

Name _____

Punctuation

Colons

The following special situations use colons:

- 1. Business letter salutations *Dear Mr. Allen:*
- 2. Title and subtitle *Reading in the 90's: Improving Comprehension*
- 3. Hours and minutes *12:02 P.M.*
- 4. Acts and scenes of play *Hamlet, II:1*
- 5. Publisher's location and name *New York: McGraw-Hill*

Rewrite each of the following using a colon.

1. six o'clock

2. Shakespeare (title) The Complete Works (subtitle)

3. The American Publishing Company in Hartford

4. page 6 in volume 2 of The History of the New World

5. Louisiana (title) The Land and Its People (subtitle)

6. Scene 2 in Act I of She Stoops to Conquer

7. Dear Sir

8. Rand McNally and Co. in Chicago

9. scene 3 in Act III of Our Town

10. ten o'clock

Name _____

Punctuation

Quotation Marks

Quotation marks enclose the words used by a speaker or writer. Periods and commas go inside the closing quotation mark in the preferred American style, (although you may also see the British style which can vary). Question marks and exclamation points go inside the closing quotation marks when they apply only to the quoted words. Indirect quotations do not use quotation marks.

Examples:

"Come here," said Marie. (inside comma)

Marie said, "Come here." (inside period)

"Won't you come?" asked Marie. (question mark inside)

Did you hear Marie ask, "Won't you come"? (question mark outside)

Marie asked that I come. (indirect quotation)

Rewrite each sentence with quotation marks and appropriate placement of end punctuation.

1. Look out yelled Pete.

2. Stop saying Look out!

3. The cashier said You need to have correct change.

4. Do you know what time registration begins asked Laura.

5. Did I actually hear her ask Who wants to skip class?

6. Let's eat anchovy pizza tonight suggested Melanie.

7. Alvin countered Let's either have Mexican food or a vegetarian meal.
