

## PUNCTUATION

### Where do COMMAS go?

#### Commas in a series:

A series is a list. You need to use a COMMA to separate the items on your list.

**Example:** My mom went to the store to buy milk, eggs, and sugar.

#### Commas in dates:

You need to use a COMMA to separate the day, month, and the year.



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**Example:** Friendly Letter Greeting → Dear Josh,  
 Friendly Letter Closing → Sincerely,

### Where Does the APOSTROPHE go in a Contraction?

A contraction is two words combined together. You need to put an apostrophe in the correct place when combining two words to form a contraction.

**Examples:** let + us = let's  
 would + not = wouldn't  
 is + not = isn't

## Where Does a PERIOD go in an Abbreviation?

An abbreviation is a shortened version of a word. You need to place a period at the end of all abbreviations.

**Examples:** Doctor = Dr.  
February = Feb.  
Street = St.

## Where do QUOTATION MARKS go in Written Text?

Quotation marks look like this → " "

There are several places where quotation marks are necessary when writing.



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songs, and chapters.

*Examples:*

Your story "My Secret Hideout" was exciting to read.

Angie's poem "The Rose" was beautiful.

My favorite song is "The First Day of Summer."

I enjoyed reading the chapter "The End of the Day" in my book.