



★ **Punctuation:** The use of symbols to clarify meaning, indicate pauses, and create lists.

RULE	EXPLANATION	EXAMPLE(S)	
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.