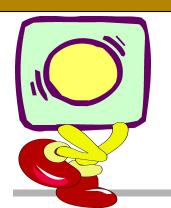


A Period

A period is used to end a sentence. It is also used after initials, after abbreviations, and as a decimal point.



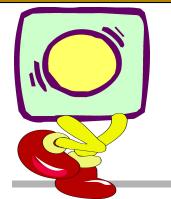


To End a Sentence

Example:

Computers are getting smaller.





After an Initial Example: J. K. Rowling

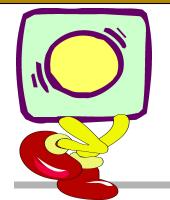
After Abbreviation **Example:** Mr. Mrs.

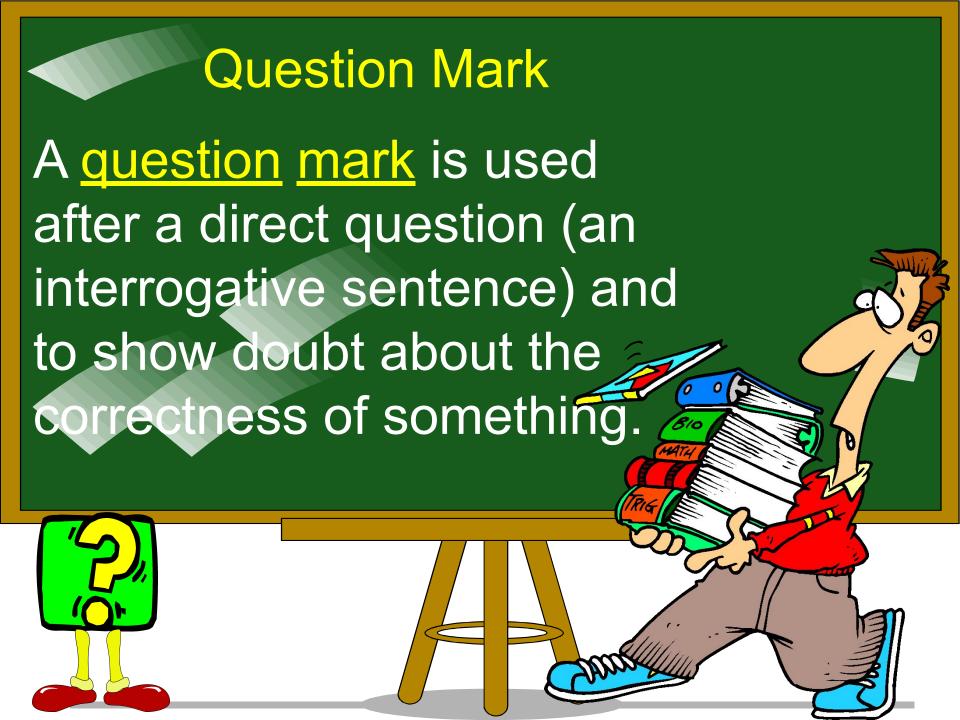
As a Decimal

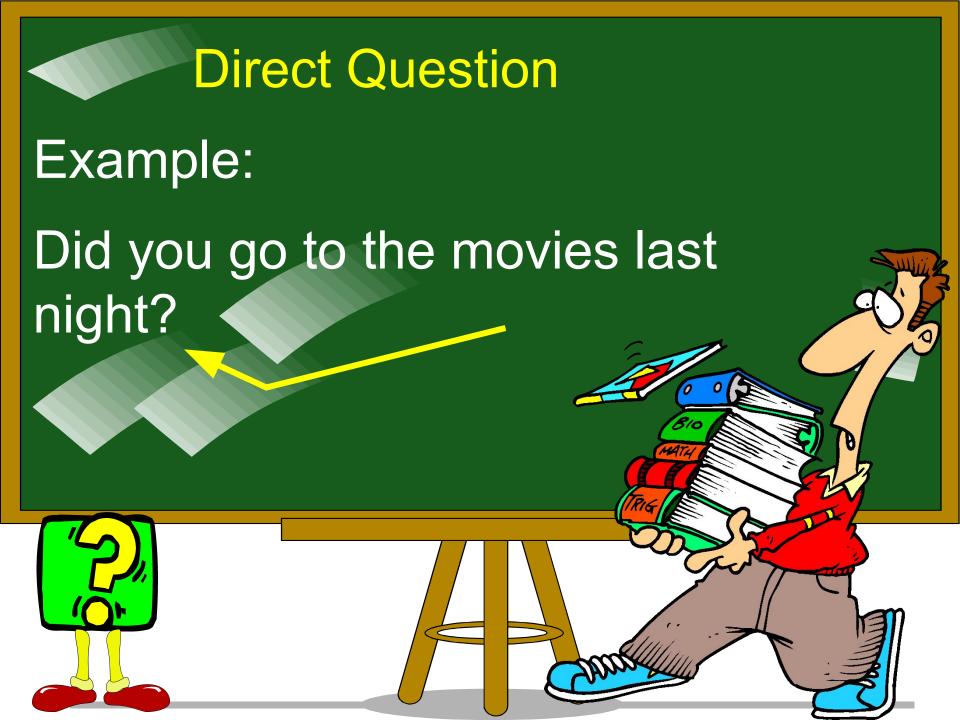
Example:

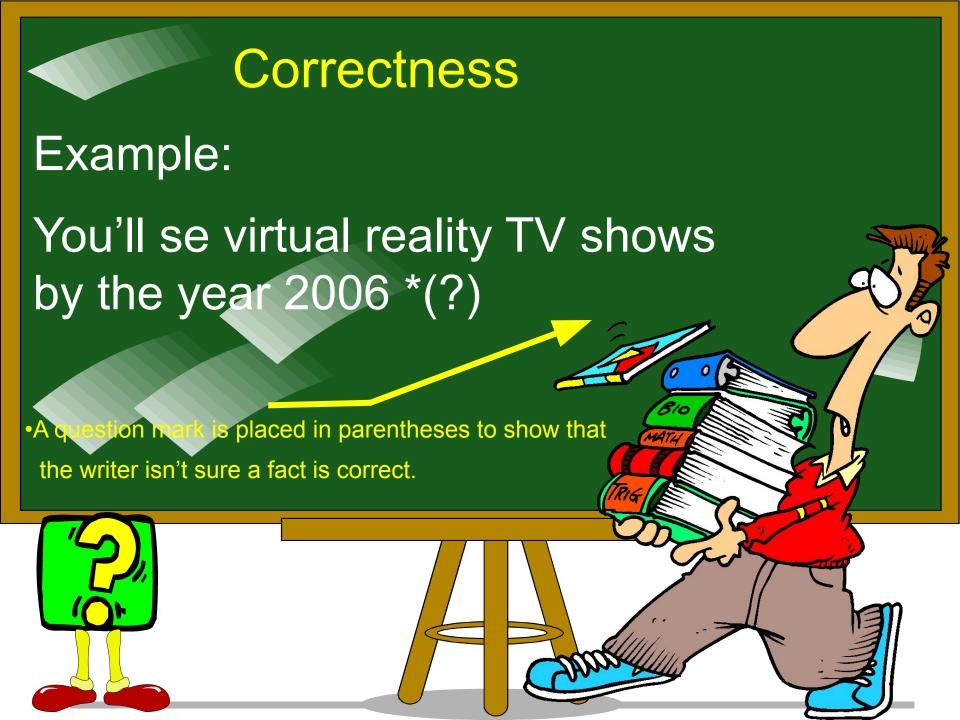
Roberto is 99.9 percent sure that it costs \$2.50 to get into the movies today.





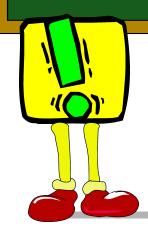


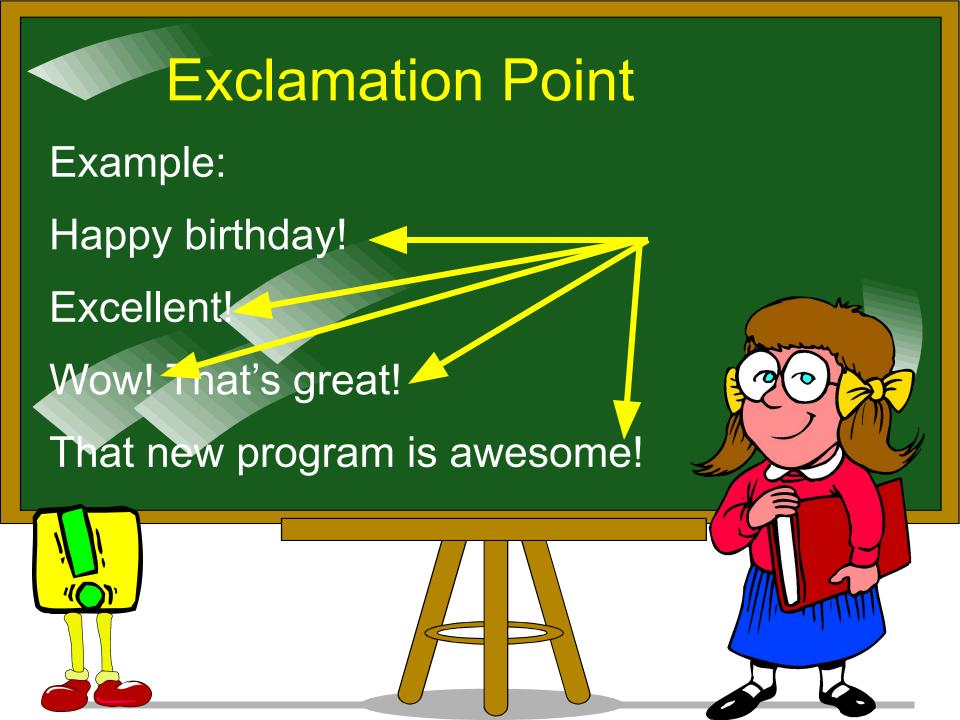




Exclamation Point

An exclamation point is used to express strong feeling. It may be placed after a word, a phrase, or a sentence.



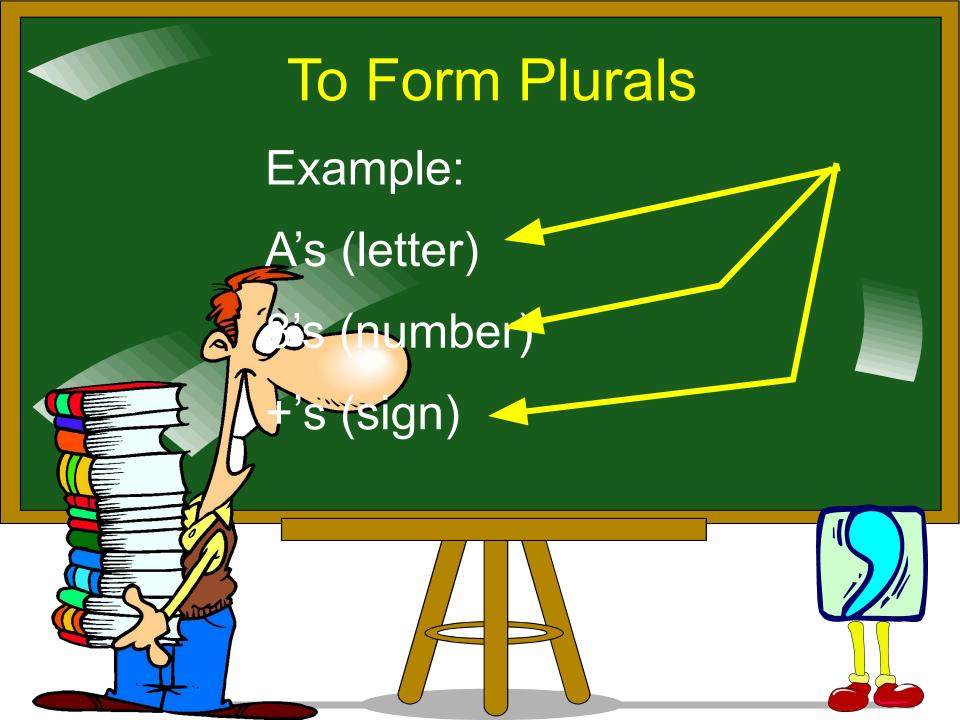


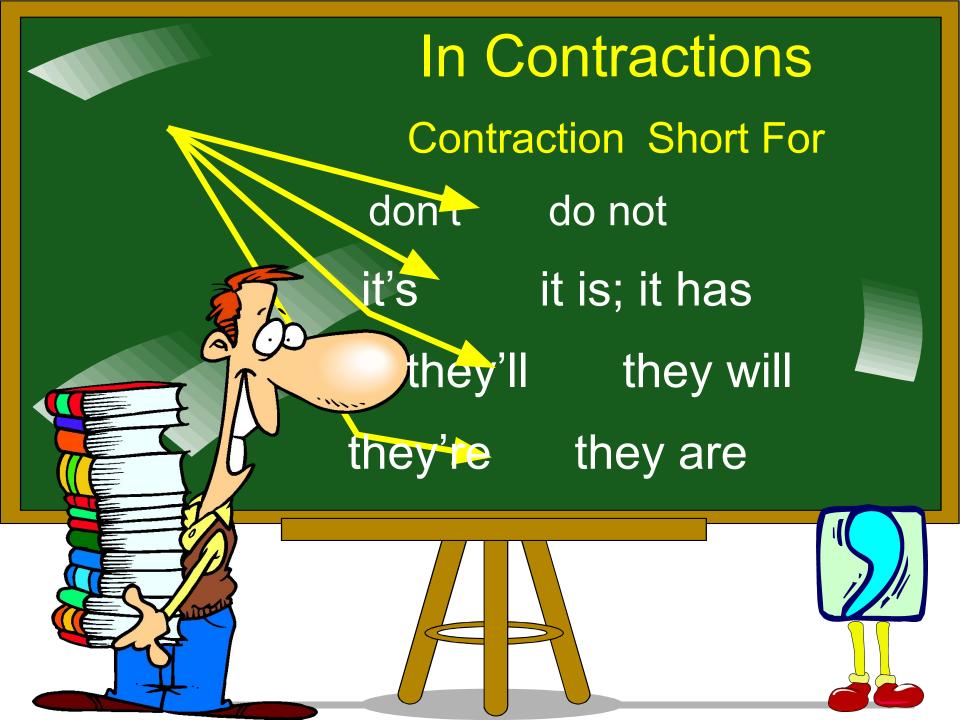


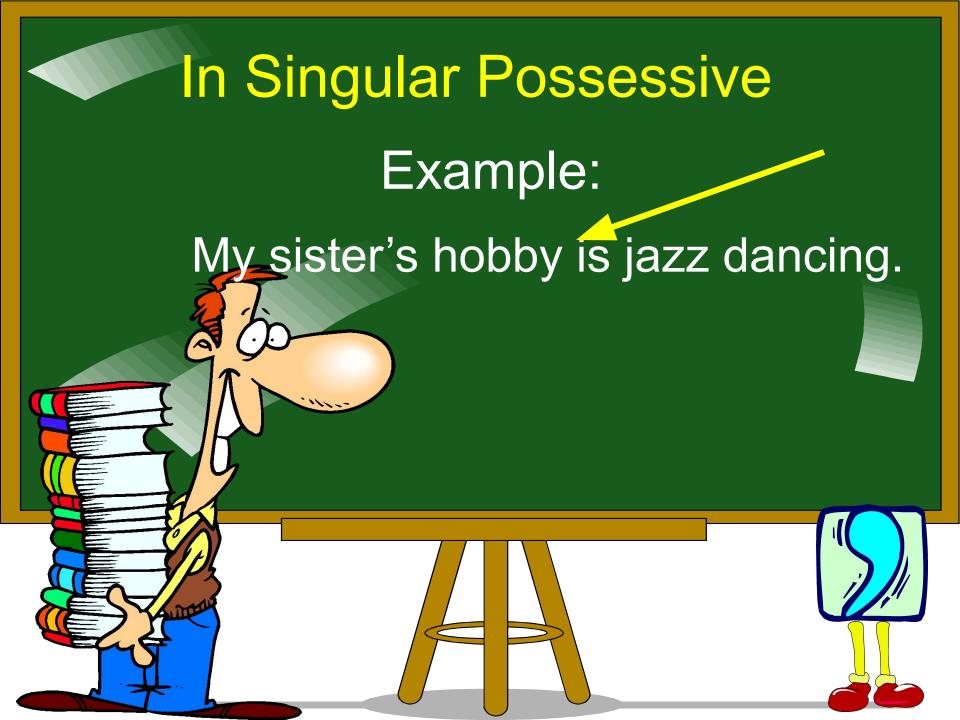
An <u>apostrophe</u> is used to form plurals, to show that a letter or letters have





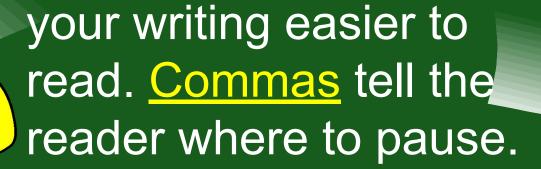








Commas are used to keep words and ideas from running together, making





Items in a Series

Example:

I know someone who likes pepperoni, pineappe, and olives on her pizza. (words)



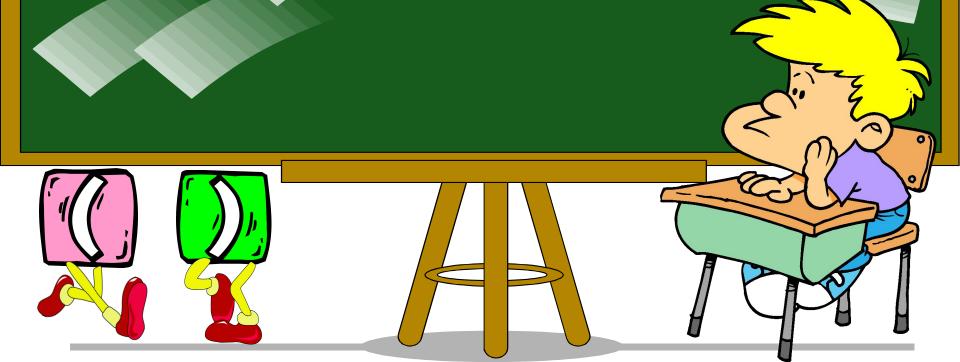






Parentheses

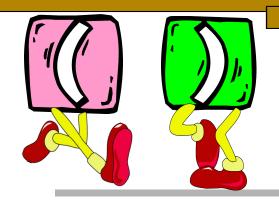
Parentheses are used around words included in a sentence to add information.



To Add Information

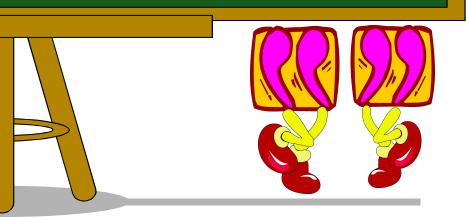
Example:

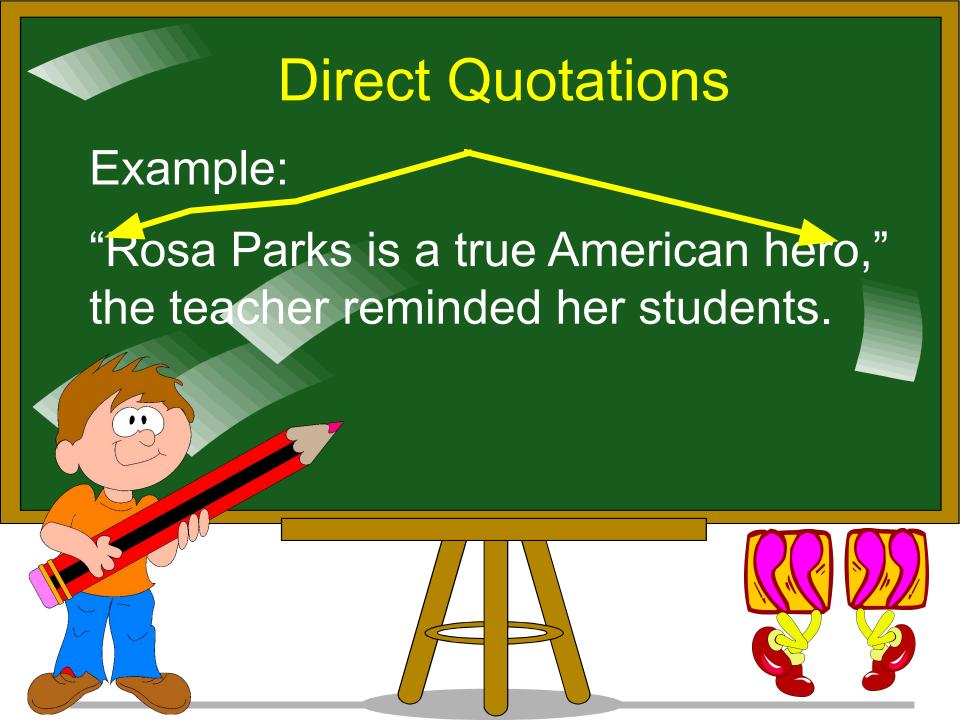
The map (figure 2) will help you understand the explorer's route.

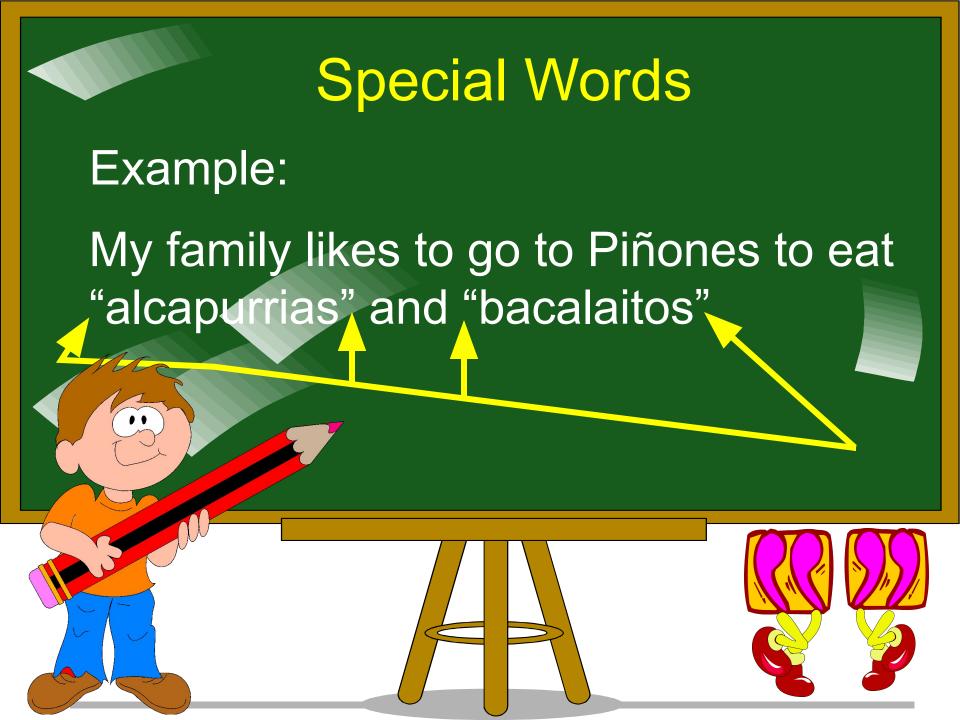


Quotation Marks

Quotation marks are used to enclose the exact words of the speaker and to show that words are used in a special way.

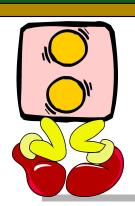


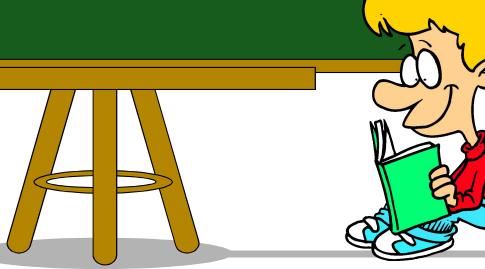




Colon

A colon is used in a sentence to introduce a list or draw attention to information that follows. Colons are also used between the numbers in time.

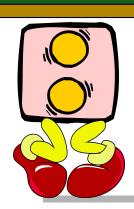




To Introduce a List

Example:

Motorcycles are used for the following reasons: transportation, recreation, and racing events.

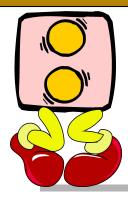


After a Salutation

Example:

Dear Ms. Pérez:





Between Numbers in Time

Example:

The race begins at (1): 30 p.m.

