

# End Marks and Abbreviations

## End Marks

**11a.** A statement (or declarative sentence) is followed by a period.

**EXAMPLE** Samuel plays the trombone. [The sentence is a statement, so it is followed by a period.]

**11b.** A question (or interrogative sentence) is followed by a question mark.

**EXAMPLE** Does he play the drums well? [The sentence is a question, so it is followed by a question mark.]

**EXERCISE A** Decide whether each of the following is a statement or a question. Then, add the most appropriate punctuation mark where needed.

**Example 1.** We think it is cold in here. [The statement declares that we think it is cold, so the sentence is *declarative* and should be followed by a period.]

1. Did Jared forget his lunch [Should a period or a question mark follow this sentence?]
2. Have you washed and vacuumed the car
3. Debra is going to keep a snowball in her freezer
4. He wondered when the rain would stop
5. What did the puppy just do

**11c.** An exclamation (or exclamatory sentence) is followed by an exclamation point.

**EXAMPLE** Wow, he sounds like a professional! [The sentence is an exclamation, so it is followed by an exclamation point.]

**11d.** A command or request (or imperative sentence) is followed by either a period or an exclamation point.

**EXAMPLES** Please play your favorite jazz piece. [The sentence is a request, so it is followed by a period.]  
Stop littering now! [The sentence is a strong command, so it is followed by an exclamation point.]

**EXERCISE B** Decide whether each of the following is a statement, a question, an exclamation, or a command or request. Then, add the most appropriate punctuation mark where needed.

**Example 1.** We asked whether we could leave early. [The sentence makes a statement, so it should be followed by a period.]

6. What movie are you seeing tonight [Is this a statement about a movie, or is it asking a question?]

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7. Shoot the ball now
8. That concert was incredibly exciting
9. Please help me clear the table
10. She was wondering whether we would help move the sofa

## Abbreviations

**11e.** Use a period after certain abbreviations.

- EXAMPLES** George W. Bush [W. is an initial of *Walker*, a personal name, and is followed by a period.]  
Sylvia Gonzalez, M.D. [*M.D.* is an abbreviation for *Medical Doctor*, an academic degree, and is abbreviated using periods.]  
Phoenix, Ariz. [*Ariz.* is an abbreviation for *Arizona*, a geographical name, and is followed by a period.]

**EXERCISE C** Add periods where they are needed in each of the following word groups.

**Examples** 1. 10:20 A.M. [The abbreviation of *ante meridiem* needs periods after each letter.]

2. Kenneth B. Gardner [The initial *B* should be followed by a period.]

11. Dr Truman [Does the abbreviation of *Doctor* need a period?]
12. J R R Tolkien [Do the initials in a name need periods?]
13. Mrs Jackson
14. Judy Stone, D D S
15. 108 West Oak St
16. Frank Salazar, Jr
17. San Diego, Calif
18. 1423 S First St
19. A D 1066
20. New York, N Y