

Quotation marks show the exact words of a speaker.

Commas appear between the day and year in a date, between the city and state in a location, between the lines of an address, and after all but the last item in a series.

Underlining shows book titles.

USING PUNCTUATION

A. Read each sentence. Add any missing commas.

1. Mrs. Wu's bank is located at 92 Maple Avenue Inwood Texas 75209.
2. She opened an account there on September 8 2014.
3. She also uses the branch office in Lakewood Texas.
4. That branch is open weekdays Saturdays and some evenings.
5. The main office is closed Saturdays Sundays and all holidays.
6. Mrs. Wu saw Ms. Ames Mr. Pacheco and Mrs. Jefferson at the bank on Saturday.
7. They carried checks bills and deposits.
8. Mr. Pacheco has had an account at that bank since May 2 1984.

B. Read the sentences below. Add any missing quotation marks, commas, or underlining.

1. My favorite author is Jerry Spinelli said Rick.
2. Spinelli was born on February 1 1941.
3. His home town is Norristown Pennsylvania.
4. What are your favorite books by him? asked Teresa.
5. I like Maniac Magee Dump Days and Fourth Grade Rats replied Rick.



Write a sentence that tells your own mailing address. Then name three things you enjoy receiving in the mail, such as letters from friends, magazines, or catalogs.