



1 Introductory Phases

Finally, we were home. (one word intro)

After the football game, we went home. (multi-word intro)

I was up until 5:00am this morning. Thus, _____ (very different from using However, _____)

Transition word chart:

Cause and effect words	Opposition words
Therefore, thus, so, ergo, and, since, because	However, although, but, still, though, while, nevertheless, even though

2 Appositives

My dad, a retired fireman, owns horses.

() parentheses

- - dashes

My professor, Joe Smith, is funny.

Professor, Joe Smith, is funny.

I went to visit Joe Smith, the funniest man I know.

3 Sentence Combining

Plus (+)

Complete Sentence

;
.T
,conjunction

Complete Sentence

. = ; = , FANBOYS

He ran; he fell.

He ran; finally, he fell.

He ran. He fell

He ran, so he fell.

He ran because he fell.

For
And
Nor
But
Or
Yet

Because does not use a comma

Special Report: Punctuation Quick Reference Guide



4 2 Adjectives

red , fast car *if both adjectives describe the noun, a comma is needed

deep red car (it is not a “deep car”!) Very tall man.

5 Colons

Use when **listing**

Mom bought several groceries at the store : eggs, cheese, and bacon.

SUCH AS, INCLUDING, NAMELY (“SIN” WORDS) ---, such as ---, including ----, namely

Use when **giving an example**

We reached our goal: state champs. **OR** We reached our goal—state champs.

complete sentence :

6 Single Hyphen

Sets apart information or allows information to stand out (punctuation to emphasize)

I finally met my favorite celebrity - JJ Watt. **OR** I finally met my favorite celebrity: JJ Watt.

7 However “tricks”

I like pizza. However, I am picky about my toppings.

I like pizza; however, I hate thick crust.

I, however, love pasta. **OR** I love pasta, however.