

PERIOD

Period marks the end of a sentence. This is perhaps the easiest and the simplest punctuation mark that the English language has.

Mastering this is never a problem. However, for new learners of the language, when and where to use it becomes the usual question. Hence, below provides answers to these common questions.

- Period to end a sentence

We use a period at the end of every sentence that is a fact, statement, command, or instruction.

Examples:

1. The bag that she bought is quite expensive.
2. The school promised to provide the students with free lunch every Friday.
3. Get the ball outside. (Command)
4. Read the instructions carefully. (Instruction)

- Period for abbreviations

When words are abbreviated or shortened, a period is being used.

Examples:

1. Example - Ex.
2. General - Gen.
3. Company - Co.

4. President - Pres.

When an abbreviated word ends a sentence, the period becomes the punctuation mark of the sentence.

Examples:

1. He gave the apple to this Ms.
2. I owe this opportunity to that Mr.
3. I work for Son & Co.
4. The spokesperson made a debate with the Pres.

In American English, a period is usually after a contraction; however, in British English, a period is not required.

Examples:

1. Mister - Mr. or Mr
2. Mistress - Ms. or Mrs
3. Limited - Ltd. or Ltd
4. Saint - St. or St

- Do not use a period after another punctuation mark

If a sentence ends with another punctuation mark like a question mark, there is no need to place a period.

Examples:

1. Have you eaten at that restaurant?. (*period must be removed*)

2. What an exciting game!. *(period must be removed)*
3. Do you have to leave your ID before entering?. *(period must be removed)*
4. Hurray!. We won the game!. *(period must be removed)*

- Period for indirect questions

If a sentence is an indirect question, we use a period instead of a question mark.

Examples:

1. She asked me if I would go to the party.
2. She wonders what time the train leaves?
3. The company asked us if we would continue our contract.
4. I'm not sure if he went shopping.

- Period is not for dependent clauses.

A dependent clause is a group of words but does not express a complete thought. Hence, they require no period.

Examples:

1. When she eats. She forgets her friends.

When she eats, she forgets her friends.

2. Because of drugs. his life was messed up.

Because of drugs, his life was messed up.

3. Whenever she sings. The birds fly away.

Whenever she sings, the birds fly away.

4. While cleaning. She removes the curtain from the windows.

While cleaning, she removes the curtain from the windows.

EXERCISES

- Period to end a sentence

We use a period at the end of every sentence. This includes sentences that express command and instruction.

There are 6 missing full stops/periods in the excerpt below. Place them correctly to correct the structure. Don't forget to capitalize the letter following the period.

“Jolt”

by James Lawless

Three or four goats appear and start following them they frighten him as they get closer with their horns, bells tinkling she laughs at him. He's embarrassed Kathleen knows goats they had them on the farm in Galway.

She sheds her shyness in the open countryside she wants to make love al fresco there is no one about except for the goats. She breathes in deeply the fragrance of the pines lying down on the scorched earth, she loosens her blouse, drawing him into her. 'Is it possible, Michael? Say it's possible.'

- Period for abbreviations

When words are abbreviated or shortened, a period is being used.

Abbreviate the underlined words properly.

1. Mister James took his phone and left the house.
2. He was at the boulevard when the car passed the street.
3. I'll make sure to visit Doctor Ramos on Tuesday.

4. We will have a holiday in January.
5. The street is quite confusing.
6. My manager told me to work hard.

- Do not use a period after another punctuation mark

If a sentence ends with another punctuation mark like a question mark, there is no need to place a period.

Remove the unnecessary punctuation from the following sentences:

1. Do not take the lift!.
2. The girl took the paper from my table yesterday.?
3. She should start working on her exams..
4. Yes!. We passed the test!.
5. My beautiful niece traveled to another country?.
6. I will buy a house and a lot near my company.!

- Period for indirect questions

If a sentence is an indirect question, we use a period instead of a question mark.

Transform the questions to indirect questions using the appropriate marks.

1. Why did you move to Asia?
2. How did you manage your personal and professional work?
3. Can you finish the project on time?
4. Could you charge the phone for me?
5. Will he clean the table after the meeting?
6. Should I attend the meeting tonight?

- The period is not for dependent clauses.
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A dependent clause is a group of words but does not express a complete thought. Hence, they require no period.

Write a dependent clause for each sentence. Do not use the same clause from the given examples.

1. She forgets her friends.
2. His life was messed up.
3. The birds fly away.
4. She removes the curtain from the windows.
5. The fan lost battery.
6. The bird could not fly.

ANSWER KEY

- Period to end a sentence

We use a period at the end of every sentence. This includes sentences that express command and instruction.

There are 6 missing full stops/periods in the excerpt below. Place them correctly to correct the structure. Don't forget to capitalize the letter following the period.

ANSWER:

Three or four goats appear and start following them. They frighten him as they get closer with their horns, bells tinkling. She laughs at him. He's embarrassed. Kathleen knows goats. They had them on the farm in Galway.

She sheds her shyness in the open countryside. She wants to make love al fresco. There is no one about except for the goats. She breathes in deeply the fragrance of the pines. Lying down on the scorched earth, she loosens her blouse, drawing him into her. 'Is it possible, Michael? Say it's possible.'

- Period for abbreviations

When words are abbreviated or shortened, a period is being used.

Abbreviate the underlined words properly.

ANSWERS:

1. Mr.
2. Blvd.
3. Dr.

4. Jan.
5. St.
6. Mngr.

- Do not use a period after another punctuation mark

If a sentence ends with another punctuation mark like a question mark, there is no need to place a period.

Remove the unnecessary punctuation from the following sentences:

ANSWERS:

1. Do not take the lift!
2. The girl took the paper from my table yesterday.
3. She should start working on her exams.
4. Yes!. We passed the test!
5. My beautiful niece traveled to another country.
6. I will buy a house and a lot near my company.

- Period for indirect questions

If a sentence is an indirect question, we use a period instead of a question mark.

Transform the questions to indirect questions using the appropriate marks.

ANSWERS:

1. He asked me why I moved to Asia.
2. The guy asked me how I managed my personal and professional work.

3. My teacher asked me if I could finish the project on time.
 4. The lady told me to charge the phone for her.
 5. My boss asked if he would clean the table after the meeting.
 6. I asked myself if I should attend the meeting tonight.
- The period is not for dependent clauses.

A dependent clause is a group of words but does not express a complete thought. Hence, they require no period.

Write a dependent clause for each sentence. Do not use the same clause from the given examples.

ANSWERS:

1. Whenever she watches TV, she forgets her friends.
2. Because of his ambitious plan, his life was messed up.
3. When that kid passes by, the birds fly away.
4. Whenever she does general cleaning, she also removes the curtain from the windows.
5. Because of using the fan since morning, the fan lost its battery power.
6. Since it is very cold, the bird had trouble flying.