

commas

after an introductory clause (phrases that start a sentence)

page _____

to set off dialogue

page _____

to set off long phrases and clauses

page _____

SAMPLE

ellipsis

to indicate that something has been left out

page _____

quotation marks

to enclose titles of short works (articles, poems, songs, TV titles, and so on)

page _____

for a direct quotation from other's work

page _____
