

Chapter 13: Punctuation

WORKSHEET 1

Underlining (Italics)

Use underlining (italics) for titles of books, plays, long poems, films, periodicals, works of art, recordings, long musical works, television series, trains, ships, aircraft, and spacecraft.

- BOOKS AND PLAYS: *Moby-Dick* *King Lear*
- LONG POEMS: *The Waste Land* *Iliad*
- FILMS: *Mary Poppins* *Rain Man*
- PERIODICALS: *Life* *Chicago Tribune*
- WORKS OF ART: *Birth of Venus* *David*
- RECORDINGS,
- LONG MUSICAL WORKS: *The Firebird* *Aida*
- TELEVISION PROGRAMS: *Moneyline* *Evening Shade*
- TRAINS, SHIPS: *Super Chief* *Nautilus*
- AIRCRAFT, SPACECRAFT: *Enola Gay* *Mariner*

Use underlining (italics) for words, letters, and figures referred to as such and for foreign words not yet a part of English vocabulary.

Ezra's handwritten *o's* and *a's* are identical.
Hawaiians use the word *pau* to mean "finished."

Exercise: Proofreading Underline all the words and word groups that should be italicized in the following sentences.

EXAMPLE: 1. In 1988, Toni Morrison won the Pulitzer Prize for her novel Beloved.

1. Do you know what the B in Cecil B. De Mille's name stands for?
2. The first full-length animated film produced by Walt Disney's studio, Snow White and the Seven Dwarfs, used two million drawings.
3. The Pilgrims brought apple seeds with them on the Mayflower.
4. James Earle Fraser, best known for his painting End of the Trail, designed the U.S. buffalo nickel.
5. In the late eighteenth century, Edward Gibbon wrote the influential book History of the Decline and Fall of the Roman Empire.
6. In Voyage to the Bottom of the Sea, an old TV series, the submarine Seaview was commanded by Admiral Nelson.
7. Daktari is Swahili for the English word doctor.
8. My grandmother is a reporter for the Chicago Daily News.
9. My aunt, who is a pianist, performed the Warsaw Concerto last night.
10. Amtrak's City of New Orleans runs between New Orleans and Chicago.

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Direct and Indirect Quotations

Use **quotation marks** to enclose a **direct quotation**—a person’s exact words. Do not use quotation marks for **indirect quotations**, which are not the speaker’s exact words.

DIRECT QUOTATION: “The bus has broken down,” said Mrs. Weirich.

INDIRECT QUOTATION: Mrs. Weirich said that the bus had broken down.

An interrupting expression identifying the speaker is not part of a quotation and therefore should never be inside the quotation marks.

“The bus,” Mrs. Weirich said, “has broken down.”

When two or more sentences by the same speaker are quoted together, use only one set of quotation marks.

Mrs. Weirich said, “The bus has broken down. We will have to wait here until another one is sent to pick us up.”

Exercise: Proofreading Add quotation marks where they are needed in the following sentences. If quotation marks are not needed in a sentence, write C.

EXAMPLE: 1. When I saw an ad for a new tai chi studio in the paper, I said to Grandmother Hsu, “Tai chi is Chinese, isn’t it?”

1. She seemed pleased that I’d asked, and she replied, Yes, it’s short for t’ai chi ch’uan.
2. She explained that t’ai chi ch’uan was developed in ancient China as a system of self-defense and as an aid to meditation.
3. But the ad says that it’s for health and relaxation, I pointed out.
4. Yes, she said, it’s for that, too. It improves coordination and flexibility. In fact, in China, people of all ages practice it.
5. You see, she went on, its postures and movements are all based on those of animals such as monkeys, birds, and snakes.
6. Snakes! I exclaimed.
7. Why do you twist your face so? Grandmother asked. If you observe a snake closely, you’ll see how gracefully it moves.
8. I admitted that what she said was true.
9. Maybe, I said, thinking aloud, I’ll check out this grand opening.
10. Imagine my surprise when Grandmother replied with a wide smile, I’ll see you there. I’m one of the instructors.

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Punctuating Quotations A

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A direct quotation begins with a capital letter.

Saleem asked, "Are we going on a picnic or eating here?"

When a quoted sentence is divided into two parts by an interrupting expression, the second part begins with a small letter.

"We picked out a stereo," said Aurilla, "but we can't buy it until Friday."

If the second part of a quotation is a new sentence, a period (not a comma) follows the interrupting expression, and the second part begins with a capital letter.

"The apples look ripe," said Phil. "Let's pick them tomorrow."

A direct quotation is set off from the rest of the sentence by a comma, a question mark, or an exclamation point.

"That is where I live, too," Raúl said. "Shut the door!" she shouted.

Exercise: Proofreading On the lines provided, rewrite the following sentences to correct all errors in punctuation and capitalization.

EXAMPLE: 1. The play is about to begin, the usher said. please be seated.
"The play is about to begin," the usher said. "Please be seated."

1. What is life? asked Blackfoot warrior Crowfoot it is the flash of a firefly in the night.

2. It takes your enemy and your friend working together wrote Mark Twain, to hurt you to the heart.

3. What a glorious morning for America! Samuel Adams supposedly shouted after the battle of Lexington in 1775.

4. There was a time stated Chief Seattle when our people covered the land as the waves of a wind-ruffled sea cover its shell-paved floor.

5. We are not interested in the possibilities of defeat said Queen Victoria.

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Punctuating Quotations B

Other marks of punctuation are used with quotation marks according to the following rules:

(1) Commas and periods are always placed inside closing quotation marks.

"My favorite poet," I said to Shanti, "is John Crowe Ransom."

(2) Semicolons and colons are always placed outside the closing quotation marks.

Shanti had read Crowe's "Blue Girl"; she hadn't read anything else by him, though.

(3) Question marks and exclamation points are placed inside the closing quotation marks if the quotation is a question or an exclamation; otherwise, they are placed outside.

"Would you like to come to a poetry reading?" Marta asked.

How excited I was when she said, "We'll discuss John Crowe Ransom"!

Exercise: Proofreading On the lines provided, rewrite the following sentences, correcting all errors in punctuation.

EXAMPLE: 1. Before the poetry reading began, Lee said, "Ransom's poetry is clearly influenced by the metaphysical poets".

Before the poetry reading began, Lee said, "Ransom's poetry is clearly influenced by the metaphysical poets."

1. "That's true", said Annette. "He also was concerned with the moral decay of society, of values, and of individuals".

2. "Wait for me"! Marius yelled as he rushed into the room. "I just read *Chills and Fever*, one of Ransom's books of poetry".

3. "Do you want to tell us something in particular"? Stella asked.

4. Marius said, "He attended Vanderbilt University and later was a Rhodes scholar at Oxford University;" we were all impressed.

5. How excited I was when Kim said, "Now we'll take turns reading some of Ransom's poems!"

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**Quotations with Dialogue
and Quoted Passages**

When you write dialogue (a conversation), begin a new paragraph each time the speaker changes.

"When we go to Mackinac Island tomorrow," Felix asked, "would you rather take the ferry in the morning or in the afternoon?"

"Let's go in the morning, so that we can have as much time as possible there," Sydna said.

When a quoted passage consists of more than one paragraph, put quotation marks at the beginning of each paragraph and at the end of the entire passage. Do not put quotation marks after any paragraph but the last.

"Mackinac Island is unusual," said the guidebook. "No motorized vehicles are allowed except for a public utilities truck, a fire truck, and an ambulance.

"People walk, ride bicycles, ride horses, or use horse-drawn carriages."

Use single quotation marks to enclose a quotation within a quotation.

Sydna said, "One brochure says, 'SR 185 goes around the island.'"

Exercise On the lines provided, use the following information to write a five-paragraph conversation between two people. Follow the rules for indenting paragraphs and using quotations in dialogue. Include at least one quoted passage of two paragraphs and at least one quotation within a quotation.

Spike Lee (his real name is Shelton Jackson Lee) was born March 20, 1957, in Atlanta, Georgia. He is a director, writer, producer, and actor. He attended New York University's film school, and he won a student Academy Award for a short film. He made his first commercial film in 1986. His 1992 film *Malcolm X* was a critical success. Its star, Denzel Washington, was nominated for an Academy Award. Lee's production company is named Forty Acres and a Mule.

EXAMPLE: "Didn't you love *Malcolm X*?" asked Lena. "It seemed to depict real African American experiences."

"It's the greatest!" answered Aaron. "I saw it as soon as it was released."

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Other Uses of Quotation Marks

Use quotation marks to enclose titles of articles, short stories, essays, poems, songs, individual episodes of TV shows, chapter titles, and other parts of books and periodicals.

- ARTICLE: "Building Birdhouses"
- SHORT STORY: "The Monkey's Paw"
- ESSAY: "Concentration"
- POEM: "Trees"
- SONG: "I'll Be Seeing You"
- TV EPISODE: "The Case of the Missing Tangerines"
- CHAPTER: "Traveling with a Dog"

Use quotation marks to enclose slang words, technical terms, and other special uses of words.

The skater executed a perfect "axel" in the competition.

Exercise A: Proofreading Add quotation marks where necessary in each of the following sentences.

EXAMPLE: 1. When my brother got mad at me, he said I was a "nerd."

1. I can relate to Nikki Giovanni's poem Poem for a Lady Whose Voice I Like.
2. Stevie Wonder wrote the song You Are the Sunshine of My Life.
3. The author titled Chapter 4 Where Do We Go from Here?
4. This quotation is from an article by Janis Shaw entitled Four More Years.
5. One of my favorite songs is Joni Mitchell's Big Yellow Taxi.
6. Ring Lardner's article How to Write Short Stories gives humorous advice.
7. One episode of *Murder, She Wrote* was called Birds of a Feather.
8. In *The Gray Squirrel*, poet Humbert Wolfe compares a squirrel to a coffee pot!
9. James Thurber's short story *The Night the Bed Fell* originally appeared in a magazine.
10. Read Ellen Goodman's column in the Opinion section of the *Boston Globe* today.

Exercise B Think of four currently popular slang expressions. On the lines provided, use each expression in a complete sentence. Make sure that you punctuate the sentences correctly.

EXAMPLE: 1. Seana's new hairdo looks pretty "rad."

1. _____
2. _____
3. _____
4. _____

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Chapter 13: Punctuation**WORKSHEET 7****Review**

Exercise A: Proofreading In each of the following sentences, underline the words that should be italicized. Add quotation marks where needed. If a sentence is correct, circle the number of the sentence.

EXAMPLE: 1. He read aloud "The Tell-Tale Heart" from The Collected Stories of Edgar Allan Poe.

1. Mr. Croce used the word denouement in discussing Rudolfo Anaya's novel Bless Me, Ultima.
2. By next Thursday, I have to read the following works: The Medicine Bag, a short story by Virginia Driving Hawk Sneve; Crown of Shadows, a play by Rodolfo Usigli; and Daisy Bates: First Lady of Little Rock, an article by Lerone Bennet, Jr., in Ebony magazine.
3. Have you read this article, El Niño, Global Weather Disaster?
4. Karen asked me how many m's are in the word accommodate.
5. Oswald Rivera's 1990 novel Fire and Rain is about the Vietnam War.
6. My favorite plant is Saintpaulia ionantha, commonly called the African violet.
7. We had risotto alla milanese for dinner.
8. The short story Luke Baldwin's Vow deals with conflicts in values.
9. Naomi's grandmother thought our new song was groovy.
10. She crossed the t with such a flourish that she also crossed out the letters above it.
11. Why did you buy another sleeping bag? she asked.
12. In his surrender speech, Chief Joseph of the Nez Perce said that he would never fight again.
13. The dance company is performing Swan Lake, a ballet by Tchaikovsky.
14. Anita asked, Why did he say, I won't go to the game?
15. The Boston Cooking School Cookbook, now known as The Fannie Farmer Cookbook, was first published in 1891.
16. The first word my baby brother said was bird.
17. There's an article in this issue of Newsweek that I'd like you to read, said Joan.
18. Wendell B. Harris wrote, directed, and starred in the 1991 movie Chameleon Street.
19. Her street address has four 4's in it, said Rose. Did you know that?
20. Susan drove one hundred miles, he replied, to see you on your birthday and bring you a recording of the album Malagueña.

Chapter 13, Worksheet 7, continued

Exercise B Each of the following items contains at least one quoted expression or statement. Punctuate the sentences correctly by adding end mark(s) and closing the quotation with the proper marks of punctuation in the correct order.

EXAMPLE: 1. Barbara exclaimed, "What a surprise!"

1. Did the sign say "Slow" or "Stop
2. I have always heard the saying "A stitch in time saves nine, but I have always wondered, "Nine what
3. "Actually, no camera is truly automatic she explained.
4. Mr. Pakunas asked, "How and why does osmosis take place
5. "When you answer me," the officer barked explosively, "call me 'Sir
6. My daily calendar says "Be cheerful; that is good advice.
7. "Have you read Eudora Welty's 'A Worn Path he asked.
8. Wasn't it Shakespeare who wrote, "Ill blows the wind that profits nobody
9. The medic yelled, "He's hurt Bring the stretcher
10. "No, I have no definite plans for Saturday said Betty

Exercise C On the lines provided, rewrite the following conversation. Add indentation, punctuation, and quotation marks where necessary.

- [1] I read something really inspiring Su said
- [2] What was it Leroy asked
- [3] Well, it was in a biography answered Su and it was about Harriet Tubman
- [4] Once Tubman's biographer, Sarah H. Bradford, asked Tubman how did you feel when you made your way to freedom
- [5] Tubman answered when I found I had crossed that line, I looked at my hands to see if I was the same person. There was such glory over everything

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