

**Punctuation**  
**Colons – Hour and Minute**

A colon is a punctuation mark. It is used when you write the time. The colon is used between the hour and the minute.

Examples: I wake up at 8:00 a.m.

My soccer game is at 5:30 p.m.

A period is used after a.m. to show a morning time and p.m. to show an evening time.

Put the colon and periods in to show the time. Write the sentence on the blank.

1. The pool opens at 9 00 a m

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2. My swim lesson is at 9 15 a m

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3. The birthday party starts at 2 00 p m

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**Punctuation  
Quotation Marks**

Quotation marks are punctuation marks. They are used when someone talks. They look like two commas next to each other. They are placed at the top of the letters in a word. There are two pairs of quotation marks when someone talks. The first pair face toward the beginning word of what was said. The last pair face the last word of what was said.

Examples: "Hello," Dad said.

"Hi," I replied.

"Please come with me," Mother said.

"Just a minute, Mother," I answered.

Read the sentences. Copy the sentences on the lines. Put the quotation marks in the correct spot before and after the exact words that someone says. The quotation marks come after any other punctuation marks.

1. The teacher said, It is computer time.

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2. Should I take out my computer? I asked.

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3. Yes, she said.

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**Punctuation**  
**Comma After a Greeting and Closing**

You use a comma after the greeting in a friendly letter. You use a comma after the closing in a friendly letter.

Example: Dear Grandma,

Thank you for the fishing pole. I can't wait to go fishing with you!

Love,

Andy

Dear Grandma is the greeting. Love is the closing.

Put commas where they belong after the greetings and closings in these friendly letters.

Dear Grandma

Happy Birthday! I am coming to visit you Saturday.

Love

Maria

Dear Aunt Bess

Our family wants you to come on vacation with us. We are going to the beach the first week in August. I hope you can come.

Your nephew

Jonathan

Dear Uncle Charles

It was nice to see you at my baseball game. Thank you for driving all of the way from Indiana. It sure was a fun time!

Your niece

Michelle

**Punctuation**  
**Comma to Set Off Speaking to Someone**

You use a comma to set off the person being spoken to from what is being said. If the person you are speaking to comes first, then you put a comma after their name.

Example: Jerry, the movie was funny.

If the person you are speaking to comes last in the sentence, then you put a comma before their name.

Example: The movie was funny, Jerry.

If the person you are speaking to comes in the middle of the sentence, you put a comma before and after the person's name.

Rewrite the sentences. Add commas before or after the person being spoken to.

1. Mr. White how do you do that math problem?

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2. I would like a ham sandwich for lunch mother.

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3. Molly what time is it?

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4. Patty went to the show last night Tony.

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**Punctuation**  
**Quotation Marks – Titles of Stories, Songs, and Poems**

You use quotation marks around the titles of stories, songs, and poems.

Examples: “Jack and the Beanstalk”  
                  “Old MacDonald Had a Farm”  
                  “My Little Shadow”

Rewrite each sentence. Use quotation marks around each title.

1. My teacher read us the story The Gingerbread Man.

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2. For the concert we sang I’ve Been Working on the Railroad.

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3. Her favorite poem is called The Spotted Dog.

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Answer the questions. Use quotation marks around each title.

1. What is one of your favorite stories?

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2. Name a song you like to listen to.

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**Punctuation**  
**Underlining Titles of Books and Movies**  
**Using Italics for Books and Movies**

You need to underline the titles of books and movies. If you are using a computer, then instead of underlining the titles, use italics.

Examples: Curious George OR *Curious George*

The Lion King OR *The Lion King*

Underline the titles of books and movies in these sentences.

1. The librarian read The Very Hungry Caterpillar to our class.
2. The Giving Tree is a book that talks about how much trees mean to us.
3. Have you seen the movie Toy Story?
4. My dad's favorite movie is The Land Before Time.

Answer the questions. Remember to use quotation marks. Use a complete sentence.

1. What is one of your favorite books?

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2. What is one of your favorite movies?

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