

Rules of Punctuation

Periods:

- 1) A statement (declarative sentence) is followed by a *period*.
- 2) A sentence that makes a request or gives a command (imperative sentence) is followed by a *period*.
- 3) Titles of respect are abbreviated when followed by a person's name. A *period* should follow the abbreviation.
- 4) Initials and most abbreviations are followed by *periods*.

Question Marks:

- 5) A question (interrogative sentence) is followed by a *question mark*.

Exclamation Points:

- 6) A sentence that expresses strong feeling as surprise (exclamatory sentence) ends with an *exclamation point*. Some exclamatory sentences contain only one word. For example: Amazing!

Commas:

- 7) Words in a series should be separated by *commas*. (Do not use a comma before the first item or after the last item in a series.)

[Note: A series is three or more similar words written one after another.]

- 8) An introductory word, such as yes or no, is separated by a *comma* from the rest of the sentence.
- 9) A *comma* is used between the city and state in the heading of a friendly letter
- 10) A *comma* is placed between the day and the year in the heading.
- 11) A *comma* is used after the last word in the greeting.