

November 1, 2007

Sidebar

THE *WRITE* PUNCTUATION

[. , ; : ! ? % – — < > & * () [] / \ ' “ ”]

- **What Is Style?**

The best answer is: Whatever you like it to be. Yes! Write in the style you like. Be yourself! Create your own protocol—that is permissible.

When you read a newspaper, mark their protocol (use red ink). When you read magazines (read more than one) do the same. *Compare:* You will find different styles. So, you can have your own. But make sure it “looks” good on the page and be consistent.

- **Is The (,) Easier Than The (?)?**

No! The comma is the most difficult punctuation mark. In many of my future articles, I will present you with several (,) problems. (See next “bullet.”) Slowly, we will cover the subject matter, so save my articles.

- **Place The Comma**

**Today I went to the supermarket because I needed to buy bread.
Because I needed to buy bread I went to the supermarket.
Last Sunday I did not go to church.
I travel to Madrid every winter and I eat at *La Barraca* a restaurant known for *paellas manchego cheeses* and *vino tintos*.**

- **The Tall, Elegant Apostrophe**

**Would you write children’s or childrens’?
What about Jesus’s people?**

Should it be Gladys's stock or Gladys' shares?
I love this one: Bill's and Jill's car was stolen. (?)

- Are They OK (O.K. - Okay)?

Is it Washington DC or D.C.?
Is it AM or A.M. or a.m.?

- Use An "&" In A Law Office's Title

It is not required. Examples, Suarez and Suarez // Suarez & Suarez.
In a long firm's name it looks awkward:
Anthony and Britton and Carmen and Zeus. Better: A, B, C & Z.
Use the one you prefer.

- What About "Inc."?

Corporations usually write: Thompson Gum, Inc. (*, Corp.)
Most lawyers use the comma. *I do not.
I like: Thompson Gum Inc. (Delete the comma because "Inc." is part
of the name.) HINT: John Doe Sr.

- Salutations

Sincerely,
Sincerely yours,
Very truly yours,
Respectfully,
My favorite: *As always, (A great man used it —Sir Winston
Churchill.)

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WRITE USING YOUR OWN STYLE