

Periods and Other End Marks

Teaching

The three end marks are the **period**, **question mark**, and **exclamation point**.

Periods Use a period at the end of a **declarative sentence**—one that makes a statement.

The mayor is the top city official.

Use a period at the end of almost every **imperative sentence**. An imperative sentence gives a command. If a command is said with emotion, it ends in an exclamation point.

Please transfer me to the fire department!

Use a period at the end of an **indirect question**. An indirect question reports what a person asked without using the person's exact words.

I asked who has the job of dogcatcher.

Use a period after an **abbreviation** or an **initial**, as in this example: Mr. Nelson R. Diaz.

Use a period after each number and letter in an **outline** or **list**.

Question Marks Use a question mark to end an **interrogative sentence**, or question.

Who is the dogcatcher?

Exclamation Points Use an exclamation point to end an **exclamatory sentence**, a sentence that expresses strong feeling. Use an exclamation point after an **interjection** as well.

Wow! What an incredible victory that election gave us!

Using Periods and Other End Marks

Add punctuation as necessary in the following items.

1. The election is in six weeks
2. Mrs Joan T Reynolds is running against Mr Robert J Bachman, Jr
3. Imagine—we have two candidates with real credentials
4. Last time, neither candidate had experience
5. How difficult this choice will be
6. Polls open at 6 A M and close at 9 P M
7. The city will face several critical issues during the next four years
8. I Transportation
 - A Rail traffic extensions
 - B Bridge reconstructions
- II Delivery of services
 - A Garbage and sanitation
 - B Police and fire services

Lesson
1**Periods and Other End Marks***Application***A. Using End Marks in Writing**

Add periods, question marks, and exclamation points where necessary in the following paragraph. To add a period, insert this symbol ⓪. To add a question mark or an exclamation point, use a caret ^ and write the correct punctuation mark above it.

Have you ever seen or heard about an annual Vermont town meeting
Every spring, around maple sugaring time, all the town's citizens meet in the
town hall There they vote on any issue that concerns them, from rats in the
town dump to school issues to international problems Even though a town
has no responsibility for international relations, citizens express their opinions
proudly What a way to practice democracy Oh, the town meeting is a grand
social occasion, as well People get to meet and greet their neighbors after the
long Vermont winter

Lesson
4**Punctuating Quotations***More Practice***A. Writing Sentences with Quotation Marks**

Add quotation marks, commas, and end marks where necessary in each sentence. If the sentence is correct as is, circle the numeral before the sentence.

1. UFOs Elena stated have been sighted since ancient times.
2. Brian replied I can't believe people really think UFOs are alien spacecraft.
3. What! exclaimed Bernie. Did you know that the air force used to investigate UFOs as threats to our national security?
4. Elena and Brian admitted that they did not know about air force investigations.
5. Did they find anything Elena asked that they could not explain?
6. Out of 12,618 cases, the air force couldn't explain 701 sightings Bernie reports.
7. Did he just say The air force couldn't explain 701 sightings?
8. Bernie said That count was reported in 1969.
9. In 1997 Bernie announced the CIA admitted that the military had deceived people in an effort to keep high-altitude spying planes secret.
10. Wow! Brian exclaimed. I didn't realize that UFO sightings were so exciting.

Punctuating Quotations

Teaching

A **direct quotation** is a report of a speaker's exact words. Use quotation marks at the beginning and at the end of a direct quotation.

"Movies about aliens are interesting," Jeff said.

Use commas to set off the explanatory words used with a direct quotation, at the beginning, middle, or end of the quotation.

Jeff said, "Movies about aliens are interesting."

"Movies about aliens," Jeff said, "are interesting."

If the quotation itself is a question or exclamation, the question mark or exclamation point falls inside the end quotation marks. Commas and periods always go inside the end quotation marks.

"Wow!" Olivia exclaimed. "Did you read the new book about UFOs yet?"

If the quotation is part of a question or exclamation, the question mark or exclamation point falls outside the end quotation marks.

Did the scientist say, "I believe aliens do exist"?

A **divided quotation** is a direct quotation that is divided into two parts by explanatory words. Both parts are enclosed in quotation marks. The first word in the second part is not capitalized unless it begins a sentence. Review the above examples to see how to punctuate and capitalize a divided quotation.

A **dialogue** is a conversation between two or more speakers. In writing a dialogue, indicate a change in speaker by using a new paragraph and new set of quotation marks.

"Dr. Turner," the reporter asked, "do you believe in the existence of alien life?"

"Yes, I believe it is possible intelligent life exists elsewhere," the scientist replied.

An **indirect quotation** is a restatement, in somewhat different words, of what someone said. Do not use quotation marks to set off an indirect quotation.

Professor Reese announced that she didn't believe in UFOs or aliens.

Using Quotation Marks

Add quotation marks where necessary in these sentences.

1. Alicia asked, Do you know what a UFO is?
2. A UFO, Isabella replied, is an alien spacecraft.
3. No! Ray cried. A UFO is any unidentified flying object.
4. Ninety percent of UFO sightings can later be identified, Ray added.
5. Did Ray say that 90 percent of UFO sightings can later be identified?
6. Some sightings, Sue said, are identified as birds, planes, satellites, or balloons.
7. How funny! Isabella exclaimed. Some of the sightings are just hoaxes, right?
8. You are right, Ray replied, but I think it would be exciting to see a real flying saucer.

Commas in Sentences

More Practice

A. Using Commas

Insert commas where necessary in the following sentences.

1. Elizabeth Kenny devised new more effective methods of treating infantile paralysis.
2. Kenny an Australian nurse aroused controversy due to her treatment methods.
3. Without any medical training she treated victims of polio in the bush country.
4. A pastor in Germany began an early nurses' training program Future Nurses.
5. Early nursing education however had little or no classroom preparation.
6. Training was based on apprenticeship and students learned from older students.
7. Nursing students provided hospitals with a needed low-cost service.
8. Hospital-based programs still exist but they do not grant an academic degree.
9. Nurses today work at hospitals schools camps homes and workplaces.
10. After completing an associate or baccalaureate degree program graduates can use the initials RN (registered nurse) after their name.

B. Using Commas in Writing

Rewrite the following paragraph, using commas where they are needed.

Florence Nightingale received her nursing training in Egypt and Germany. After the start of the Crimean War soldiers were dying because of inadequate medical care and rampant disease. She volunteered her services and the minister of war appointed her to head all nursing operations at the front. Her tireless heartfelt efforts saved many lives. Her contributions to nursing then and later were invaluable. Florence Nightingale was a nurse hospital reformer and humanitarian. Thanks to her I believe nursing became a respectable important profession.

Lesson
2**Commas in Sentences****Teaching**

Use a comma before the conjunction that joins the two main clauses of a compound sentence. Do not use a comma to separate parts of a compound predicate.

Nurses used to be untrained, but now they must finish special training.

In a series of three or more items, use a comma after every item except the last one.

Nurses care for the sick, injured, and disabled.

Use commas between two or more adjectives of equal rank that modify the same noun. The adjectives are of equal rank if you can substitute the word *and* for the comma.

Nurses are well-trained, caring individuals.

Use commas after an introductory word or phrase.

After European nursing schools opened, Americans opened similar schools.

Use commas to set off one or more words that interrupt the flow of thought in a sentence.

Helping sick people, I believe, is a very worthy profession.

Use commas to set off nouns of direct address.

Robert, your mother and grandmother were both nurses.

Use commas to set off nonessential appositives. Appositives are nonessential if the meaning of the sentence is clear without them.

One group, the American Nurses' Association, admits only registered nurses.

Use a comma whenever the reader might otherwise be confused.

Before the mid-1900s, nursing was considered by many to be an unsuitable profession.

Using Commas Correctly

Insert commas where necessary in the following sentences.

1. During the Civil War in America Clara Barton aided in medical care for the Union.
2. She provided food medical supplies and nurses for the wounded soldiers.
3. She headed a government bureau the Missing Soldiers Office to find information on missing soldiers.
4. She even helped by the way to establish hospitals in Europe.
5. With Barton's help readers the American Red Cross Society was formed in 1881.
6. After studying nursing in London Edith Louisa Cavell became head of a training school in Brussels, Belgium.
7. When World War I began the school transformed itself into a Red Cross hospital.
8. Yes she treated wounded German and Allied soldiers alike.
9. The Germans took Brussels and they arrested her for housing Allied soldiers:
10. She was executed my friend despite international pleas for her life.