Printable Punctuation Rules Chart and Correction Practice

Worked example / complete source key

Correct the punctuation in this sentence: The librarian announced the new hours are posted by the door

Answer: The librarian announced, "The new hours are posted by the door."

Reason: The sentence reports what the librarian announced. A comma separates the introductory clause from the quoted statement, quotation marks enclose the announcement, and the period goes inside the closing quotation mark because it belongs to the quoted sentence.

Check: Confirm three things: a comma follows "announced," opening and closing quotation marks surround the announcement, and the period sits inside the closing quotation mark. A version without quotation marks, such as "The librarian announced that the new hours are posted by the door," is also valid because no comma or quotation marks are needed after "that."