

**Use the following :**

- Put a period **after abbreviations** such as Mrs., Dr., Ave. and St. .
- Put a period **after an initial** such as Carla T. Smith.
- Put a comma after **each part** of an address – 116 Frank Robinson Ave., Gatineau, Quebec.
- Put commas after **each part** of a date – September 16, 2018, was the date of the party.
- Use a comma to separate **three or more items** in a series – We needed eggs, milk, flour, and cheese.
- Use a comma after words such as **oh, well, finally, suddenly, yes,** and **no** when they are the **first word** in a sentence.
- Use a comma (s) **to set off the name** of a person being spoken to – “Stephen, please pass the butter.”
- Use an apostrophe **wherever** letters are **left out** in a contraction – “Should have” becomes “should’ve”.
- Use an apostrophe in a noun to **show ownership** – The man’s hat.

¹ Some examples taken from Grammar Drill It Workbook Ages 10-12 ,1982

Put in the correct punctuation marks:

1. "Larry, did you see the batter hit the ball over the fence?"
2. Barbara, Bertha, and Betty are sisters.
3. Mr. R. B. Draper wasn't elected mayor in the October 23, 2018, election.
4. "Why did you throw Monica's toys in the pool, Mike?"
5. That batter's bat broke into two pieces.
6. "Prof. Diaz, have you met Dr. Petrozelli?"
7. Ms. Kent moved to Montreal, Quebec, on Saturday.
8. "Well, I'm not sure whether we are going to Toronto, Ontario, next year."
9. Suddenly, we saw a watermelon and a pumpkin rolling down the street.
10. "Won't you buy that seller's vegetables today?"