

ASC HANDOUT : Basic Punctuation Patterns

1.

SUBJECT + VERB (.)

My boss warned me about being late .

2.

SUBJECT + VERB (;) SUBJECT + VERB (.)

My boss warned me about being late ; he didn't fire me.

3.

SUBJECT + VERB (,) but SUBJECT + VERB (.)

or
yet
so
for
and
nor

My boss warned me about being late , but he didn't fire me.

4.

SUBJECT + VERB (;) therefore (,) SUBJECT + VERB (.)

however
nevertheless
consequently
furthermore
for example
thus

My boss warned me about being late ; however , he didn't fire me.

5.

If SUBJECT + VERB (,) SUBJECT + VERB (.)

Because
Since
When
While
Although
After
Even before
As long as
Whenever

Although my boss warned me about being late , he didn't fire me.

6.

SUBJECT + VERB if

SUBJECT + VERB (.)

because

since

when

while

although

after

even before

as long as

whenever

My boss didn't fire me although he warned me about being late.

7.

SUBJECT (,) a wealthy banker

(,) VERB (.)

on the other hand

his heart beating wildly

My boss , a compassionate person , didn't fire me (.)

8.

SUBJECT + VERB (:) A, B, C, and D.

My boss gave me some gifts : an alarm clock, a beeper, a watch, and a book.

9.

- a. "You're fired," he said.
- b. He said, "You're fired."
- c. "You," he said, "are fired."
- d. Who said that you're fired?
- e. Who said, "You're fired"?
- f. Who said, "Were you fired?"