

- Use a **comma (,)** to take the place of the word **and** when three or more things are listed together in a sentence.
EXAMPLE: Mary, Pete, and George went to the beach.
- Use a comma to separate the parts of a compound sentence.
EXAMPLE: Mary drove her car, but Peter walked.
- Use a comma to set off words such as yes, no, and well at the beginning of a sentence.
EXAMPLE: Yes, I want to ride my bike.

■ Rewrite these sentences using commas correctly. Leave out the word **and** when possible.

1. I called Juan and Janet and Karen last Saturday.

2. Yes they wanted to have a picnic.

3. Juan packed a lunch and Karen brought a backpack.

4. Well we were finally ready to go.

5. Yes we found a perfect place by the beach.

6. We played volleyball and swam and hiked.

7. It was a great picnic and there were no ants around.

8. We collected shells and driftwood and pebbles.

9. Juan cleaned up the garbage and Karen packed the leftovers.

10. We sang and laughed and read.

- Use a comma to set off the name of a person spoken to.
EXAMPLE: Pam, you said we could go.
- Use commas to set off a phrase that helps explain the subject of a sentence.
EXAMPLE: Mr. Gonzales, Rudy's father, is a lawyer.

A. Add commas where needed in each sentence.

1. Our neighbor Buddy Rush is gone.
2. Mr. Rush his father said he doesn't know where Buddy is.
3. Danny did Buddy talk about going somewhere?
4. This seems very strange to me Tim.
5. Chief Carter our sheriff thinks so, too.
6. Buddy where are you?
7. Danny don't you remember what I told you?
8. What should we do now Chief Carter?

B. Put an X in front of the sentence that tells about each numbered sentence.

1. Craig, your brother is here.
 Craig is your brother.
 Someone is talking to Craig.
2. Lydia, my friend will go, too.
 Lydia is my friend.
 Someone is talking to Lydia.
3. Our neighbor, Mrs. Hicks, is sick.
 Mrs. Hicks is our neighbor.
 Someone is talking to your neighbor.
4. Carrie, your sister is home.
 Carrie is your sister.
 Someone is talking to Carrie.
5. Anna, my dog, is loose.
 Anna is my dog.
 Someone is talking to Anna.

- Use a comma between the city and state in the heading. Use a comma between the day and year.

EXAMPLE: 872 Park Street
Chicago, IL 60641
September 17, 1994

- Use a comma following the name in the greeting.
EXAMPLES: Dear Nancy, Dear Mr. Muller,
- Use a comma following the last word of the closing.
EXAMPLES: Sincerely yours, Your friend,

A. Add commas where needed in the letters.

422 W. South St.
Dallas TX 72843
November 12 1994

Dear Mark

Thank you for coming to my party. It was fun having you there. I also want to thank you for the great sweatshirt. It fits fine, and I really like it.

Your friend
Theresa

8200 Columbus Ave.
Dallas TX 72844
November 16 1994

Dear Theresa

Don't forget about the trip to the museum on Saturday. See you there.

Sincerely
Mark

B. Add commas where they are needed in the headings.

1. 321 Pebble Beach Drive
Jacksonville FL 32211
November 17 1994

2. 101 Main St.
Oakland CA 10032
July 10 1994

C. Add commas where they are needed in the greetings and closings.

1. Dear Juana

4. Dear Grandmother

2. Sincerely yours

5. Your grandson

3. Your friend

6. Hi, Scott

- A **quote** tells the exact words someone says. Put **quotation marks** (“ ”) before and after the words. Use a comma, a period, a question mark, or an exclamation point between the quoted words and the rest of the sentence. Begin the first word of a direct quote with a capital letter.

EXAMPLES: “Why don’t you eat your cereal?” asked Jack.
 Jenny said, “I’m not hungry.”

- Look at the pictures. See who is talking and what is being said. Tell what each speaker said. Include the word **said** or **asked** and the name of the speaker. Add quotation marks and commas where needed.



Ms. Chen

Do you want to talk about the interesting places we each visited this summer?

My sister and I visited my aunt in Nome, Alaska.



James



Jenny

We flew to Quebec to see our grandmother.

We went to Arizona and saw the Grand Canyon.



Richard

1. What did Ms. Chen say?

“Do you want to talk about the interesting places we each visited this summer?” asked Ms. Chen.

2. What did James say?

3. What did Jenny say?

4. What did Richard say?

- Sometimes the speaker of a quote is named in the middle of the words being spoken. When this happens, quotation marks should be placed before and after both groups of words. Commas are placed inside the quotation marks at the end of the first group of words and again after the speaker's name.

EXAMPLE: "I'd like to go," said Mary, "but I can't."

- Place quotation marks around the quotes. Add question marks and commas where needed.

1. Well said Mike Dot is just getting over a strange accident.
2. What happened asked Susan.
3. A thought struck her said Mike.
4. Jake asked Why did you throw the alarm clock out the window
5. Because said Joan I wanted to see time fly.
6. What did one wall say to another asked Bonnie.
7. I'll meet you at the corner answered David.
8. What gets wetter Carlos asked the more you dry
9. A towel does said Angie.
10. Mother said Are your feet dirty
11. Yes replied Bobby but don't worry because I have my shoes on.
12. Maria asked How can you tell when an ice cube is nervous
13. It breaks out said Bill in a cold sweat.
14. Anna asked What is black-and-white and red all over
15. It's a blushing zebra said Jake.
16. What did the rug say to the floor asked Mike.
17. Don't move replied Bonnie because I've got you covered.
18. Joan asked Why do sponges do a good job
19. They become absorbed in their work said Carlos.
20. Angie asked Why is a pencil like a riddle
21. Because said Maria it's no good without a point.

- Use an **apostrophe** (') in a contraction to show where a letter or letters are taken out.
- **Won't** is an exception. will not = won't
- Contractions can be made by joining a verb and not.
EXAMPLES: can not = can't, did not = didn't
- Contractions can also be made by joining a noun or pronoun and a verb.
EXAMPLES: **It's** (it + is) a beautiful day.
Susan's (Susan + is) going to the park.
She'll (she + will) have a lot of fun.

A. Circle the correct meaning for the contraction in each sentence.

1. Donna said she'll go to the store today. (she will, she had)
2. We're supposed to clean the house. (We will, We are)
3. Beth and James say they'll clean the living room, too.
(they will, they would)
4. I'll clean the kitchen. (I would, I will)
5. She's going to be home soon. (She is, She will)
6. We'd better get moving! (We will, We had)

B. Write the contraction for the underlined words.

1. It is funny that we are lost.

2. You are sure we have followed the directions correctly?

3. I am sure they will start looking for us soon.

4. We did not bring a map, but we should have.

5. I will bet that we will be here all night.

6. We are in trouble now because I am tired.

- Remember that apostrophes are not only used in contractions. They are also used to show ownership, or possession.
 EXAMPLES: Contraction—My **sister's** coming here.
 Possessive—My **sister's** friend is coming here. Both my **sisters'** friends are coming.

A. Rewrite each word in parentheses to show ownership. Use -s or -s'.

1. Our family went on a picnic in my (brother) _____ car.
2. The (car) _____ windows would not roll down.
3. (Dad) _____ clothes were soaked with sweat.
4. Both my (sisters) _____ jeans were wrinkled.
5. Finally my (family) _____ terrible trip was over.
6. We arrived at our (friends) _____ house for our picnic.

B. Rewrite each sentence. Replace each underlined phrase with a phrase that includes a possessive with an apostrophe.

1. We all liked the story Jennifer told the best.

2. The setting of the story was an old castle.

3. There was a prison in the basement of the castle.

4. The attention of the students was on Jennifer as she read.

5. A cruel man lived in the tower of the castle.

6. The children of the cruel man weren't allowed to play.

A. Circle the letters that need to be capitalized.

1. marjorie took her horse, blaze, out for a ride.
2. she rode through placeville to the miller house.
3. mr. miller's mother, judge miller, was on the supreme court.
4. judge miller served from sept. 1960 to aug. 1990.
5. her record was well-known in washington, d. c.
6. senator higgins often went to her for advice.
7. marjorie and her friends loved to hear judge miller talk about her experiences.

B. Put a period, a question mark, or an exclamation point on the blank following each sentence. Add commas where needed.

5780 W. Natchez
Miles VT 05857
December 10 1994

Dear Pam

It's been a long time since my last letter___ How are you___
Everything is fine here but I really miss having you as a neighbor___ Amy
our new neighbor is nice___ She goes to Taft School and she is in my
class___ No she will never replace you as my best friend___ Oh I almost
forgot___ Mrs. Tandy said "Tell Pam hello for me___" We all miss you
a lot___ Do you still think you can visit this summer___

Your friend
Delia

C. Add quotation marks, commas, and other punctuation marks where needed.

1. Henry stand by the door for a minute said Scott.
2. What for asked Henry.
3. I want you to hold the door answered Scott while I bring in this table.
4. Henry asked Are you going to carry that by yourself?
5. It's not very heavy said Scott.
6. What are you going to do with it asked Henry.
7. We need it for the kitchen said Scott.

D. Rewrite each sentence correctly.

1. well it's time to get to work said lisa

2. lisa walked out of the room and jeremy followed her

3. lisa pointed to the trash can

4. what a mess jeremy cried

5. your dog did this said lisa

6. oh so now peanut's all mine said jeremy

7. yes when he's bad he's yours said lisa

8. they laughed and cleaned up the trash together

E. Rewrite each sentence. Use apostrophes where needed.

1. Ill see what needs to be done with dinners leftovers.

2. I think theyre cool enough to put on the refrigerators shelf.

3. Dan hopes were not going to have that for tomorrows lunch.

4. He doesnt think that his sisters daughters will eat it.

5. Hes wrong; cold pizza is his nieces favorite food.

6. Theyll be happy with this lunchs surprise.

A. Circle letters that should be capitalized. Add needed commas, periods, exclamation points, quotation marks, and apostrophes.

miriam stone WBZIs top reporter woke up early. she said I have plenty of time to get ready. she thought of the letter she received yesterday:

920 s. lake st
kansas city mo 43210
april 1 1994

dear miriam

if you want a really exciting story, meet me at the j m banister library at ten o'clock tomorrow morning. I'm sure your stations newsroom will want this story.

yours truly
A Fan

she asked herself what it could be. miriam dressed ate breakfast got her notebook and headed for the library. it was not far and soon she was there.

suddenly a short woman in a dark dress walked up and said I wrote the letter. she said you must hear my story.

my name is juanita she said. Ive been tricked by a gang of crooks. i need your help.

miriam said tell me your story and I'll see what I can do juanita told miriam of a man named general j c cook who said he worked for the united states army. he told her he needed a key to all the safety boxes in the bank where she worked. yes she said it was strange but he said it was for the country. now all of the boxes had been robbed and she was sure it was general cooks work.

miriam was excited about the story. now said miriam tell me everything you can remember about general j c cook.

wow what a story miriam said excitedly