

Periods and Other End Marks

Teaching

The three end marks are the **period**, **question mark**, and **exclamation point**.

Periods Use a period at the end of a **declarative sentence**—one that makes a statement.

The mayor is the top city official.

Use a period at the end of almost every **imperative sentence**. An imperative sentence gives a command. If a command is said with emotion, it ends in an exclamation point.

Please transfer me to the fire department!

Use a period at the end of an **indirect question**. An indirect question reports what a person asked without using the person's exact words.

I asked who has the job of dogcatcher.

Use a period after an **abbreviation** or an **initial**, as in this example: Mr. Nelson R. Diaz.

Use a period after each number and letter in an **outline** or **list**.

Question Marks Use a question mark to end an **interrogative sentence**, or question.

Who is the dogcatcher?

Exclamation Points Use an exclamation point to end an **exclamatory sentence**, a sentence that expresses strong feeling. Use an exclamation point after an **interjection** as well.

Wow! What an incredible victory that election gave us!

Using Periods and Other End Marks

Add punctuation as necessary in the following items.

1. The election is in six weeks
2. Mrs Joan T Reynolds is running against Mr Robert J Bachman, Jr
3. Imagine—we have two candidates with real credentials
4. Last time, neither candidate had experience
5. How difficult this choice will be
6. Polls open at 6 A M and close at 9 P M
7. The city will face several critical issues during the next four years
8. I Transportation
 - A Rail traffic extensions
 - B Bridge reconstructions
- II Delivery of services
 - A Garbage and sanitation
 - B Police and fire services

Monday

Wills

Independent

Periods and Other End Marks*More Practice***A. Using End Marks**

Add punctuation marks where necessary in the following items.

1. A voter asked the candidates what their priorities and plans were
2. We won Hooray Happy days are here again
3. The issues are sewers, schools, and sprawl
4. Mr Thompson, the alderman, opposes any new taxes
5. The Town Board meets at 7:00 P M—sharp
6. Did you find out how the vote went
7. The “nay” votes will outnumber the “aye” votes
8. Do you plan to get up and talk
9. Tell me how you feel about the issues
10. Could you hear Alderman Morrissey’s comment
11. I Issues facing the town in the next decade
 - A Sewer extensions
 - B School budget
 - C Suburban sprawl
 - D Taxes
12. Hey I still have the floor

B. Using End Marks in Writing

Add the correct end mark at the end of each sentence in the following paragraph.

Americans are becoming more and more suspicious of public officials__
 First-time candidates brag about never having held office__ Turn out the
 rascals__ Get rid of the scoundrels__ Those are the slogans of many
 campaigns__ But does this attitude make sense__ We should never assume
 that officeholders are incompetent__ Instead, we must insist on honest
 work__

Tuesday

Lesson 1

Periods and Other End Marks

Application

A. Using End Marks in Writing

Add periods, question marks, and exclamation points where necessary in the following paragraph. To add a period, insert this symbol ○. To add a question mark or an exclamation point, use a caret ^ and write the correct punctuation mark above it.

Have you ever seen or heard about an annual Vermont town meeting
Every spring, around maple sugaring time, all the town's citizens meet in the
town hall There they vote on any issue that concerns them, from rats in the
town dump to school issues to international problems Even though a town
has no responsibility for international relations, citizens express their opinions
proudly What a way to practice democracy Oh, the town meeting is a grand
social occasion, as well People get to meet and greet their neighbors after the
long Vermont winter

B. Using End Marks in an Outline

Imagine that you are considering running for public office. Write an outline to help yourself make up your mind. List three ways in which your running for office and serving in office will be good for your and your community. Also list three problems that might stop you from doing a good job in office. Be sure to punctuate correctly.

Title:

I Why I should run for office

- A _____
- B _____
- C _____

II Why I should not run for office

- A _____
- B _____
- C _____

After testing

CHAPTER 11