

Name: _____

Date: _____

Hour: _____

Grammar Glossary

Set 3: Focus on Punctuation

Type of Error	Rule/What to Look For	Examples
Quotation Marks 1. To Set Off Direct Quotations	1. Place quotation marks (“ ”) BEFORE and AFTER words in a direct quotation (when someone is saying something/ citing).	1. Incorrect: Please bake me some brownies, pleaded Trayvon. Correct: “Please bake me some brownies,” pleaded Trayvon.
	2. Always place periods (.) and commas (,) INSIDE quotation marks (“ ”).	2. Incorrect: Yousif said to Souad, “I totally get grammar”. Correct: Yousif said to Souad, “I totally get grammar.”
	Place exclamation points (!) or question marks (?) ... ■ INSIDE quotation marks when it’s ending the quotation.	Incorrect: “What are we going to do today” asked the class? Correct: “What are we going to do today?” asked the class.
	■ OUTSIDE quotation marks when it’s ending the main sentence	Incorrect: I can’t believe no one listened when Mrs. Sbeity calmly stated, “Please stop talking!” Correct: I can’t believe no one listened when Mrs. Sbeity calmly stated, “Please stop talking”!
Comma (other) To Set off Dialogue	Use commas to set off the speaker’s exact words from the rest of the sentence.	
	1. When introducing a quote, the comma goes before (to the left of) the quotation mark. 2. When beginning a sentence with a quote, the comma goes before (to the left of/inside) the second quotation mark	1. Incorrect: Mrs. Sbeity always says “Good morning class.” Correct: Mrs. Sbeity always says, “Good morning class.” 2. Incorrect: “Mrs. Sbeity and Miss Yandura are two of the best teachers” commented one of the students. Correct: “Mrs. Sbeity and Miss Yandura are two of the best teacher,” commented one of the students.