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| --- | --- | --- | --- |
| A red rectangle with white text  Description automatically generated | A blue and white rectangle with white text  Description automatically generated | A green rectangle with white text  Description automatically generated | |
| Extra Commas | Extra commas between different parts of speech interrupt a subject or verb from its object, adjectives from nouns, or adverbs from verbs. | ❌Randy likes, cake. |  |
| Items in a Series | Use a comma to separate items in a list. | ❌I like cooking my family and my pets. |  |
| Misplaced Commas | Delete commas when you think there’s a pause, but there isn’t. | ❌Joe plays soccer, because he’s fast. |  |
| Apostrophes ≠ **Plurals** | Do not add an apostrophe to make a word plural. Use an apostrophe for contractions and possession. | ❌She collects button’s. |  |
| Introductory Elements | Use commas to separate introductory elements, which provide extra information. | ❌When she was a little girl Josie played football. |  |
| Parenthetical Elements | Separate non-essential asides, thoughts, or appositives with commas. | ❌Megan my best friend is a senior in high school. |  |
| Colons ( : )and **Semicolons ( ; )** | Use colons to list items.  Use semicolons to combine two complete sentences into one. | ❌These are my favorite colleges BYU, OU, and OSU.  ❌The shoe is red, the sock is blue. |  |

*The English College and Career Readiness Standards: Convention: Punctuation Conventions are comprised of 17 standards. We have focused on 8. For the complete list of standards associated with Punctuation Conventions, please refer to the C&C Readiness Standards.*