

Types of Sentences and Basic Punctuation

Sentence Structures:

Simple Sentence: One independent clause that has a subject and a verb.

- I hit the ball.

Compound Sentence: Two independent clauses joined by a conjunction.

- I hit the ball and I ran for first base.

Complex Sentence: One independent clause plus one dependent clause.

- I hit the ball since it was my turn.

Complex Compound: Two independent clauses plus a dependent clause

- I hit the ball since it was my turn and I ran for first base.

Types of Sentences:

A **Declarative** sentence makes a statement (or declaration). These sentences end with a period.

An **Interrogative** sentence asks a question. These sentences end with a question mark.

An **Exclamatory** sentence makes an exclamation. These sentences end with an exclamation mark.

An **Imperative** sentence makes a command. These sentences end with either a period or an exclamation mark.

Basic Punctuation

1. **Commas** separate and enclose words, phrases, and clauses.
 - a. **Commas that separate** keep words from running into each other, as well as to prevent confusion and misunderstanding.
 - i. Separate words in a series: She went to school with Beth, Sam, and George.
 1. Use the Oxford comma in a series of three or more to prevent confusion. (The Oxford comma comes before the conjunction.)
 - ii. Separate introductory elements: Because it was cold, she wore a coat.
 - iii. Separate adjectives before a noun: The cold, windy day was in November.
 - iv. Separate elements in dates and addresses:
 1. Sunday, November 11, 2018
 2. Knoxville, Tennessee
 3. December 25, 2018
 - b. **Commas that enclose** set apart extra information, such as appositives, that isn't necessary to complete the main idea of a sentence.
 - i. Major, the bluetick hound, is a lazy dog.

- ii. The black cat, Salem, is fat and grouchy.
- iii. The house around the corner, which was recently remodeled, is for sale.

2. **Quotation marks** come in pairs and flank dialogue, titles of poems, articles in newspapers and magazines, and songs. Note when end marks occur inside the quotes versus outside the quotes.
- a. “She was exhausted,” I said.
 - b. “This is exciting!” she said.
 - c. “Is she ready?” I asked.
 - d. “Isn’t it Bugs Bunny who said, ‘What’s up Doc?’” she asked.
 - e. Song: “Star-Spangled Banner”
3. **Apostrophes** show possession, but they are sometimes used to form the plural form of numbers, letters, and symbols.
- a. I love Mom’s cooking.
 - b. The Jones’ garden looks beautiful in the spring.
 - c. The boy’s clothes didn’t fit him anymore.
 - d. Your k’s and h’s look the same.
 - e. There are too many and’s and or’s in your paper.
4. **Hyphens** are used in writing numbers twenty-one through ninety-nine, fractions, and compound nouns and adjectives. They are also used with certain prefixes and suffixes.
- a. There are fifty-two kids on my roster.
 - b. One-third of them are in high school.
 - c. My father-in-law was a funny man.
 - d. We traveled to a far-off land for vacation.
 - e. The president-elect met with Congresspeople.
 - f. Finishing the race boosted my self-esteem.
 - g. I went on vacation in mid-October.
5. **Dashes** set off abrupt changes in thought, lists separated by commas, phrases, and appositives coordinated with words such as “for example” or “for instance”.
- a. She went to the train station - the one across town - to catch her train.
 - b. My favorite colors - red, white, and blue - show up in many flags.
 - c. Animals at the zoo - lions, for example - are allowed to breed in captivity.