



Webster's New World Punctuation: Simplified and Applied

By Woods, Geraldine

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Summary: Introduction. PART I: The Punctuation Marks. 1 The Period. As an Endmark. In Parentheses. In Quotations. In Abbreviations. With an Ellipsis. In Lists and Slide Presentations. In Titles and Headings. In Memos and E-mails. In Web Addresses. In Numbers. 2 The Question Mark. To Ask a Question. To Express Uncertainty. To Make a Request. In Quotations. In Titles. 3 The Exclamation Point. As an Endmark. In Quotations. In Titles. In Parentheses. 4 The Comma. To Create a Series. In a Set of Descriptions. To Set Off Nonessential Information. To Set Off Interrupters. When Combining Two Complete Sentences. To Indicate Direct Address. In Personal and Company Titles. In Dates. 5 In Addresses. In Letters. To Set Off Introductory Expressions. With Short Questions. In Mild Interjections. In Quotations. With Parentheses. To Indicate Omitted Words. In Numbers. To Avoid Misreadings. 5 The Semicolon. To Join Sentences. With Adverbs. In Complicated Sentences. To Separate Items in a Series. With Parentheses. With Quotation Marks. 6 The Colon. To Introduce a List. To Introduce a Quotation. To Join Two Thoughts. To Designate Time and Titles. In Business Writing. 7...



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