



# INDEX08

## punctuation

(See Chapter 13 [page 171] for the basic punctuation marks.)

### Further rules for commas

a. To set off **NONRESTRICTIVE ELEMENTS**.

(A **non-restrictive** element describes a **noun** but does not restrict, or limit, its meaning.)

**Don't use commas with restrictive elements.**

(A **restrictive** element *limits* the noun it describes: “The pastry I had this morning, with peach filling, was not so good.”)

**Example:**

The pastry I had this morning at the Corner Café, good with coffee, was reasonably priced.

**Exercise:**

The lion trained by Gustavo Escabaldo escaped from the zoo at about 11:30 this morning, its mane flying in the wind.

b. To set off **transitional expressions**

(A **transitional expression**, which links two ideas in a sentence together, shows the reader how one idea relates to another, so that the sentence is **one thought**, one idea.)

**Example:**

They had several new pastries on display this morning at the Corner Café, for example, an Italian kind that looked divine!

**Exercise:**

When the lion escaped, the zoo was open; even so, however, there weren't many guests yet.



c. To set off **parenthetical expressions**

(A **parenthetical expression** adds some extra but non-essential information to the sentence. You could set it off by parentheses, but the commas make it a more casual intrusion into the sentence.)

**Example:**

Italian pastries, I believe, can be the best in the world.

**Exercise:**

The lion according to zoo officials eats 20 pounds of meat per day and should not be hungry.

d. To set off contrasted elements

**Example:**

Italian breakfast pastries, unlike American muffins and donuts, are generally not so sweet.

**Exercise:**

The lion not the elephant escaped from the zoo this morning.

e. To set off **absolute phrases**

(An **absolute phrase** modifies the whole sentence)

**Example:**

Italian-style pastries have become more popular here, the Corner Café alone having sold more than a hundred and ten last week.

**Exercise:**

The lion lay down on the lawn more than 12 miles from the zoo not so far for the lion.

f. To set off nouns of direct address

**Example:**

Excuse me, Mr. Bonelli, when you get a chance, I'll have a brioche, please.

**Exercise:**

Look over there Sgt. Battle the lion's lying on that lawn!



g. To set off **interrogative tags**

(You tag an **interrogative tag** on to a previous phrase or sentence, making a question [interrogative] that emphasizes the previous phrase or sentence)

**Example:**

Have you had the new Italian pastries they are making at the Corner Café? They're terrific, aren't they?

**Exercise:**

I actually sat down on the lawn with the lion and petted him. It's incredible isn't it?

h. To set off mild interjections (see Chapter 4)

**Example:**

You like the Corner Café? Well, I'll meet you there tomorrow morning, all right?

**Exercise:**

I sat down right there on the lawn with the lion. Now isn't that incredible?

i. To set off the words "yes" and "no"

**Example:**

Yes, I'll have a brioche and a small coffee, please.  
No, I don't take cream in my coffee.

**Exercise:**

Yes the lion escaped from the zoo this morning.  
No the giraffe did not escape along with the lion.

j To separate the elements of a complete date

**Example:**

On December 25, 2010, the Corner Café will deliver a box of pastries to our house.

**But not in:** In December 2010, I will be twenty-one.

**Exercise:**

The newspapers mistakenly reported that the lion escaped from the zoo on December 25 2010. Actually, the lion escaped on June 25 2010. We recovered the lion after midnight, on June 26 2010.



k. In addresses

**Example:**

You can mail the check for the pastries to the Corner Café at 1201 Main Street, Cincinnati, Ohio 45202.

**Exercise:**

If you want a photograph of me on the lawn with the lion, send me a stamped, self addressed envelope to 22 Main Street Lionsville Ohio.

l. With titles

**Example:**

Peter Doyle, MD, arrived at the Corner Café just as I was leaving. Priscilla Davis, Ph.D., was also just leaving.

**Exercise:**

When we walked the lion back to the zoo, Peter Manetti Zoo Director greeted us. He had called in Angeline Azzaro MD for an examination. Dr. Azzaro then called her colleague, Leonard Saltzman DVM to confirm her appraisal of the lion's good health.

m. With numbers (**but not** in years, zip codes, street numbers, telephone numbers)

**Example:**

The owner of the Corner Café told me he eventually expected to make another \$10,000 - \$15,000 annually on his new Italian pastries, bringing his total profit to about \$200,000 per year. "Not bad," he said. "Not bad," I had to agree, handing him \$4.75 for my coffee and brioche.

**Exercise:**

The zoo offered me a \$5000 reward for finding the escaped lion. The newspapers reported that over 4000 people visited the zoo the day after the escape, and that zoo attendance had increased overall by about 15000 visitors over the year.

n. To set off tag lines in direct quotations

**Example:**

"I'll meet you at the Corner Café at 11:00," he said.

**Exercise:**

"I'm just glad to be back where I belong to," the lion said. "The streets aren't very exciting for me. And here, they treat me like a prince."



## —Dash

Indicates a pause in the sentence to separate parts of the sentence and to give emphasis to the part set off with a dash, or to add something to the end of your sentence that you want to emphasize

**Example:**

I had the best breakfast this morning—coffee and a great pastry—at the corner café.

**Exercise:**

The zoo offered me a reward for finding the escaped lion \$5,000.

## : Colon (Further Uses):

Use the colon to:

- summarize, or restate what you've just written

**Example:**

The Corner Café is close: right around the block.

**Exercise:**

The zoo offered me a reward for finding the escaped lion, but I turned it down I didn't want it.

- To add an idea that completes or explains or further describes what you've just written (an appositive).

**Example:**

The Corner Café just opened: right around the block.

**Exercise:**

The zoo offered me a reward for finding the escaped lion a big reward!

- To introduce a quote

**Example:**

When I met him at the Corner Café, he said: "Not bad, not a bad joint."

**Exercise:**

The zoo Director thanked me profusely "You've done an amazing thing for us!"



- After a salutation in a formal letter:

**Example:**

Dear Corner Café:

Dear Madam Senator:

**Exercise:**

Dear Director

Dear Lion

- To indicate hours, minutes, and seconds:

**Example:**

If you can meet me today, I'll meet you at the Corner Café at 2:30 p.m., or, to be exact, at 2:30:00.

**Exercise:**

They usually feed the lion every day at exactly 3 25 in the afternoon.

- Or, to separate items such as:
- In math, between the numbers of a ratio:

**Example:**

This map will show you how to get to the Corner Café. The ratio of miles on the map is 25:1.

**Exercise:**

I drew this map of our lion-chase. It shows the route we took, including back-turns and retracings. It has a ratio of about 100 1.

## 'Apostrophe

Use the apostrophe to make a *contraction*, making one word out of two words

**Example:**

I had the best breakfast this morning at the corner café, but I **can't** remember what I had. I **didn't** have eggs, and I **couldn't** have had bacon, and I **wouldn't** have had granola, so I must have had coffee and a pastry. I'll have to play at least one extra set of tennis today to work off the pastry.

**Exercise:**

I'll tell you all about the lion-chase if you'll promise me to go visit the lion to see for yourself what he looks like.



## ( ) Parentheses

Use parentheses for two things:

- To add some extra, nonessential thoughts to your sentence

**Example:**

Early this morning, at the Corner Café, I had a coffee (\$2.75), a brioche (\$3.25), and a fruit cup (\$2.75). I spent (\$8.75) more than for lunch (\$5.50).

**Exercise:**

I got home late, after midnight, and my parents were watching TV the Late Night Show but actually anxiously waiting for me.

## [ ] Brackets

- Use brackets to set off any words you insert into a direct quote

**Example:**

As my tennis coach told me: "Play your heart out. Then, whether you win or lose (or draw), you've won." After the game today, he wanted to give me some pointers. "I'll meet you," he said, "in an hour at the usual spot (the Corner Café)."

**Exercise:**

Later, I told my best friend: "My parents heard a news briefing that some animal a lion had escaped the zoo and that some zoo officials, some police officers, and at least one citizen me were in pursuit."

## ... Ellipsis

- Use an ellipsis to indicate that you've left something out the middle of a direct quote

**Example:**

After the game today, my tennis coach wanted to give me some pointers. He called after me as I was leaving the court: "I'll meet you ... at the usual spot (the Corner Café)."

**Exercise:**

My parents said, "We'd like to believe you. You're always an honest kid. But to expect us to believe you were chasing a lion well, go get a good night's sleep and we'll talk in the morning."



- To indicate a hesitation or interruption in someone's speech

**Example:**

"I was at the Corner Café, planning to eat alone, when...well, as you know, George came in."

**Exercise:**

My friend called me to ask me, "So, are you an official Lion Watcher now or what?"

- To indicate an unfinished thought

**Example:**

After a restless night, I wanted to have breakfast alone at my favorite spot, the Corner Café, where they know me and always take good care of me, but, well...

**Exercise:**

I told my friend that I was a Well, I wasn't sure what I was anymore.

## / Slash

- Use the slash to separate items that go together in a pair

**Example:**

After a restless night, I wanted to have breakfast alone at my favorite spot, the Corner Café, where they know me and always take good care of me. But when I went to my usual corner window table and saw there were already a knife/fork/napkin placed there, I sat down anyway. No one came in, so I was free to write in my journal and get my act together for the day.

**Exercise:**

I have now become a great fan of zoos savannahs game reserves, anywhere you might find a lion.