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### **End Marks**

End marks—periods, question marks, and exclamation points—indicate the purpose of a sentence.

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

Charles Drew was a famous scientist and doctor.

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

Will you be going to the basketball game tonight?

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

Watch out for the charging rhinoceros!

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

Please pass the pepper.

Get your dog out of my garden!

An abbreviation is usually followed by a period.

Dr. Ana A. Ling

Elm Ave.

9:00 а.м.

7 ft.

A.D. 500

Ph.D.

**Exercise: Proofreading** In the following paragraphs, add the appropriate end marks to the sentences.

EXAMPLE: [1] "What great-sounding music/" David said.

- [1] Have you ever heard mariachi music This lively, infectious music originated in central Mexico
- [2] Before the nineteenth century, Mexican music was played by either string ensembles or wind bands Around 1800 the two types of groups merged. The resulting sound came to be known as mariachi
- [3] As social gatherings became larger, brass instruments such as cornets and trumpets were added Usually only the lyrics of the songs were written down Younger players learned the melodies by ear Did you know that some schools now offer courses in Mexican folk music and award academic credit for playing in mariachi ensembles
- [4] Now young mariachi players are studying music theory and writing their own mariachi music, sometimes adding instruments such as trombones, fluegelhorns, and accordions Some older players dislike the changes Most people, however, applaud the music's new flexibility They ask how mariachi can grow if it doesn't change
- [5] And growing is just what mariachi's doing It's becoming more popular each year In fact, the annual mariachi festival filled California's eighteen-thousand-seat Hollywood Bowl when the festival was launched in 1990 What an exciting event that must have been

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# Commas with Items in a Series

A comma separates words or groups of words so that the meaning of a sentence is clear. Use commas to separate a series of words, phrases, or clauses.

The club was led by Saki Ukima, Rosa Washington, and Becky Hall. [words] Old business, new business, and the elections were discussed. [phrases] Our club includes people who always help, who seldom help, and who never help with club projects. [clauses]

When the last two items in a series are joined by and, the comma before the and may be omitted if the comma is not necessary to make the meaning clear.

The Vermont lakes are cool, clear and deep.

- (1) If all items in a series are joined by and or or, do not use commas to separate them. Neither rain nor sleet nor snow will interrupt your postal service.
- (2) Short independent clauses may be separated by commas.

  The wind howled, birds twittered, animals scurried, and the rain began.

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

Where is that loud, shrill music coming from?

**Exercise: Proofreading** Add commas where needed in the following sentences. If a comma is optional, underline it. Circle the number of any sentence that is correct.

**EXAMPLE:** 1. The singer wore a red vest blue shoes and white jeans.

- 1. I was late because my alarm clock didn't go off I couldn't find my socks and the school bus had a flat tire.
- 2. The river overflowed again and filled our basement and our garage.
- 3. Coriander cumin and saffron are three spices widely used in traditional Mexican cooking.
- 4. I took a flashlight a sleeping bag extra tennis shoes a pocketknife and a parka on our camping trip.
- 5. Magic Johnson Michael Jordan Larry Bird and Julius Erving have received Most Valuable Player awards.
- 6. Les performed on the parallel bars the rings and the horse.
- 7. A little blond child in faded torn jeans stared at the mail carrier.
- 8. Gwendolyn Brooks Toni Morrison and Alice Walker have all won Pulitzer Prizes.
- 9. Have you read any of the novels by Jane Austen or the Brontës or Virginia Woolf?
- 10. With a quick powerful leap, the stuntman bounded over the balcony.

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# Commas with Independent Clauses

Use commas before and, but, for, or, nor, so, and yet when they join independent clauses. Cal wrote a short story, and he sent it to a magazine editor.

NOTE: A comma may be omitted before and, but, or, or nor when the independent clauses are very short and when there is no possibility of misunderstanding.

The publisher made an offer and Cal accepted.

**Exercise: Proofreading** If a comma should be used before the conjunction, add one. Circle the number of any sentence that is correct.

EXAMPLE: 1. Uncle Phil carefully steered the boat through the narrow channel and Lynn began baiting the hooks.

- 1. All students must arrive on time for no one will be admitted late.
- 2. The movie review complimented all the performers but the leading actress received the highest praise.
- 3. A few spectators tried to climb over the fence but the police ordered them back.
- 4. The Japanese actors in Kabuki plays do not speak but they pantomime lines chanted by narrators on the stage.
- 5. Most people today work fewer hours than their grandparents did yet for many there never seem to be enough hours in a day.
- 6. The cost of living is rising for consumers pay higher prices for gasoline and other products.
- 7. Our guide led and we followed closely.

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- 8. When two groups of Hopis disagreed about running the town of Oraibi, they settled the matter with a tug of war and the losers moved away and founded the town of Hotevilla.
- 9. She said she did not like the story in the science fiction magazine nor did she enjoy the illustrations.
- 10. High school graduates may go on to college or may begin working immediately.



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# Commas with Nonessential Elements

A nonessential (or nonrestrictive) clause or participial phrase adds information that is not needed to understand the main idea in the sentence. Use commas to set off nonessential clauses and nonessential participial phrases.

Gloria, who lives next door, is my best friend. [nonessential clause] Sitting by the pond, I thought about your plan. [nonessential phrase]

An essential (or restrictive) clause or phrase cannot be left out of a sentence without changing the main idea. Commas are not used.

The playwright whom I most admire is Lillian Hellman. [essential clause] All the people working in that factory assemble cars. [essential phrase]

**Exercise: Proofreading** Add the needed commas to the following sentences. Circle the number of any sentence that is correct.

- example: 1. Gigantic supermarkets like the one where I shop developed from much smaller stores that first opened in the nineteenth century.
- 1. The stores that became the world's first self-serve supermarkets were designed by Clarence Saunders.
- 2. Saunders who lived in Memphis, Tennessee named his stores Piggly Wiggly.
- 3. He got the idea for the name when he saw a fat pig wiggling under a fence.
- 4. The Piggly Wiggly store that Saunders developed had only one long aisle.
- 5. Customers who shopped there saw all the products before they came to the exit.
- 6. Albert Gerrard who noticed that people often had difficulty finding products opened his own grocery store.
- 7. All of the items that were for sale were arranged alphabetically.
- 8. The name that Gerrard selected for his store was Alpha-Beta.
- 9. George Hartford who founded the Great Atlantic & Pacific Tea Company in 1859 nicknamed his stores A & P.
- 10. The model for today's huge supermarkets which was developed by Michael Cullen opened in an abandoned garage in Queens, New York, on August 30, 1930.





# Commas After Introductory Elements

Use commas after certain introductory elements.

(1) Use commas after words such as *next*, *yes*, and *no*, and introductory interjections such as *why*, *well*, and *oops* when they express mild emotion.

Yes, I'd like to see that movie.

Well, let's see it tonight.

- (2) Use a comma after an introductory participial phrase. Riding on the bus, Tanay suddenly felt sleepy.
- (3) Use a comma after a series of introductory prepositional phrases. From each of the Mexican foods on the table, I took a small serving.
- (4) Use a comma after an introductory adverb clause.

  While the spectators cheered, Pasqual ran forty yards for a touchdown.

**Exercise: Proofreading** If a sentence lacks a needed comma, add one. Circle the number of any sentence that is correct.

- EXAMPLE: 1. Trying to reduce the amount of fat in their diets many Americans are eating less meat.
- 1. For many people in the world meat is not a daily food staple.
- 2. Serving as a main source of nutrition whole grains such as corn, oats, wheat, and rice feed millions.
- 3. In Mexico a favorite nutritious meal is a corn tortilla and beans.
- 4. Because the soybean is high in protein it has been a principal crop in Asian countries for more than five thousand years.
- 5. If you'd like more variety in your diet you may want to substitute unrefined whole grains for meat occasionally.
- 6. Offering healthful alternatives to meat whole grains contain nutrients such as vitamins, proteins, amino acids, and starches.
- 7. In the process of making spoilage-resistant products food manufacturers refine whole grains.
- 8. Refined for commercial use the grains lose most of their food value because the nutritious outer hulls are stripped away.
- 9. If you take time in the supermarket you should be able to find whole grains.
- Since many cookbooks now include recipes for grain dishes you can learn to use grains in many tasty snacks and meals.

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# **Commas with Interrupters**

Use commas to set off elements that interrupt a sentence, such as appositives, nouns of direct address, and parenthetical expressions. Use two commas when the "interrupter" is in the middle. Use one comma when it comes at the beginning or the end.

(1) Appositives and appositive phrases are usually set off by commas.

Paul Newman, the famous actor and director, is a generous philanthropist.

Hector, my cat, doesn't like to go to the veterinarian.

NOTE: A **restrictive** appositive is so closely related to the word it identifies or explains that it is not set off by commas.

Poet Joy Harjo was born in Oklahoma.

- (2) Words used in direct address are set off by commas. Luisa, may I borrow your pencil? Here it is, Marcus.
- (3) Parenthetical expressions are set off by commas. Parenthetical expressions are side remarks that add minor information or that relate ideas to each other. Commonly used parenthetical expressions include after all, however, I believe, in fact, nevertheless, and of course.

It's obvious, in fact, that this city needs more recreational areas.

**Exercise: Proofreading** Insert commas as necessary in the following sentences. Some sentences may not need any insertions.

- EXAMPLE: 1. The painting known as the *Mona Lisa* is now kept behind glass in the Louvre a former palace.
- 1. Leonardo da Vinci's painting *La Gioconda*, popularly known as the *Mona Lisa*, is a prized possession of the Louvre in France.
- 2. The painting a portrait of a young Florentine woman is slightly cracked as a result of temperature changes.
- 3. In 1911 an Italian house painter Vincenzo Peruggia stole the painting from its frame.
- 4. For two years the Paris police some of the world's most clever detectives were baffled by the crime.
- 5. The painting one of the most valuable portraits in the world is now closely guarded.
- 6. Elephants the largest mammals in Africa are now considered endangered.
- 7. Dorothea tell me about your scholarship to Stanford University.
- 8. In Casablanca for example Humphrey Bogart delivers a stellar performance.
- 9. Senator Schwartz I believe is the best candidate for that office.
- 10. I'd appreciate your prompt reply Mr. Montgomery.

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# **Commas in Conventional Uses** and Unnecessary Commas

Use commas in certain conventional situations.

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

On Monday, March 9, 1991, my brother learned that he had been accepted at Wittenberg University in Springfield, Ohio.

My grandmother's address is 1565 Shadyside Road, Andrews, TX 79714.

NOTE: Do not put a comma between the two-letter state code and the ZIP Code.

- (2) Use a comma after the salutation of a friendly letter and after the closing of any letter. Dear Aunt Pearl, Yours truly,
- (3) Use a comma after a name followed by an abbreviation such as Jr., Sr., or M.D. Follow such an abbreviation with a comma unless it ends the sentence.

The Reverend Martin Luther King, Jr., is my inspiration.

Do not use unnecessary commas. Too much punctuation is just as confusing as not enough punctuation, especially in the case of commas.

CONFUSING: My uncle, Oscar, taught me how to swim, but then, he

moved, to another state.

CLEAR: My uncle Oscar taught me how to swim, but then he moved

to another state.

Exercise: Proofreading Add commas where they are needed, and circle commas that are unnecessary or incorrect.

EXAMPLE: 1. On our way to Birmingham, Alabama we stayed overnightoin Chattanooga Tennessee.

- 1. On August 1 1991 we moved from Eureka California to 220 Tuxford Place Thousand Oaks California.
- 2. We left Tampa Florida on Monday June 15 and arrived, in Albuquerque New Mexico, on June 17.
- 3. The hotel on Gulfport Road was destroyed by fire on Tuesday March 13 1984.
- 4. My brother received a letter that started, "Dear John There's something I've been meaning to tell you."
- 5. We interviewed Franklin R. Thomas M.D. at his emergency clinic, on Wilson Road.

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### Semicolons A

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

Nod your head if you agree with me; I can't tell by your facial expression alone.

Use a semicolon between independent clauses joined by a conjunctive adverb or a transitional expression. Conjunctive adverbs include however, therefore, meanwhile, also, instead, otherwise, and nevertheless. Common transitional expressions are as a result, in fact, for example, in addition, and in other words.

I want to see the play; therefore, I've called for reservations.

The baby is happy; in fact, he's been smiling all afternoon.

**Exercise A** Each sentence below needs either a comma or a semicolon. Write the correct mark of punctuation in the blank provided,

- 1. Hallie is competitive \_\_\_\_\_ she's always ready to shoot baskets or play chess.
- 2. Randall has chosen a subject for his report \_\_\_\_\_ and he's ready to begin his research.
- 3. The movie was entertaining \_\_\_\_\_ however, the book had more depth.
- 4. You can go straight down First to get to the stadium \_\_\_\_\_ but Duval is actually the quicker route.
- 5. First, Howard allowed the oven to preheat \_\_\_\_\_ next, he put the casserole in to bake and started the salad.

**Exercise B: Proofreading** In the following sentences, cross out incorrect punctuation, and insert semicolons where needed.

- **EXAMPLE:** 1. Clever carvings are handmade in southern Mexico/they're sold all over the world.
- 1. Some carvings come from the Oaxaca (pronounced wə ha' kə) Valley, in fact, 90 percent of the two hundred families who make them live in three villages.
- 2. Carving has been a tradition among Oaxacans for hundreds of years only recently, however, have the artists sold their work outside the valley.
- 3. In many families the fathers and older sons do the actual carving meanwhile, the other members of the family sand and paint the figures.
- 4. The artists find inspiration for their creations in everyday life, for example, religion and nature are rich sources of ideas.
- 5. Even those carvers whose works have won worldwide acclaim have chosen to continue living in the valley, their ties to their families and communities are very strong.

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## Semicolons B

A semicolon (rather than a comma) may be needed to separate clauses joined by a coordinating conjunction when there are commas within the clauses.

CONFUSING: Cars, trucks, and buses were parked there, and motorcycles,

mopeds, and bicycles were over at the side.

CLEAR: Cars, trucks, and buses were parked there; and motorcycles,

mopeds, and bicycles were over at the side.

Use a semicolon between items in a series if the items contain commas.

CONFUSING: The winning artists are Shogi Chin, pen and ink, Marta

Gingold, acrylics, and Mario Mercado, oils.

CLEAR: The winning artists are Shogi Chin, pen and ink; Marta

Gingold, acrylics; and Mario Mercado, oils.

**Exercise: Proofreading** The following sentences are punctuated incorrectly. Cross out any incorrect punctuation, and insert semicolons where needed.

EXAMPLE: 1. The pansies bloomed in May, June, and July/and the roses bloomed in June, July, and August.

- 1. Kettledrums, or timpani, are percussion instruments that can be tuned to a specific pitch, but most other kinds of drums, as well as the cymbals and the triangle, for example, cannot be tuned.
- 2. The band members plan to raise funds by holding a car wash on Friday, November 16, from 6:00 to 9:00 P.M., Saturday, November 17, from 10:00 A.M. to 5:30 P.M., and Sunday, November 18, from 2:00 to 6:00 P.M.
- 3. Red Cloud, leader of the Oglala Sioux, was a military genius, for he successfully defended Sioux lands against settlers who wanted to build a trail from Laramie, Wyoming, to Bozeman, Montana.
- 4. The committee invited speeches from Maya Angelou, a poet, Amy Tan, a novelist, and Neil Simon, a playwright.
- 5. The goal of every conductor is to lead a major orchestra such as one of those in London, England, Mexico City, Mexico, Boston, Massachusetts or Cleveland, Ohio.

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### **Colons**

Use a colon to mean "note what follows."

(1) In some cases a colon is used before a list of items, especially after the expressions the following and as follows.

Please submit copies of the following documents: your high school transcript, birth certificate, and letter of recommendation.

If a word is followed by a list of appositives, use a colon to make the sentence clear. My goal is to speak four languages: English, Spanish, French, and German.

Do not use a colon before a list that follows a verb or a preposition.

(2) Use a colon before a long, formal statement or a long quotation. The principal said at the assembly: "I am pleased with the results of the tests you recently took. Your scores were the highest in the state, and I am proud of all of you."

Use a colon in certain conventional situations: between the hour and the minute, between chapter and verse in referring to passages from the Bible, and after the salutation of a business letter.

At 11:00 Sister Loretta will discuss Romans 5:13. Dear Mr. Chow:

**Exercise: Proofreading** Correct the following sentences by adding colons where they are needed. Circle any colons that you add, and circle the number of any sentence that is punctuated correctly.

- EXAMPLE: 1. I began my acceptance speech as follows O"Fellow students, thank you for your votes!"
- 1. My family often enjoys the humor of the following cartoonists Garry Trudeau, Charles Schultz, Cathy Guisewite, and Lynn Johnston."
- 2. Sometimes the paper comes at 6 15 A.M., but other times it doesn't hit the driveway until 7 00.
- 3. My little sister has several items embossed with Garfield's picture a poster, a nightgown, a notebook, and a clock.
- 4. Bruce Barton made this perceptive comment "Many a man who pays rent all his life owns his home, and many a family has successfully saved for a home only to find itself at last with nothing but a house."
- 5. Sherry's favorite artists are Jacob Lawrence, Romare Bearden, and Margaret Burroughs.

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### Review

**Exercise A** Add end marks and commas where they are needed in the following sentences. [Note: If a punctuation mark is optional, circle it.]

EXAMPLE: 1. Well, what do you want me to say?

- 1. Although scholars aren't certain about who was the first European printer to use movable type Johannes Gutenberg is usually credited
- 2. The students who have signed up for the field trip may leave at noon but all others must attend classes
- 3. Gloria did you notice where I left my bowling ball and bowling shoes
- 4. Miriam Colón who was born in Puerto Rico founded the Puerto Rican Traveling Theatre.
- 5. Vendors sold T-shirts buttons caps and pennants to the sports fans outside the stadium
- 6. Listening to my friend's grandfather talk about the Mexican Revolution I felt proud to be Mexican American
- 7. The hikers munched on unsalted sunflower seeds and quenched their thirst with refreshing ice-cold spring water
- 8. Their address I think is 1042 Cleveland Ave Enid OK 73703
- 9. Marian Anderson a contralto was the first African American to become a permanent member of the Metropolitan Opera Company
- 10. Well Rita did not call me this morning nor did she call in the afternoon
- 11. We rushed to the airport stood in line bought our tickets and then waited an hour.
- 12. The Ming vase wrapped in cotton and packed in a crate was delivered to the museum on Monday June 21 1993.
- 13. If we're late for practice again however Ms. Stubbs will kick us off the team
- 14. How lucky I was that my sister had taught me how to swim for I could have drowned when the boat tipped over
- 15. These four students should report to the auditorium after lunch: Bob Wilcox Amalia Gibson Cora Mall and Phil Assad Jr

**Exercise B: Proofreading** Insert commas where needed in the following paragraph. If a comma is optional, circle it.

EXAMPLE: [1] After watching a Greek play at the new playhouse we discussed the history of Greek theater.

[1] As early as the sixth century B.C. plays were performed in an amphitheater the Theater of Dionysus in Athens Greece. [2] The Theater of Dionysus is located on the south slope of the Acropolis an elevated fortified section of Athens. [3] The plays presented in

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#### Chapter 12, Worksheet 11, continued

ancient Greece marked the beginning of drama in the Western world. [4] In fact the English word *theater* comes from the Greek word *theatron* which means "a place for seeing."

[5] Wearing masks to show which characters they were portraying the actors in ancient dramas often played several different roles. [6] In addition all roles including those of female characters were performed by men.

[7] Although records show that Greek playwrights wrote hundreds of tragedies fewer than thirty-five of these plays survive. [8] The Greek dramatist Aeschylus wrote the *Oresteia* a powerful story of murder revenge and divine mercy. [9] Sophocles often regarded as the greatest dramatist of all time is credited with writing more than one hundred plays. [10] Among the surviving works of Aristophanes whom the ancient Greeks considered the greatest comic playwright are the three satires *The Clouds The Wasps* and *The Frogs*.

**Exercise C: Proofreading** The following letter has ten errors in punctuation. Insert needed commas and circle unnecessary commas.

Dear Ruby

Oops I forgot your birthday. Please accept my, good wishes, even though they are belated. Your day was happy I'm sure as your family always has wonderful celebrations, for special days. While I'm on summer break I don't keep track of time, as well as I should, and even my best friend's birthday can slip by! Anyway believe it or not, a gift is on its way to you. Please forgive its lateness.

Your forgetful friend

Juana

**Exercise D: Proofreading** Add any needed semicolons and colons to the following sentences.

- EXAMPLE: 1. Please bring the following items, books, pencils, and newspapers.
- 1. In 1904, Mary McLeod Bethune founded a school for girls in Daytona Beach, Florida that school is now Bethune-Cookman College.
- 2. If I had a million dollars, I'd visit four places London, England Cairo, Egypt Buenos Aires, Argentina and Tokyo, Japan.
- 3. The ranger declared "Whatever is packed into the park must be packed out. The park will allow only those campers who abide by this rule."
- 4. My aunt Pam loves to play backgammon and chess however, she rarely has time because she works at two jobs.
- 5. Asia has both the highest and the lowest points on earth Mount Everest, the highest, soars 29,028 feet the Dead Sea, a salt lake, lies 1,300 feet below sea level.