

# **Special Report: Punctuation Quick Reference Guide**





### **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



### **Appositives**

My dad, a retired fireman, owns horses.

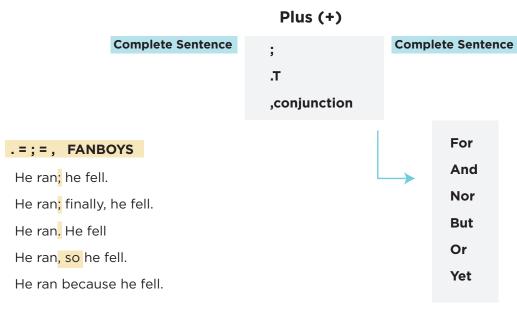
My professor, Joe Smith, is funny.

( ) parentheses Professor, Joe Smith, is funny.

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



### **Sentence Combining**



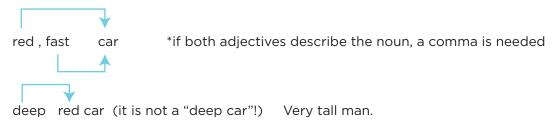
Because does not use a comma

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### 2 Adjectives





### 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:



### 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.



### 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.