

Punctuation provides a lot of clues to the reader about sentence content, emphasis, and structure.

Punctuation	When it is used
Period .	Use at the end of a sentence.
Question marks ?	Use with direct questions.
Exclamation points !	Use to show emotion – often surprise, excitement or anger.
Colon :	Use to introduce a list, hour and minute designations, and after the greeting in a business letter.
Quotation marks " "	Use for the direct quotations and the titles of chapters in a book and the titles of articles, short stories, and songs.
Comma ,	Used to combine sentences or to separate a list.

Determine if the following sentences use the above punctuation correctly. If the sentence is correctly punctuated, write correct. If there is an error, rewrite the sentence correctly.

1. I wonder if there is a need to write a letter of commendation for his application for this college scholarship?

2. The suburb has the appearance of a metropolitan area bright lights, continual noise and traffic jams.

3. The New York Times offers a wide variety of local national and international news, and is also available online.

4. He told the young applicant that "You will need to complete an application and then wait to be interviewed by the manager."

Write sentences that include the following punctuation marks used correctly. Use a wide variety of subject matter for your sentences

5. Period

6. Exclamation point

7. Colon

8. Question mark

9. Quotation marks

10. Comma
