



**Classroom  
Tested**

**MASTERING**  
**PUNCTUATION**

**STEP - BY - STEP**

- Third Grade Through Adult Levels
- Regular and Special Education
- Writing Practice Activities
- Self-Paced or Group Instruction
- Reusable and Reproducible

**MATTHEW GLAVACH, PH.D.**

**ZOE GILLESPIE**

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**Matthew Glavach, Ph.D.**

**Zoe Gillespie, B.S.**

Duplication of this book on a scale larger than the individual classroom  
is permitted only with the publisher's written approval.

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# INTRODUCTION

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## Mastering Punctuation:

*Mastering Punctuation* is an instructional workbook that provides a unique, consistent, easy-to-follow format for studying punctuation skills: end punctuation, the comma, the colon, and the semicolon. The step-by-step approach presents each punctuation concept and offers in-depth practice through a variety of structured activities.

## Instructional Levels:

*Mastering Punctuation* is used in fourth grade through adult classrooms. Most of the vocabulary is on a fourth grade level, and the content is appropriate for middle school through adult levels.

## Using the Program:

*Mastering Punctuation* is ideal for individualized instruction and group instruction: For individualized instruction, the quiz at the end of each lesson is used for placement. The progress chart can be duplicated to monitor student progress and used as an overview of punctuation concepts presented in the workbook. The *Mastering Punctuation* workbook is reproducible for individual classroom use.

## Special Feature:

An important feature of *Mastering Punctuation* is that students write many of the skill practice activities. Research has shown a strong connection between writing and memory.

# LESSON 1

## RULE 1

A sentence that **makes a statement** ends with a period.

**EXAMPLE:** Some dogs are good Frisbee players.

## RULE 2

A sentence that **asks a question** ends with a question mark.

**EXAMPLE:** What is your last name?

-Add a period or a question mark. -Write each sentence again. -Write the rule number.

1. Would you like a glass of lemonade?

Would you like a glass of lemonade? Rule 2

2. I enjoy working at home

3. What time does your bus leave

4. Where are the house keys

5. She is a good friend

6. Is his car parked in the garage

-Write your own sentence for each rule.

**Rule 1**

**Rule 2**

## LESSON 1

### RULE 3

A sentence that makes a **mild command** ends with a period.

**EXAMPLE:** Remember to lock the door.

### RULE 4

A word or sentence that **shows surprise** or **strong feeling** ends with an exclamation mark.

**EXAMPLE:** Wow! Watch out for that rattlesnake!

- Add a period or exclamation mark. -Write each sentence again. -Write the rule number.

1. Please help me dry the dishes (a mild command)

2. Watch out (a strong command)

3. The lion is loose (surprise)

4. Please close the door (a mild command)

5. Close the door right now (a strong command)

6. Do not touch the hot kettle (a strong command)

-Write your own sentence for each rule.

**Rule 3**

**Rule 4**

## LESSON 1, RULE REVIEW

### RULE 1

A sentence that **makes a statement** ends with a period.

### RULE 2

A sentence that **asks a question** ends with a question mark.

### RULE 3

A sentence that makes a **mild command** ends with a period.

### RULE 4

A word or sentence that **shows surprise** or **strong feeling** ends with an exclamation mark.

Look at each sentence. Write the number for the rule.

1. 2 Have you ever surfed in the ocean?
2. \_\_\_ Surfing started in Hawaii.
3. \_\_\_ Wow!
4. \_\_\_ Lock the car door. (mild command)
5. \_\_\_ A housefly lives for only two weeks.
6. \_\_\_ Run for you life!
7. \_\_\_ Popcorn is a popular snack food.
8. \_\_\_ Would you like some popcorn?

# Abbreviations

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An abbreviation (a bree vee AY shun) is a short way of writing a word. Not all words can be made shorter, but many can. Periods are used after most abbreviations.

## A list of some common abbreviations:

<b>Street – St.</b>	<b>Road – Rd.</b>	<b>Avenue – Ave.</b>
<b>Monday – Mon.</b>	<b>hours – hrs.</b>	<b>year – yr.</b>
<b>dozen – doz.</b>	<b>height – ht.</b>	<b>weight – wt.</b>
<b>December – Dec.</b>	<b>pounds – lbs.</b>	<b>inches – in.</b>

---

-Write the abbreviations for the words. -Use the list to help you.

- |                          |                        |                        |
|--------------------------|------------------------|------------------------|
| 1. <b>December</b> _____ | 2. <b>Street</b> _____ | 3. <b>year</b> _____   |
| 4. <b>Avenue</b> _____   | 5. <b>dozen</b> _____  | 6. <b>inches</b> _____ |
| 7. <b>Monday</b> _____   | 8. <b>height</b> _____ | 9. <b>weight</b> _____ |
| 10. <b>pounds</b> _____  | 11. <b>hours</b> _____ | 12. <b>Road</b> _____  |
- 

A person's title may be abbreviated.

<b>Mister – Mr.</b>	<b>Doctor – Dr.</b>
<b>Misses – Mrs. Ms.</b>	<b>Miss – Miss Ms.</b>

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-Write the abbreviations for the words.

- |                        |                        |
|------------------------|------------------------|
| 1. <b>Doctor</b> _____ | 2. <b>Misses</b> _____ |
| 3. <b>Mister</b> _____ | 4. <b>Miss</b> _____   |

## LESSON 2

### RULE 5

A period is used after most abbreviations.

**EXAMPLE:** Street – **St.** Road – **Rd.** Avenue – **Ave.**

### RULE 6

A period is used after most initials.

**EXAMPLE:** Leroy **N.** Jones **J.R.** Baines

- Add a period after each initial and abbreviation. -Write each sentence again. -Write the rule number.

1. Is Dr. H Chang in his office today?

---

2. They could not locate First St on the map.

---

3. Mt Everest is the worlds' highest peak.

---

4. Does she live on East Rd or East St?

---

5. Mrs. B Rios and Mr. M Brown are my teachers.

---

6. We drove down Oakville Ln in Napa, California.

---

-Write your own sentence for each rule.

**Rule 5**

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**Rule 6**

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# LESSON ONE REVIEW

-Add a period, question mark, or exclamation mark.

•      ?      !

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## **GREAT MOMENTS IN OLYMPIC HISTORY**

Unbelievable    Fantastic    The U S men's  
gymnastic team won its first gold medal    It  
beat a great Chinese team    Who were the  
six gymnasts who surprised everyone at the  
1984 Olympic Games    They were  
M Gaylord and P Vidmar of Calif , T Dagget  
of Mass , J Hartung of Neb , S Johnson of  
Colo , and B Conner of Okla    What a great  
day for the U S A

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# LESSON 1, WRITING ACTIVITY

1. Write a sentence that tells about a friend or a classmate.

---

2. Write a sentence that tells an interesting fact.

---

3. Write three sentences that ask questions.(Who? What? When? Where? Why?).

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4. Write a sentence that makes a mild command.

---

5. Write some words that show strong feeling.

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6. Write what you might say if you saw an elephant on your lawn.

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7. Write your name and middle initial.

---

8. Write the abbreviations for Doctor, Mister, and Misses.

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# QUIZ 1

• ? !

-Add a period, question mark, or exclamation mark to each sentence.

## PART 1

1. Is the bridge safe to cross
2. Do fish ever sleep
3. The blue whale is the world's largest animal
4. Will Mrs Russo build a doghouse for King
5. Please stay on the hiking trail (mild command)
6. Dr J also is known as Julius Irving
7. In 1891 a Y M C A instructor invented basketball
8. Yes, Oct is the abbreviation for October
9. Help Help
10. Your house is on fire

## PART 2

1. Write your name and middle initial.

---

2. Write a sentence that tells an interesting fact.

---

3. Write a sentence that asks a question.

---

4. Write a sentence that shows strong feeling.

---

**SCORE**\_\_\_\_\_

## LESSON 2

### RULE 1

A comma is used after the greeting of a friendly letter.

**EXAMPLE:** Dear Elmo, Dear Uncle Rico,

### RULE 2

A comma is used after the closing of a letter.

**EXAMPLE:** Yours truly, Sincerely yours,

---

- Add a comma. -Write each greeting or closing again. -Write the rule number.

1. Dear Maria

---

2. Love

---

3. Dear Aunt Carol

---

4. Dear Mom and Dad

---

5. Your good friend

---

6. As ever

---

-Write your own example for each rule.

**Rule 1**

---

**Rule 2**

---

## LESSON 2

### RULE 3

A comma is used between the day of the week, the day of the month, and the year.

**EXAMPLE:** Sunday, June 14, 2011

Sunday, June 14, 2011, is my birthday

### RULE 4

A comma is used between the name of a street, a city, and a state.

**EXAMPLE:** 110 Elm Avenue, Concord, Maine

Is 110 Elm Avenue, Concord, Maine, her new address?

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- Add a commas. -Write each sentence again. -Write the rule number.

1. The test is on Friday March 1.

---

2. April 14 1919 was an important day.

---

3. We live at 16 North Street Akron Ohio.

---

4. He came to America on May 3 2011.

---

5. On Monday March 5 1982 a bad storm struck.

---

6. I am moving to 17 Oak Lane Denver Colorado next week.

---

-Write your own example for each rule.

**Rule 1**

---

**Rule 2**

---

## LESSON 2, RULE REVIEW

### RULE 1

A comma is used after the greeting of a friendly letter.

### RULE 2

A comma is used after the closing of a letter.

### RULE 3

A comma is used between the day of the week, the day of the month, and the year.

### RULE 4

A comma is used between the name of a street, a city, and a state.

Look at the commas each sentence. Write the number for the rule.

1.   2   Your pal,
2.    Dear Angela,
3.    Monday, August 21, 2011
4.    105 Drake Street, San Diego, California
5.    Dear Uncle Henry,
6.    296 Sand Hill Road, Scottsdale, Arizona
7.    Very truly yours,
8.    Do you know what happened on July 4, 1776?

# LESSON 2, WRITING ACTIVITY

-Add commas where they are needed.

(NOTE: A comma is not needed between the state and the zip code.)

	26 River Drive Mesa Ohio 46229 May 12 2011
Dear Ruth	
On Monday January 7 2012 Alex and I will move to Denver Colorado. After February 9 2012 our address will be 165 Silver Coin Lane Denver Colorado 52033.	
Your friend	
Gina	

-Write a note to a friend or a relative. Use the form to help you.

	_____
	_____
	_____
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	

# QUIZ 2

, , ,

-Add commas.

## PART 1

1. Dear Alex and Jesse
2. San Francisco California is a beautiful city.
3. We visited the Alamo in San Antonio Texas.
4. Your neighbor
5. He lives at 622 First Street Provo Utah.
6. I well leave on Tuesday August 3.
7. She works at Disney World in Tampa Florida.
8. They play the last game on Monday May 6.
9. Dear Grandfather
10. On July 20 1969 man set foot on the moon.

## PART 2

1. Write a letter greeting.

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2. Write a letter closing.

---

3. Write today's date and year.

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4. Write your complete address.

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