

Choices: Examining Punctuation Marks

Here's your chance to step out of the grammar book and into the real world. You may not notice punctuation marks, but you and the people around you use them every day. The following activities challenge you to find a connection between punctuation marks and the world around you. Do the activity below that suits your personality best, and then share your discoveries with your class. Have fun!

ETYMOLOGY

Just the Essentials

In this chapter you have been studying essential and nonessential phrases and clauses. What does *essential* really mean? Look up the word in a good dictionary, and find out its root and the original meaning of the root. Ask yourself what other words use this same root. Look up these words and their meanings. Then, prepare a poster in which you show the words growing from the root.

STUDY AIDS

Make a Connection

In order to use commas correctly, you need to be able to identify subjects, verbs, adjectives, and other elements of a sentence. Help your classmates make the connection between these grammatical elements and punctuation. Make a chart or illustration that shows how these elements function together. How you do it is up to you, but whatever you do, make the punctuation marks large enough to stand out in your illustration.

REAL LIFE

You Say Tomatoes

The end mark called a period in American English is not so named in England. What do the British call periods? Find out, and tell the class. See if you can also find out how the two terms evolved.

TECHNOLOGY

Dot Com

You've probably heard *dot*, not *period*, when people refer to Internet addresses. If you surf the Net, explain to your classmates why the Net uses *dot* instead of *period*. Explain the function of dots on the Internet, and show how they are used.

WRITING

To Each His or Her Own

Give your classmates a chance to use colons. Prepare a handout. Your handout will be a questionnaire, but it won't have questions. Instead, you'll write incomplete sentences. To be completed, each sentence will require a series, such as "My favorite three people are as follows: _____" or "Three things that I love to eat are _____." Each student must decide whether or not to insert a colon before he or she finishes filling in each blank. Notice that not all of your sentences need to use colons. Be sure to use several methods of introducing a series. Check your textbook for details. Let your classmates keep your questionnaire to put into their journals.

ART

All Your Ducks in a Row

On notebook-sized paper, draw a giant semicolon or colon. Inside the mark, write the rules that apply to it and an example for each rule. Don't stop now! Make your illustration look sharp! How? Use colors and different-sized markers or pens, and maybe add a smaller drawing or two.

CREATIVE WRITING

My Secret Life

Write a journal entry for a semicolon. Consider the following possibilities. Is it possible that semicolons have psychological problems? After all, their name implies they are only half a thing. Perhaps they labor under a feeling of inferiority. It's possible that they try to make themselves feel better by exerting their power over defenseless independent clauses. What do you say? Be as creative as you can in your journal entry.

End Marks

An *end mark* is a mark of punctuation placed at the end of a sentence.

14a. Use a period at the end of a statement (or declarative sentence).

EXAMPLE The manatee is also called a sea cow.

14b. Use a question mark at the end of a question (an interrogative sentence).

EXAMPLE Have you ever seen a manatee?

14c. Use an exclamation point at the end of an exclamation (an exclamatory sentence).

EXAMPLE That's amazing!

14d. Use a period or an exclamation point at the end of a request or a command (an imperative sentence).

EXAMPLES Please read this book about manatees. [a request]
Give me that book right now! [a command]

EXERCISE In the following sentences, add periods, question marks, and exclamation points where they are needed.

Example 1. Look at this amazing photograph!

1. Do you know where Sanibel Island is
2. Sometimes you can see manatees off the coast
3. Did you know they are endangered
4. Please give me that book about endangered species
5. What wonderful photos it contains
6. I'd like to learn more about endangered species
7. Will you teach me what you've learned
8. What an exciting book this is
9. I have learned a lot about animals from this book
10. Can you recommend some other good books

Abbreviations

14e. Many abbreviations are followed by a period.

EXAMPLES Joel H. Fairweather M. E. Gadski Ms. Jr. Ph.D. N.Y. Ark.
Co. Inc. Corp. A.M. P.M. B.C. A.D. Ave. St. Rd.

An **acronym** is a word formed from the first (or first few) letters of a series of words.

EXAMPLES MADD ZIP OPEC CAD DOS RAM

Abbreviations for government agencies and some widely used abbreviations are written as acronyms.

EXAMPLES FBI CD NFL ABC

Abbreviations for units of measure are usually written without periods. However, you should use a period with the abbreviation *in.* (for *inch* or *inches*) to distinguish it from the word *in*.

EXAMPLES km ml ft tsp

EXERCISE A Insert periods where appropriate in the following sentences.

Example 1. I read a biography of C. S. Lewis.

- Mrs Walsh is the principal of Westdale Elementary School.
- Have you met Dr Richards?
- Zechariah Hoyt, Jr, wrote the prize-winning essay on ocelots.
- Mr and Mrs Bertinot are joining us for dinner tonight.
- Mr A D Mannion will be playing drums with the band tonight.

EXERCISE B On the line provided, write the abbreviation or acronym for the word or phrase.

Example FBI 1. Federal Bureau of Investigation

- _____ 6. ounce
- _____ 7. pound
- _____ 8. yard
- _____ 9. National Aeronautics and Space Administration
- _____ 10. Public Broadcasting Service
- _____ 11. teaspoon
- _____ 12. centimeter
- _____ 13. Central Intelligence Agency
- _____ 14. Individual Retirement Account
- _____ 15. feet

End Marks and Abbreviations

- 14a.** Use a period at the end of a statement (or declarative sentence).
- 14b.** Use a question mark at the end of a question (an interrogative sentence).
- 14c.** Use an exclamation point at the end of an exclamation (an exclamatory sentence).
- 14d.** Use a period or an exclamation point at the end of a request or a command (an imperative sentence).

EXAMPLES I'd like to go. Will you be going? Hurry! Come with me.

- 14e.** Many abbreviations are followed by a period.

EXAMPLES J. R. Ewing Rev. Nebr. P.M. St. Ltd.
HUD CIA lb

EXERCISE A In each of the following sentences, add periods, question marks, and exclamation points where needed.

Example 1. Did you see Mrs. Hanson in the hallway?

1. What a wonderful day this is
2. Watch out for that hole, Mr Willis
3. The meeting is at 2:00 this afternoon
4. Is Dr Winston in today
5. James Koenecke, Sr, is speaking to our class
6. Have you read anything by F Scott Fitzgerald
7. How magnificent the dove's wings are
8. Did Mrs Evans once work for the FBI
9. The plane is about to take off, so hurry up
10. Our class did research on the life of John F Kennedy, Jr

EXERCISE B Add periods, question marks, and exclamation points where they are needed in the following sentences.

Example 1. Did you speak with Walter Griffey, Jr.?

11. Will Mr and Mrs Walton be coming to the play
12. Watch out for that car
13. Are we going to hear Ms Sills sing again
14. They were advised to speak with a specialist in internal medicine
15. What lovely roses Mrs Greene grows

Commas with Items in a Series

14f. Use commas to separate items in a series.

EXAMPLES His pocket was full of pennies, nickels, and dimes. [nouns]
The coins were small, shiny, and numerous. [adjectives]
Counting, rolling, and depositing the coins took all day. [gerunds]
Daphne knew where the bank was, how late it was open, and how we could get there.
[subordinate clauses]
I counted the money, Daphne put it in the envelope, and we left. [short independent
clauses]

14g. Use commas to separate two or more adjectives preceding a noun.

EXAMPLE This adorable, cuddly puppy is available for adoption.

EXERCISE A In the following sentences, insert commas where they are needed.

Example 1. Tony worked at a mint so that he could learn how money is made, where it is stored, and how the new counterfeit-proofing measures work.

1. He examined studied and took notes on the history of paper money.
2. On U.S. bills are portraits of Washington Lincoln and Hamilton.
3. I read a well-written interesting article about the designs on the corners of bills.
4. At the mint, Tony watched the complicated intricate processes of taking bills off the assembly line and packing the money.
5. He doesn't know who determines when money is too old to use where it goes or how it is replaced.

EXERCISE B In the following paragraph, insert commas where they are needed.

Example [1] My French teacher got to hear, speak, and learn some French this summer.

[6] Mr. Carrillo took an interesting adventurous trip to Europe. **[7]** He flew to France traveled overland to Spain and took a boat to England. **[8]** He traveled in the air by land and on the water. **[9]** Visiting cathedrals eating pastries and seeing palaces were his favorite activities. **[10]** The trip was educational enjoyable and memorable.

Commas with Compound Sentences

14h. Use a comma before a coordinating conjunction (*and, but, for, nor, or, so, or yet*) when it joins independent clauses in a compound sentence.

EXAMPLES The children must go to bed early, **or** they will be tired in the morning.
The sky was dark and cloudy, **but** the sun was still out.

When the independent clauses are very short, the comma before *and, but, or or* is sometimes omitted.

EXAMPLE I'm ready but Paul isn't.

EXERCISE A In the following sentences, insert commas where they are needed.

Example 1. I'm interested in sound, so I recently read several books about it.

1. The books were informative but I learned even more in my science class.
2. Big speakers called woofers make low sounds and small speakers called tweeters make high sounds.
3. Sound comes from something moving yet you can't always see the movement.
4. Air carries vibrations to your ears and then you hear sounds.
5. Most hearing-impaired people can hear some sounds and they can feel the vibrations.

EXERCISE B In the following sentences, insert commas where they are needed.

Example 1. I thought I left my jacket on the porch, but it's not there.

6. I wrote a short book about butterflies and Joshua drew the illustrations.
7. If possible, Salim will meet Beula on Tuesday or he will meet her on Friday.
8. Field hockey is an exciting team sport but soccer is my all-time favorite sport.
9. I couldn't make it to the scout meeting so I called the troop leader to tell him.
10. I submitted my best paintings and drawings to the annual art contest but another student in my class won first prize.

Commas with Interrupters A

14i. Use commas to set off an expression that interrupts a sentence.

(1) Use commas to set off nonessential participial phrases and nonessential subordinate clauses.

Do not set off *essential* (or *restrictive*) phrases or clauses.

EXAMPLES My aunt, **having been in school for five years**, is now an architect. [nonessential phrase]

Those years **that she spent in school** have prepared her well. [essential clause]

(2) Use commas to set off nonessential appositives and nonessential appositive phrases.

EXAMPLES My best friend, **Ramona Suarez**, came here from Mexico. [nonessential]

My brother **Samuel** is the oldest of my brothers. [essential]

EXERCISE In the sentences below, identify each underlined phrase or clause by writing above it *E* for *essential* or *NE* for *nonessential*. Insert commas where they are needed.

Example 1. Our nation, ^{*NE*} made up mostly of immigrants and their descendants, is one of the largest in the world.

- The United States' unique mix of ideas and cultures which come from all over the world has helped to make this nation diverse and interesting.
- The contributions made by immigrants have included inventions and business ideas.
- One group that has contributed a great deal is Hispanic Americans.
- Hispanic Americans many of whom are bilingual have roots in various countries.
- This group one of the fastest-growing minorities has enriched this nation.
- Many Mexican Americans answering the United States' call for migrant workers arrived several decades ago.
- These workers who were paid poorly strengthened the U.S. economy.
- Unions that they later formed helped them earn better wages.
- Studying diversity which one can find in abundance in the United States is helpful in understanding sociological trends within a country.
- Many Americans who are bilingual are able to get better-paying jobs than those who speak only one language.

Commas with Interrupters B

14i. Use commas to set off an expression that interrupts a sentence.

(3) Use commas to set off words of direct address.

EXAMPLES When did you get here, Aiyana? That notebook, Jeff, is mine.

(4) Use commas to set off parenthetical expressions.

A *parenthetical expression* is a remark that adds information or shows a relationship between ideas.

EXAMPLES That vase, I believe, dates from the twelfth century.

On the other hand, it may not be as old as I think.

EXERCISE Add commas where necessary in the following sentences.

Example 1. This tree, in my opinion, is the most beautiful in the yard.

1. Dr. Phillips should I make an appointment with you next week?
2. The race therefore was equally challenging to all the contestants.
3. Are you going to join us for tea Mrs. Collins?
4. The rowers of course were exhausted after the three-hour race.
5. Small dogs for example can be great pets for the elderly.
6. The students generally speaking enjoy a great deal of variety in the lesson plans.
7. Have you read this article yet Janet?
8. Mrs. Wyatt is this painting yours?
9. Those antiques by the way are mostly forgeries.
10. The mayor on the other hand disagreed with the committee's decision.

Commas with Introductory Elements

14j. Use a comma after certain introductory elements.

(1) Use a comma to set off a mild exclamation such as *well*, *oh*, or *why* at the beginning of a sentence. Other introductory words, such as *yes* and *no*, are also set off with commas.

EXAMPLES *Oh*, I see. *Yes*, she has that book.

(2) Use a comma after an introductory phrase or clause.

EXAMPLES **At the bend in the road**, turn right. [two prepositional phrases]
Signaling carefully, she changed lanes. [participial phrase]
To water the garden, use the sprinkler. [infinitive phrase]
When the artists painted, they followed several rules. [adverb clause]

EXERCISE A In the following sentences, insert commas where they are needed. If a sentence is already correct, write C to the left of the item number.

Example 1. On the shores of the Nile, a great civilization was born.

- No the Egyptians were not just farmers.
- Concerned with the afterlife Egyptian rulers built great tombs for themselves.
- Built for monarchs and nobles many great stone tombs contained supplies for use in the afterlife.
- While he was alive the king had his picture painted.
- On the wall of his tomb a picture shows the king hunting.
- Well it shows how the king once hunted.
- When I saw the jewels I thought the kings were rich.
- Why they believed they could take jewels to the next life.
- Based on things found in tombs the assumption can be made that they believed they could take almost everything!
- In Egypt great riches have been found in these tombs.

EXERCISE B In the following paragraph, insert commas where they are needed.

Example [1] During the years of the Middle Ages, beekeeping was an important part of village life.

[11] Known as the beeward the village beekeeper kept the hives. [12] Before sugar was readily available the only sweetener people had was honey. [13] By supplying beeswax the beewards also met another key need of that time—they provided a raw material for making wax candles.

[14] For most people in those days cheaper candles were made from tallow. [15] Extracted from animal fat tallow was also used to make soap.

Using Commas

- 14f.** Use commas to separate items in a series.
- 14g.** Use commas to separate two or more adjectives preceding a noun.
- 14h.** Use a comma before a coordinating conjunction (*and, but, for, nor, or, so, or yet*) when it joins independent clauses in a compound sentence.
- 14i.** Use commas to set off an expression that interrupts a sentence.
- 14j.** Use a comma after certain introductory elements.

EXERCISE Insert commas where they are needed in the following sentences.

Example 1. Mrs. Rogers, by the way, will be the substitute teacher next week.

1. We brought sandwiches fruit and drinks to the picnic.
2. The cold humid weather took everyone by surprise.
3. I studied all week for the test yet I didn't feel prepared.
4. Oh I should mention that we finished the project last night.
5. The jurors on the other hand did not understand the testimony.
6. The coach made a list of drills posted them on the bulletin board and asked her team members to practice the drills daily.
7. John joined the baseball team Marta joined the soccer team and Juanita joined the basketball team.
8. It was a long slow climb to the top of the mountain but we made it.
9. Keeping an eye out for danger the squirrel nibbled on sunflower seeds.
10. My best friend who is from Tacoma is the first violinist in our band.

Conventional Uses of Commas

14k. Use commas in certain conventional situations.

(1) Use commas to separate items in dates and addresses.

EXAMPLES On December 17, 1903, in Kitty Hawk, North Carolina, modern aviation was born.
The aviator's address is 12 Sky Lane, Rocketville, IN 46208.

(2) Use a comma after the salutation of a personal letter and after the closing of any letter.

EXAMPLES Dear Andrés, Yours truly,

EXERCISE The following letter is missing commas. Insert commas where they are needed.

Example The next class field trip will take place on Tuesday, March 20, 2001.

18 Varnum Street

Charlottesville VA 22901

January 29 2001

Dear Angela

I was delighted to read your last letter, and I'm happy to know that you are doing well.

Things are going well here in good old Charlottesville Virginia and I miss you.

Last month on Friday December 16, our class went to the National Air and Space Museum in Washington D.C. On the way we stopped in Manassas Virginia for a snack and a stretch break.

At the museum, we saw an exhibit on the history of flight, and I learned about the first member of the Caterpillar Club, Harold Harris. He bailed out of a plane at McCook Field Dayton Ohio and became the first member of a club that is made up of people saved by a parachute! The exhibit was all so interesting.

I remember you asked me for Mrs. DeLillo's address. She is at Sunnybrook Nursing Home Greystone Road Blacksburg VA 24060. She went there sometime in November 2000. I guess you know that she is scheduled for surgery on Tuesday February 7. I know she would be happy to hear from you. You could tell her about your vacation in Paris France. Her birthday is February 23 1933. Did you know that she was born in Biloxi Mississippi? I hope to hear from you soon.

Your friend

Yoko

Comma Review A

- 14f.** Use commas to separate items in a series.
- 14g.** Use commas to separate two or more adjectives preceding a noun.
- 14h.** Use a comma before a coordinating conjunction (*and, but, for, nor, or, so, or yet*) when it joins independent clauses in a compound sentence.
- 14i.** Use commas to set off an expression that interrupts a sentence.
- 14j.** Use a comma after certain introductory elements.
- 14k.** Use commas in certain conventional situations.

EXERCISE Insert commas where they are needed in the following sentences.

Example 1. The younger, more delicate kittens, on the other hand, will be adopted out to families who already have at least one cat.

1. The costly fragile items will be moved first.
2. In a box under the coffee table you will find the books that you requested.
3. Well I'm not sure I would go on that trip if I were you.
4. The audience members by the way have never seen a musical production like this one.
5. Dr. Gravatz are you ready for your next patient?
6. The singers learned the music memorized the words and rehearsed the songs daily.
7. We asked how to solve the problem how to indicate the answer and where to print the results.
8. Joanna Killeen was born on November 10 1961.
9. Jeffrey Hellmer a world-class pianist studied in Rochester New York.
10. Barney doesn't play trombone nor does he play trumpet.

Comma Review B

- 14f.** Use commas to separate items in a series.
- 14g.** Use commas to separate two or more adjectives preceding a noun.
- 14h.** Use a comma before a coordinating conjunction (*and, but, for, nor, or, so, or yet*) when it joins independent clauses in a compound sentence.
- 14i.** Use commas to set off an expression that interrupts a sentence.
- 14j.** Use a comma after certain introductory elements.
- 14k.** Use commas in certain conventional situations.

EXERCISE Insert commas where they are needed in the following sentences.

Example 1. We know jays, for example, visit our feeder, but we can't identify the other birds.

1. The amusement park had roller coasters carousels and pony rides.
2. I'm not sure if I would like this music so I will make a decision later.
3. I went to see the opera *Madama Butterfly* but I didn't understand everything.
4. The book you're reading by the way is by my favorite author.
5. Craig moved to 3145 Palmer Avenue Knoxville Tennessee.
6. Marcos did you hear my question?
7. Having stayed up most of the night the boys were very tired in the morning.
8. We planted the seeds watered them daily and watched them grow.
9. Kenneth Rutter who is my first cousin teaches horseback riding.
10. Katerina on the other hand is a skilled graceful skater.
11. We will be in Lima Ohio for one day and then we go on to New York.
12. Is it true Vinnie that you've already finished your research paper?
13. I looked all over the living room dining room and kitchen for the cat's toy.
14. I'm leaving so why don't you leave with me?
15. Jason don't forget to reserve the room.
16. Trisha and Karen are in the same classes for English Spanish and math.
17. It was a slim green leather volume.
18. Dear Kathryn
19. While you clear the table I'll start washing the dishes.
20. I'll always remember June 10 2000 as the day we moved into our new house.

Semicolons A

14l. Use a semicolon between independent clauses in a sentence when they are not joined by *and*, *but*, *for*, *nor*, *or*, *so*, or *yet*.

EXAMPLE Cotton is grown in the South; it is cultivated for its fibers.

14m. Use a semicolon between independent clauses that are joined by a conjunctive adverb or a transitional expression.

EXAMPLE Cotton did not do well when planted in the same fields each year; **consequently**, crop rotation was eventually instituted.

14n. A semicolon (rather than a comma) may be needed to separate independent clauses joined by a coordinating conjunction when the clauses contain commas.

EXAMPLE Cotton is a low, bushy plant, by the way; and its fibers, which are attached to the seeds, are contained in a boll.

EXERCISE In the following sentences, add semicolons where they are needed.

Example 1. In home economics we have been studying fabrics; wool is one of my favorites.

1. Wool is a great fabric for cold weather it keeps me warm even when it gets wet.
2. My wool sweater is soft, warm, and comfortable it was hand-knit in Norway.
3. Wool must be cut from the sheep, carded, spun, and dyed nevertheless, the result is worth the effort.
4. I like to wear wool for skating, sledding, and hiking however, my sister, who is allergic to wool, never wears it at all.
5. I also like to wear rayon and other synthetic materials therefore, I buy many different types of fabrics.
6. Nylon is a strong material however, I always seem to get runs in my nylon hose.
7. Some people prefer to wear cotton my father thinks it's the most comfortable material.
8. I like denim in fact, several of my jackets are made of denim.
9. I have bought wool sweaters for my brother, my mom, and my grandfather and my grandmother, a lady with excellent taste, once sent me a wool vest for my birthday.
10. I have learned a lot about fabrics I will be able to make informed decisions about what kinds of material to buy.

Semicolons B

14l. Use a semicolon between independent clauses in a sentence when they are not joined by *and*, *but*, *for*, *nor*, *or*, *so*, or *yet*.

EXAMPLE We left the park at dusk; it was too dark to look for the lost ball.

14m. Use a semicolon between independent clauses that are joined by a conjunctive adverb or a transitional expression.

EXAMPLE Joe loaded the camera incorrectly; **as a result**, one roll of film was ruined.

14n. A semicolon (rather than a comma) may be needed to separate independent clauses joined by a coordinating conjunction when the clauses contain commas.

EXAMPLE The debate team includes Jorge, Cindy, and Vladimir; and Martin, Cindy's brother, is an alternate.

EXERCISE In the following sentences, add semicolons where they are needed.

Example 1. Last night was a big night; I got an award for basketball.

1. The sports banquet began an hour late the delay was due to the storm.
2. Some roads were flooded consequently, people had to detour.
3. Sanjay was in charge of the program his expression showed concern.
4. Marielle, the coordinator, was eager to begin the speeches, awards presentations, and banquet but the guest speaker, who was flying in from Chicago, had not arrived.
5. The guest, our sponsor, and Coach Zeff were late all three were to present awards.
6. Umeko's dad had planned to leave early nevertheless, he agreed to lead a discussion.
7. Spring storms can cause a lot of destruction indeed, homes have been washed away.
8. Finally, our guest of honor arrived he was soaked but smiling.
9. The applause was deafening it sounded like a roar of thunder!
10. After the speeches, Ms. Weinberg brought out the awards the coach presented them to all the participants in athletic programs.

Colons

14o. Use a colon before a list of items, especially after expressions like *as follows* or *the following*.

EXAMPLE Please report to me on the following days: Monday, Tuesday, and Friday.

14p. Use a colon before a statement that explains or clarifies a preceding statement.

EXAMPLE I agree with what Mrs. Chan said: “Tell the truth and you will be happy.”

14q. Use a colon before a long, formal statement or quotation.

EXAMPLE It was left to me to state the conclusion: “It is clear from what we have heard here tonight that this pipeline should never be built. Our lives and the lives of our children and of their children for generations to come depend on preserving the supply of clean water.”

14r. Use a colon in certain conventional situations.

(1) Use a colon between the hour and the minute.

EXAMPLES 11:05 A.M. 8:30 P.M.

(2) Use a colon after the salutation of a business letter.

EXAMPLES Dear Ms. Acevedo: To Whom It May Concern:

(3) Use a colon between chapter and verse in Biblical references and between titles and subtitles.

EXAMPLES John 3:16 Psalms 3:5 *Light: Medicine of the Future*

EXERCISE In the following sentences, add colons where they are needed.

Example 1. We are reading *The Environment: Whose Responsibility?*

- Our teacher introduced Mr. Burkhardt “It is my honor and my pleasure to introduce Mr. Steve Burkhardt. He is a close friend, a mentor, and an accomplished scientist. Please welcome him.”
- Mr. Burkhardt told us something important We must save the elephants.
- He also told me the following items are valued by some people elephant meat, elephant tusks, elephant hides, and elephant hair.
- I read this fact The elephant is on the world’s endangered species list.
- Is the elephant mentioned in Genesis 1 24?
- My concerns are as follows The herds are disappearing, illegal killing is continuing, and the rural people of Africa still need these elephants to survive.
- I always remember what is written in Leviticus 19 17–18.
- We will listen to a lecture at 8 30 P.M.
- My father always taught me this Respect life in every form.
- We will learn more about elephants in tomorrow’s lecture, which begins at 9 00 A.M.

Review A: End Marks and Abbreviations

EXERCISE Add periods, question marks, and exclamation points where they are needed in the following sentences.

Example 1. What a wonderful poem you've written, Dr. Wesley!

1. Was the letter addressed to 3212 Willis Drive
2. I received a package from St Louis this morning
3. Are you meeting with Ms Wilkinson this afternoon
4. How beautiful that song was
5. Did you hear the speech by T J Townsend
6. William McLean, Jr, is my guitar teacher
7. We'll see you for lunch tomorrow
8. Please send the money order as soon as possible
9. Are Mr and Mrs Gutierrez coming to the celebration
10. My aunt just took a research job at Plastic Innovations, Inc
11. My VCR was mailed from Boston last Friday
12. The CIA offered Mr Lemoine a job in data security
13. What an amazing film that was
14. Did Dr Cameron write this article about spiders
15. Watch out for that motorcycle
16. Save the postcard from Memphis for the scrapbook
17. Robert Corley, Sr, will be the new advisor for our school's college-bound program
18. Was the order mailed to Worthy Collections, Ltd
19. How precious that baby looks today
20. Is Mr Cambridge still scheduled for 2:45 this afternoon

Review B: Commas

EXERCISE Insert commas where they are needed in the following sentences.

Example 1. I have aunts, uncles, and cousins in Phoenix, Arizona.

1. We stayed up too late last night so we were unable to wake up at 6:00 A.M.
2. The small shy puppy walked slowly into the room.
3. My mother usually packs oranges apples or peaches with our lunches.
4. We copied our notes over made study cards and called out questions to each other.
5. After getting busy signals for nearly an hour the customer gave up trying to call.
6. Looking in every place he could think of the young boy continued to search for his baseball glove.
7. Our family moved from Tempe Arizona to San Diego California.
8. I asked the salesclerk which computer I should buy which printer was best and which monitor would be most practical.
9. The coach was not upset about the loss nor was he discouraged.
10. Siamack is a composer of classical music and Shekoufeh is a jazz pianist.
11. Should we stay home and clean go shopping for clothes or mow the lawn?
12. Glover Gill a composer of modern classical music celebrated his forty-second birthday on March 20 2000.
13. Yes Janelle says that she enjoys the long warm summers in Pensacola Florida.
14. Kendra will be visiting us this summer I believe.
15. The children were quite tired for they had played kickball for several hours.
16. We sent my aunt's gift to 302 Main Street Port Allen Louisiana.
17. The author brainstormed made an outline and then wrote her essay.
18. After we put the dishes away Irena showed us photographs from her trip to Los Angeles California.
19. I went walking in the dark cold moonless night.
20. My best friend from kindergarten Joanna still lives in my neighborhood.

Review C: Semicolons and Colons

EXERCISE Insert semicolons and colons where they are needed in the following sentences.

Example 1. The speaker hasn't arrived; therefore, the meeting will be postponed until 8:00 P.M.

1. Indira wanted to become an engineer nevertheless, she continued to study literature.
2. Terrence, the captain, flew the plane and Robert, the first officer, contacted the control tower for landing instructions.
3. The pastor explained Zechariah 9 9 to our study group.
4. Our teacher grew up in Wyoming however, she studied in Montana.
5. My grandfather's rule of thumb was this Treat others fairly, honestly, and respectfully.
6. The movie doesn't start until 3 30 P.M. nevertheless, it's a good idea to arrive early.
7. María is the best tennis player in our class in fact, she is the best in our entire school.
8. We read scary stories for half the night as a result, we were too frightened to sleep.
9. At 8 00 P.M., the guests will arrive we should get ready to greet them.
10. Carmen hopes to become a veterinarian consequently, she is studying hard in science class.
11. The clouds are beginning to move off to the east perhaps the afternoon will be sunny.
12. For a pleasant train ride, remember to bring the following items a good book, some healthful snacks, and a small pillow.
13. Nakai is a serious swimmer you can find him at the pool almost every morning.
14. The mayor made her priorities quite clear "I will not rest until this city's traffic problems have improved. I will not stop for breath until we have doubled the size of our police department. I will not let up until our schools are no longer in crisis."
15. The letter began, "Dear Ms. Kimball Thank you for your prompt response to our inquiry."
16. The book is titled *Great Danes A Complete Breed Profile* it contains helpful information on nutrition, training, and temperament.
17. Already the drought has affected three states Texas, Oklahoma, and Kansas.
18. Justin lined up the ingredients for his salad lettuce, radishes, tomatoes, and onion.
19. Edwina is driven by a great dream She hopes to one day pilot a space shuttle.
20. Lunch will be served at 1 00 the menu includes chicken enchiladas, Spanish rice, and fajitas.

Review D: End Marks, Abbreviations, Commas, Semicolons, and Colons

EXERCISE Correct the following paragraphs, adding periods, question marks, exclamation points, commas, semicolons, and colons where they are needed.

Example [1] When our history class visited Gettysburg, Pennsylvania, we gained a new understanding of the Civil War.

[1] Have you ever visited Gettysburg Pennsylvania [2] This place is the scene of one of the greatest battles of the Civil War consequently, many people have heard of Gettysburg. [3] Defending their beliefs and their honor the soldiers of the North and the South fought one of the bloodiest battles in history there [4] They fought for their generals their fellow soldiers and their way of life [5] Visiting the battlefield today one is struck by the calm peaceful atmosphere however, on the three days of July 1 2 and 3 1863 it was different [6] What a scene of suffering it was [7] On this beautiful expanse of green soldiers fought were wounded and gave their lives

[8] General Robert E. Lee who was known as a great military strategist seems to have failed at Gettysburg. [9] He positioned Pickett's brigade across an open field from the Union Army [10] The brigade was defenseless and the Union Army positioned on a hill with many trees had its cannons ready [11] Marching courageously across that field most of Pickett's fifteen thousand troops fell.

[12] Some people blame this loss on two commanders General J E B Stuart who was in charge of the cavalry and General Longstreet who was Lee's second in command. [13] Involved in skirmishes for supplies General Stuart and the cavalry did not reach Gettysburg on time [14] Because the cavalry was needed to back up the foot soldiers the cavalry's failure to arrive contributed to the loss [15] Others blame the defeat on General Longstreet they say he was indecisive and ineffective

[16] People continue to study this battle to this day indeed it is one of the most interesting battles of the war. [17] Enthusiasts also stage reenactments of this and other Civil War battles. Will it ever end

[18] If you are interested you can visit Gettysburg [19] For information about this historic site you can write to Gettysburg National Military Park Gettysburg PA 17325 [20] Go there someday It will be well worth the trip

Proofreading Application: Invitation

Good writers are generally good proofreaders. Readers tend to admire and trust writing that is error-free. Make sure that you correct all errors in grammar, usage, spelling, and punctuation in your writing. Your readers will have more confidence in your words if you have done your best to proofread carefully.

There is one particular kind of writing that you want to proofread especially carefully—party invitations! Sooner or later, you will be giving a party. You don't want to be sitting all alone with a dozen balloons and no guests. Your guests do not want to be driving aimlessly around on the wrong day, in the wrong neighborhood, or maybe even in the wrong town. Pay attention to where you put those end marks, commas, semicolons, and colons in a party invitation.

PROOFREADING ACTIVITY

Find and correct the errors in end marks, commas, semicolons, and colons. Use proofreading symbols to make your corrections.

Example What costume will you be wearing?[?]

Friends

Break out the face paint dust off those sequins, and find that old rainbow-colored wig! Dress up as an elephant a rock star, a head of lettuce, or an elf! We will have: live music, plenty of food, and contests! Yes that's right; we're having contests.

If you have always dreamed of being a rock star this party could be your big break! We are having a karaoke contest, contestants will be singing their favorite songs on stage.

The following fabulous prizes will be offered, a genuine live goldfish, an authentic 45 RPM record, and an original sculpture by my five-year-old sister.

Be at 9746 W Santana Ave. on Saturday, July 12. The fun starts at 11 00 A.M., but it's got to end at 3 00 P.M..

Literary Model: Novel

Oh! but he was a tight-fisted hand at the grindstone, Scrooge! a squeezing, wrenching, grasping, scraping, clutching, covetous old sinner! Hard and sharp as flint, from which no steel had ever struck out generous fire; secret, and self-contained, and solitary as an oyster. The cold within him froze his old features, nipped his pointed nose, shriveled his cheek, stiffened his gait; made his eyes red, his thin lips blue; and spoke out shrewdly in his grating voice.

—from *A Christmas Carol* by Charles Dickens

EXERCISE A Read the description of Scrooge, paying special attention to the use of commas. Then, indicate with check marks which rules in the use of commas were being followed.

- _____ Use commas to separate words in a series.
- _____ Use commas to separate phrases in a series.
- _____ Use commas to separate clauses in a series.
- _____ Use commas to separate two or more adjectives that come before a noun.
- _____ Use commas to set off nonessential subordinate clauses.
- _____ Use commas to set off nonessential participial phrases.

EXERCISE B The reader encounters this description of Scrooge soon after he first appears in the novel. In a small amount of text, the author has provided a great deal of information about the character by using grammatical structures that require commas. What is your reaction to this technique?

Literary Model (continued)

EXERCISE C Write a brief description of a character that might appear in a work of fiction. Include several of the following in your description: words, phrases, or clauses in a series; two or more adjectives that come before a noun; nonessential subordinate clauses or participial phrases.

EXERCISE D

1. What is a possible result of commas being overused in an author's description of a new character?

2. Read your character description. Do you believe you have overused commas? Support your answer.

Writing Application: Letter

Commas frequently divide a sentence into smaller parts so that readers perceive each part both alone and within the whole sentence. Often, when we speak, we insert tiny pauses or breaths between sentence elements so that the whole sentence is not heard as one blur of sound. These breaks are especially helpful in separating items in a list. Read the following sentences aloud, pausing ever so briefly at the commas in the second version.

BLURRED MEANING The drill team members purchased new skirts red-and-blue pompoms megaphones with their names inscribed on them white boots with tassels and scrunchies for their hair.

CLEAR MEANING The drill team members purchased new skirts, red-and-blue pompoms, megaphones with their names inscribed on them, white boots with tassels, and scrunchies for their hair.

The first sentence is very difficult to read without the commas separating the items in the list.

WRITING ACTIVITY

Your best friend's birthday is coming up, and friends are asking what presents he or she might like. Write a form letter listing items that you know the friend would enjoy and explaining why he or she would like to find them inside a brightly wrapped box. Use commas to separate items in series.

PREWRITING Give some thought to what your friend might most enjoy so that you can produce a specific and helpful selection for your generous friends. Be exact: "I know my friend would like some CDs" might suggest anything from Bach to the latest musical trend.

WRITING This writing occasion calls for a light, happy tone—after all, you are celebrating! It also calls for organization. Do not simply toss out suggestions; instead, categorize them and paragraph them. You might imagine how a mall is laid out, with different stores specializing in different goods. Also, try to convince your readers that these gifts will be hits, based on your knowledge of your best friend. You might list (using those helpful commas again) your friend's characteristics, and then tie them in with the gift list.

REVISING Have a classmate read your letter out loud, pausing briefly between items in series. Have you placed commas correctly? Ask your reader to point out any sentences that are confusing. Can he or she make suggestions to help you make your meaning clearer?

PUBLISHING Check your letter for errors in spelling and punctuation. Then, make copies of the letter and hand them out to friends who might be interested in these gift ideas.

EXTENDING YOUR WRITING

If you enjoyed this exercise, you might want to develop it into a longer writing project. For an English class, you could write a personal narrative about a special gift that you either gave or received. For social studies, you could explore the traditions that surround birthdays in various cultures.