

## Punctuation Exercise Key (Correct Answers and Rationale)

*Place semicolons, colons, hyphens, quotation marks, periods, commas, question marks, apostrophe, and parentheses where ever they are needed in the following sentences.*

1. Stephen's grades will be based on (1) participation, (2) in-class writing, and (3) projects. [*apostrophe to make Stephen possessive, parentheses to set off numbering, commas for listing*]
2. Several people participated in the Family Group Decision Making meeting: Carolyn Diaz, Samantha Smith, Marshall Smith, Officer Charles Xavier, and Dr. Stephanie Merovich. [*colon to introduce the list, commas for listing*]
3. Mary's mother, Mrs. Campbell, stated, "I don't think Mary likes me very much. Every time I pick her up she cries. Why should I even bother?" [*apostrophe to make Mary possessive, comma around Mrs. Campbell for nonessential information, comma to introduce direct quote, quotation marks around Mary's direct quote, question mark at the end of the sentence place inside the quotation marks*]
4. Attending the meeting were Elizabeth Brooks, Samuel's mother; Ian McNeil, Samuel's father; and Timothy McNeil, Samuel's brother. [*semicolons used in lists that also require commas*]
5. Sophie must attend drug and alcohol counseling, find steady employment, and secure acceptable child care in order to meet the requirements of the family service plan. [*commas used for listing*]
6. Well-documented case notes are essential in court proceedings. [*hyphen used in well-documented because it modifies case notes, if written "...case notes were well documented..." a hyphen would not be required*]
7. Miley's friends skipped school on December 12, 2013, so she did too. [*apostrophe added to make Miley possessive, comma after 2013*]
8. Mr. Jenkins sat at the table with his fists clenched the entire time we spoke with him. [*periods needed after Mr. and at the end of the sentence*]
9. Andrea, Katie and Nelson's mother, was not home when we attempted our first home visit. [*commas to set off "Katie and Nelson's mother" indicating nonessential information*]
10. While I was talking to Mr. and Mrs. Emig, Zach screamed, "Why doesn't anyone ever listen to me?" [*period after Mr. and Mrs., comma after "screamed" to introduce direct quote, quotation marks around Zach's quote, question mark at the end of the sentence inside the quotation marks*]