

END PUNCTUATION AND QUOTATION MARKS

Place a period at the end of a sentence. → George called us all together for a meeting.

Place a period at the end of an abbreviation. → Mr. Wilson will arrive by Oct. 1 with the plans.

Don't place a period after a post-office state abbreviation → WI IL etc.

Place a question mark at the end of a question. → Where are the instructions?

Place a period at the end of a polite request. (A polite request is a question that expects an action in response rather than a verbal answer.) → Would you please send your payment as soon as possible.

Place an exclamation point at the end of a sentence or word to express sudden emotion.

We are happy to hear that you've recovered!

Congratulations! You did a wonderful job on that project.

Use quotation marks to quote the exact words a person said. → Hank said, "You have always been helpful."

Use quotation marks to show you disagree with or are skeptical about words that were used.

She claimed that she was "under the weather."

Periods and commas ALWAYS go inside quotation marks.

She used the word "incompetent," and she is right.

He was looking for his "inner-self."

Place question marks INSIDE quotation marks when they apply only to the words inside the quotes.

He sat down and asked, "Why are you so late?"

Place question marks OUTSIDE quotation marks when they apply to the entire sentence.

Why did he say, "You are late"?

Place the proper end punctuation and quotation marks in the following sentences.

1. Margaret asked, Why have you been so happy lately
2. Please hand me the induction forms
3. When will Margaret say, You have done a good job
4. What is your Social Security Number
5. Bob said, I will absolutely be there by noon
6. Outstanding We would all like to compliment you on a job well done
7. Did she say, I would like a referral
8. Will you please send us your medical records as soon as possible
9. There's always room for improvement, he said
10. She said that they were whizzlers