

Lesson
1

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 reconstructionsII Delivery of services
 - A Garbage and sanitation
 - B Police and fire services

**Lesson
1****Periods and Other End Marks****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__