

LESSON 6

Punctuation

Period or Decimal, Question Mark, Exclamation Point, Comma, Semicolon, Colon

HINT: If a capitalized passage ends with a mark of punctuation, place the capitals terminator after the punctuation.

Learn the Following Punctuation Signs

period or decimal . ⠠ (dots 256)

question mark ? ⠠ (dots 236)

exclamation point ! ⠠ (dots 235)

comma , ⠠ (dot 2)

semicolon ; ⠠ (dots 23)

colon : ⠠ (dots 25)

opening parenthesis (⠠⠠⠠ (dots 5, 126)

closing parenthesis) ⠠⠠⠠ (dots 5, 345)

apostrophe ' [or] ' ⠠ (dot 3)

opening quotation mark “ ⠠⠠ (dots 236)


closing quotation mark ” ⠠⠠ (dots 356)

Numbers with Punctuation

The effect of the numeric indicator. The effect of the numeric indicator is not terminated by intervening commas or decimal points. However, the numeric indicator must be repeated in numbers that immediately follow colons, hyphens, or dashes.

NO, DO NOT REPEAT NUMERIC INDICATOR

34.45 ⠼⠨⠦⠲⠶⠨⠸⠒⠆

1,000,000 

YES, REPEAT NUMERIC INDICATOR

8:30 ⠠⠸⠢⠶⠨⠠⠼⠠⠴

1-800-534-8765

Switching gears for a moment...

One additional learning point to remember, the capitalized word indicator is STOPPED by a space, a single capital letter, a nonalphabetic symbol [e.g. punctuation], or a capitals terminator. In your homework for Lesson 6, you will need to correctly transcribe an example like the example below.

EXAMPLE:

MAX'S dog [In this example, the **apostrophe**, nonalphabetic symbol, stopped the effect of the capitalized word indicator so the capitalized symbol indicator will now be used to capitalize the letter s.]