

## PUNCTUATION BASICS

MC  $\left[ \begin{array}{l} . \\ ; \end{array} \right]$  MC  
MC  $\left[ , \text{conj.}^* \right]$  MC

DC , MC  
MC , (OPTIONAL) DC

MC=MAIN (INDEPENDANT) CLAUSE

DC=DEPENDANT (SUBORDINATE) CLAUSE

\*CONJUNCTION (AND, BUT, OR, NOR, FOR, YET, SO)

A DEPENDANT CLAUSE HAS A WORD AT THE BEGINNING THAT MAKES IT SUBORDINATE TO THE FOLLOWING MAIN CLAUSE

EX: ALTHOUGH, BECAUSE, WHILE, WHEN, BEFORE, SINCE, UNTIL, ETC.

EVERY SENTENCE HAS AT LEAST ONE MAIN CLAUSE.

A MAIN CLAUSE CAN BE A SENTENCE

A CLAUSE HAS A SUBJECT AND VERB.

( A PHRASE DOES NOT)

SEMICOLONS ARE LIKE A BALANCE SCALE; THE THINGS ON EITHER SIDE OF IT ARE EQUAL.

COLONS ARE LIKE AN ARROW POINTING FORWARD: WHAT COMES AFTER A COLON IS AN EXAMPLE OR EXPLANATION OF WHAT CAME BEFORE IT.

A DASH IS SOMETIMES USED IN CASUAL WRITING IN PLACE OF A COLON.

A NOTE ON APOSTROPHES:

APOSTROPHES INDICATE THAT SOMETHING HAS BEEN OMITTED.

EX: IT'S=IT IS. EVEN POSSESSIVES INDICATE SOMETHING OMITTED. "JOHN'S COAT" IS SIMPLY A SHORTENING OF THE OLDER ENGLISH FORM "JOHN HIS COAT".

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