day.

2. That car the one with the yellow stripe down the middle is the one that ran into my brother's Corvette last week.

3. The character of the voting population--8,500 registered Democrats--made it impossible to elect a Republican to office.

4. Ham and egg's are my favorite foods for breakfast.

5. The cop who arrived on the scene said that my brother had the following options: forget the whole incident, take the insurance information and hope for the best, or take the man to court.

6. He thinks of himself as “progressive”; he voted for Perot.

7. Calvin the famed six-year-old has a buddy named Hobbes.

8. We look for the same qualities in an athlete that we find in a soldier--agility, stamina, strength, courage, and competitiveness.

9. If you get 90's and 100's on your exams, your grade will be higher than mine.

10. In the blackness of the mine shaft, we started climbing slowly, what else could we do?--until at last we saw a pinpoint of light.

11. All of the elements for a great day were present; cool breeze, warm sun, good friends, and unlimited pizza.

12. Three girls Jackie, Leslie, and Margo came to my birthday party.

13. Mrs. Gonzalez's fathers sister was the first member of his family to arrive in the United States .

14. The local drugstore gave this year's high school graduates a fountain pen, a photo album, and an address book.

15. I've always wanted to learn to weave, but theres never enough time.

16. My doctor--my friend for thirty years--always told me the truth.

17. That's what I call it, a crying shame!

18. You should learn the forms of the sonnet: Italian, Elizabethan, Shakespearean, and Spenserian.

19. During the 1950's, the teens were introduced to rock and roll music.

20. One quality is essential for the good teacher: patience.

Answer Key:

 1. B

 2. A

 3. A

 4. B

 5. B

 6. B

 7. B

 8. A

 9. A

 10. B

 11. B

 12. B

 13. B

 14. B

 15. B

 16. A

 17. B

 18. A

 19. A

 20. A