I. Comma and period placement: Commas and periods go **INSIDE** ending quotation marks (unless you’re doing in-text citation for a research paper).

II. Question marks go **INSIDE** quotation marks if the words inside the quotation marks are a question. If not, they go **OUTSIDE**.

III. Put titles of short works in **quotation marks** (songs, episodes of a tv series, short stories, newspaper articles, essays). If handwriting, **underline** titles of long works. If typing, **italicize** titles of long works (albums, tv shows, books, newspapers, anthologies).

**Spelling:** PARALLEL
Commats and periods: Where does the punctuation go?

1. First, I read the story “Indian Camp” then I read the novel Sundown.

2. I was sixteen when I first read “Indian Camp”

3. I said, “I don’t care what you think” and I left.

4. Then, before I could close the door, she said, “I guess we’ll see about that”

5. Psychologist Amy Greenstadt agrees, arguing, “The lack of correlation in the data indicates a flawed study” (54-55)
Question Marks INSIDE or OUTSIDE End Quotation Marks?

1. He asked, “When will you be here ”

2. When should we watch the episode called “Insanity ”

3. How was “Sundown ”

4. Who asked, “What time is it ”

5. Did he say, “When are you leaving ”

6. He asked, “What do you have there ”
Punctuation of titles

A. Put titles of short works in quotation marks.
   • Short stories
   • Articles in a newspaper or magazine
   • Episodes of a tv series
   • Poems
   • Songs on an album

B. If handwriting, underline titles of long works or, if typing, italicize (use slanted writing—the “I” on the toolbar) titles of long works.
   • Title of a book
   • Title of a magazine or newspaper
   • Title of a tv series
   • A book of poems
   • An album
   • A play
Titles: Which one is correct?

1. Have you read the short story “Indian Camp” / Indian Camp?

2. Have you read Hemingway’s novel “The Old Man and the Sea” / The Old Man and the Sea?

3. Did you see the article in the “Oregonian” / Oregonian called “Bad News Bankers” / Bad News Bankers?

4. Did you watch “Escape to Home” / Escape to Home, the last episode of “Lost” / Lost?

Name ____________________________

Conventions Workshop: Punctuating Titles
Titles of SHORT works (newspaper articles, magazine articles, short stories, songs, poems, episodes of a tv series, chapters of a book, etc.) should be put in QUOTATION MARKS.

Titles of LONGER works (names of newspapers or magazines, titles of books, cd names, tv shows, etc.) should be UNDERLINED if you’re handwriting or ITALICIZED if you’re typing. (Don’t do both.)

Note: This is how we punctuate titles in academic writing. Newspapers and magazines use different rules, which is why the Oregonian puts titles of movies in quotation marks, for example. Different rules for different situations.

Directions: Punctuate these titles by either placing quotation marks around them or underlining them.

1. Did you read that Newsweek article? (Newsweek is the title of a magazine.)

2. Have you read the poem Kubla Khan?

3. She wrote an episode of the television show Star Trek.

4. Last year, we read the novel The Adventures of Huckleberry Finn.

5. The title of that article is Who Votes and it was in the magazine called The Atlantic.

6. Do you subscribe to Time Magazine?

7. Have you listened to the song Anthem on the cd called Waiting?

8. This year we’re going to read the novel Plainsong.

9. The novel Plainsong has a chapter titled Tom Guthrie.

10. Who has seen the movie Ice Age?

11. Who has read the short story called Barn Burning?

12. We didn’t like reading the last chapter of the novel To Kill A Mockingbird.

13. They loved seeing the last episode of the tv show called CSI; the episode was called Danger.

14. Last Christmas break we went to see the movie Frosty the Snowman.

15. Didn’t you read Cask of Amontillado, a short story by Edgar Allan Poe?

16. The Great Gatsby is a truly great American novel.

Name _____________________________

Conventions Workshop: Question Marks Inside or Outside Quotation Marks?

Students generally know that commas and periods go inside quotation marks (unless you’re doing parenthetical documentation), but they’re often confused about when to put question marks inside quotation marks and when to put them outside.
Here’s an easy way to answer that question: If the words inside the quotation marks are a question, keep the question mark inside. If the words inside the quotation marks are NOT a question, put the question mark outside.

For example . . .

Isn’t she your so-called “friend”?  
When should we watch “The Eraser”?  
Who wrote the poem “Indentured Service”?  

But . . .

When did she ask, “Who’s here?”  
Where did he ask, “When are you leaving?”  
He asked, “What do you have there?”

**Directions:** Put the question mark where it belongs, inside or outside the quotation marks.

1. Who asked, “When can I leave”  
2. How did he say, “Who are you”  
3. Have you read the story “Bartleby”  
4. When did they say, “How are your friends”  
5. Who saw the tv episode “Firefly”  
6. Where did you see the poem “Who Am I”  
7. How do you like the short story “The Lie”  
8. When will you read the short story “A Rose for Emily”  
9. How could they say, “When should we leave”  
10. Did you watch “The Stranger”  
11. Who has already read “The Cask of Amontillado”  
12. Write a sentence in which the question mark goes INSIDE the quotation marks.  
13. Write a sentence in which the question mark goes OUTSIDE the quotation marks.

Name ____________________________

**Conventions Workshop: Commas and Periods with Quotation Marks**

Commas and periods go **INSIDE** ending quotation marks unless you’re British or you’re writing a research paper. Or you’re a British student writing a research paper. When you’re writing a research paper, commas and periods go outside the quotation marks when you’re using parentheses ( ) to tell where you got that quotation.

For example:

Teenagers need, on average, “nine to eleven hours of sleep per night, as opposed to
the seven or eight adults need” (Smith 42).

If you’re **not** writing a research paper, keep your commas and periods INSIDE ending quotation marks.

**Note:** Don’t forget that question marks sometimes go inside and sometimes outside, depending on whether what’s inside the quotation marks is a question. If it is, keep the question mark **inside** the quotation marks. If the words inside the quotation marks are **NOT** a question, put the question mark **outside**.

Place periods, commas, and question marks where they belong.

1. She said “I’m tired ”

2. She said “I’m tired ” then she walked away.

3. Have you read the short story called “ Bartleby ”

4. According to zoologist Mary Smith “animals feel a variety of emotions and express their feelings clearly ” (35)

5. I don’t want your “help ”

6. He pleaded “Please help me ” then he fainted.

7. Sometimes I like to write stories that are “out there ”

8. Who said “When can I come over ”

9. Have they read the short story called “ To Kill Again ”

10. They said “You can come over later ”

**Directions:** Punctuate these titles by either placing quotation marks around them or underlining them.

1. Did you read that Newsweek article? (Newsweek is the title of a magazine.)

2. Have you read the poem Kubla Khan ?
3. She wrote an episode of the television show Star Trek.

4. Last year, we read the novel The Adventures of Huckleberry Finn.

5. The title of that article is Who Votes and it was in the magazine called The Atlantic.

6. Do you subscribe to Time Magazine?

7. Have you listened to the song Anthem on the cd called Waiting?

8. This year we’re going to read the novel Plainsong.

9. The novel Plainsong has a chapter titled Tom Guthrie.

10. Who has seen the movie Ice Age?

Directions: Put the question mark where it belongs, inside or outside the quotation marks.

1. Who asked, “When can I leave ”

2. How did he say, “Who are you ”

3. Have you read the story “Bartleby ”

4. When did they say, “How are your friends ”
5. Who saw the tv episode “Firefly ”
6. Where did you see the poem “Who Am I ”
7. How do you like the short story “The Lie ”
8. When will you read the short story “A Rose for Emily ”
9. How could they say, “When should we leave ”
10. Did you watch “The Stranger ”

Place periods, commas, and question marks where they belong.

1. She said “I’m tired ”

2. She said “I’m tired ” then she walked away.

3. Have you read the short story called “ Bartleby ”

4. According to zoologist Mary Smith “animals feel a variety of emotions and express their feelings clearly ”
   (35)

5. I don’t want your “help ”
6. He pleaded “Please help me ” then he fainted.

7. Sometimes I like to write stories that are “out there”

8. Who said “When can I come over ”

9. Have they read the short story called “To Kill Again”

10. They said “You can come over later”

Name _____________________________

Directions: Punctuate.

1. Who’s read the novel called Matterhorn and the short stories The Hours Indian Camp and The Killers?

2. “The novel called Bartleby is good Tom although its short and its conclusion is vague.”

3. We won’t read the poem Kubla Khan even if we want to because its unfinished however it is a good example of the poet’s work.

4. I have two cars and my cars’ headlights are broken.

Name _____________________________
Directions: Punctuate.

1. Who’s read the novel called Matterhorn and the short stories The Hours, Indian Camp and The Killers?

2. “The novel called Bartleby is good Tom although its short and its conclusion is vague.”

3. We won’t read the poem Kubla Khan even if we want to because its unfinished however it is a good example of the poet’s work.

4. I have two cars and my cars’ headlights are broken.

Names ________________________________ and ____________________________________

Roots 14 and Conventions 14 Review (Quizzes next time!)

1. Write a sentence with “chron” (one of your new roots) and the title of a book.

______________________________________________________________________________

______________________________________________________________________________

2. Write a sentence with “gen” (another of your new roots) and the title of an essay.

______________________________________________________________________________

______________________________________________________________________________

3. Write a sentence with “ocu” and the title of a song.

______________________________________________________________________________

______________________________________________________________________________

4. Write a sentence with “carn” and the title of an album.

______________________________________________________________________________

______________________________________________________________________________

5. Write a sentence with a question mark INSIDE quotation marks.
6. Write a sentence with a question mark OUTSIDE quotation marks.

7. Fill in the blank: Every essay has an element of ________________________________.

8. How should you punctuate the title of a documentary? ________________________________

9. When are your Roots 14 and Conventions 14 quizzes? ________________________________

10. Do commas go inside or outside end quotation marks? ________________________________

11. Do periods go inside or outside end quotation marks? ________________________________

Bring this to Ms. Ramsey when you’re done. If your punctuation is correct, you’re done (for now). If it’s not, you’ll have to revise your work.
Names __________________________ and __________________________

**Roots 14 and Conventions 14 Sentences** (Consider writing in pencil in case you have to make changes.)

1. Write a sentence that includes “nul” and the title of a book.

   ____________________________________________________________

   ____________________________________________________________

2. Write a sentence that includes “dict” and the title of an essay.

   ____________________________________________________________

   ____________________________________________________________

3. Write a sentence that includes “gen” and the title of a tv series.

   ____________________________________________________________

   ____________________________________________________________

4. Write a sentence that includes “dox” and the title of a magazine or newspaper.

   ____________________________________________________________

   ____________________________________________________________

5. Write a sentence that includes “ocu,” a semicolon, and at least one comma.

   ____________________________________________________________

   ____________________________________________________________

6. Write a sentence that includes “derm” and a question mark inside end quotation marks.

   ____________________________________________________________

   ____________________________________________________________

7. Write a sentence that includes “cide” and a question mark OUTside of end quotation marks.

   ____________________________________________________________

   ____________________________________________________________

---

**BRING THIS TO ME WHEN YOU’RE DONE, AND WAIT FOR ME TO LOOK IT OVER. IF IT’S CORRECT, I’LL GIVE YOU THE NEXT PIECE OF YOUR PROBLEM/SOLUTION ESSAY.**
Directions: Fill in the blanks with the correct word or punctuation.

1. By now, ___________ are ___________ of conventions ___________ remember.
   there/they’re/their  a lot / alot  to/two/too

2. ___________ ___________ turn to change the oil, ___________ get groceries.
   It’s / Its  you’re / your  than / then

3. ___________ skipping school ___________, but ___________ going with them?
   There/They’re/Their  every day / everyday  whose / who’s

4. Did those three ___________ ___________ give the papers to my friend and ___________?
   woman / women  all ready / already  I / me

5. Yesterday, I was ___________ sick to go, but today, I feel ___________, ___________.
   to/two/too  all right / alright  mom / Mom

6. My ___________ belt is getting too ___________ because it has ___________.
   every day / everyday  lose / loose  fewer / less
   holes ___________ it should have.
   than / then

7. We could ___________ eaten ___________ lunches, but we ___________ full.
   of / have  to/two/too  were / where

8. ___________ not going to be ___________ to the ___________, are you?
   Your / You’re  defiant/definite  principle / principal

9. They have a plan, but ___________ plan is ___________ not going to work.
   there/they’re/their  defiantly / definitely

10. That tall ___________ has a new car, but ___________ headlights don’t work.
    woman / women  it’s / its

11. ___________ are the students ___________ ___________ to leave class early yesterday?
    Were / Where  who / that  chose / choose

12. ___________ ___________ is standing outside right now?
    Who’s / Whose  mom / Mom

Score _____ / 34
13. I want to have ________ trouble, but I’ll have to __________ different friends.
    fewer / less              chose / choose

14. When will you ____________ the fact that you will __________ your keys if you
    accept / except          loose / lose
    are not more careful about where you put them?

15. My friend Elsa and ______ have everything ready __________ pens __________ don’t leak.
    me / I                    accept/except     that/who

16. Do you ______________ know the __________ your behavior could __________ had?
    already / all  ready      affect / effect  have / of

17. The volunteers are ______________ to __________ the lives of people in Hood River.
    already / all  ready      affect / effect

18. “Nowadays” in academic writing = Good  Bad (circle one).
    “You” in academic writing = Good  Bad (circle one)
    “All in all” in academic writing = Good  Bad (circle one)

19. __________________________________
    peralel / parrallel / paralell / parallel / parellel / parallel

20. __________________________________
    gramar / gramer / grammer / grammar / gramur / grammur

21. __________________________________
    address / adress / adres / adres / addrus

22. __________________________________
    leyesens / liesence / licence / lisense / lisence / license

23. __________________________________
    commitment / commitment / comitment / comittment

24. __________________________________
    embarased / embarrassed / embarassed / embarrassed

25. __________________________________
    absense / abcence / abcense / absence / absunse / abbsence

26. __________________________________
    innocence / innosence / inosence / inocence / innosense

27. __________________________________
    seperate / separate / separat / seprate / seprut

Score _____ / 24
28. nesseccery / nesessary / neccesary / neccessary / necessary
29. accidentally / accidentally / accidentaly / accidentely / axadently
30. priviledge / priveledg / privlige / priveledge / privilege

Complete sentence, fragment, or run-on?
31. _____ I’m glad it’s staying light later at night, I wish I could enjoy it.
32. _____ While it’s light outside, bright and crisp in the evenings.
33. _____ I think we are supposed to change our clocks next weekend.
34. _____ No matter how light it is in the mornings.
35. _____ I always like to get up early it seems like the day is longer.
36. _____ I feel like I have more energy when there’s more light outside.

Insert punctuation where it belongs. Make your punctuation and its placement obvious.
37. She asked “Do you plan to buy a house a car or a diamond ring ”
38. She said “The ring which I will buy for myself will be nice and I will wear it daily ”
39. Although I read it quickly I loved the book called Timequake it was really interesting.
40. Did you read the short story called The Golden Apples 
41. Have you read the essay Birmingham Jail and did you like it 

MORE ON BACK SIDE ..........................
42. Write a paragraph about your favorite childhood toy. Your paragraph should be at least SIX sentences long. Include a strong topic sentence.
22. She asked “Do you plan to buy a house a car or a diamond ring”
23. She said “The ring which I will buy for myself will be nice and I will wear it daily”
24. Although I read it quickly I loved the book called Timequake it was really interesting.
25. Did you read the powerful interesting short story called The Golden Apples?
26. Have you read the essay Birmingham Jail and did you like it?