

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ**  
**ДЕРЖАВНИЙ ВИЩИЙ НАВЧАЛЬНИЙ ЗАКЛАД**  
**«ПРИКАРПАТСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ**  
**ІМЕНІ ВАСИЛЯ СТЕФАНІКА»**

**РОМАНИШИН І.М.**

**ENGLISH PUNCTUATION:  
THEORY AND PRACTICE**

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## ПЕРЕДМОВА

Навчальний посібник “English Punctuation: Theory and Practice” є доповненням до вже існуючих видань з граматики англійської мови, в яких практично не розглядаються правила пунктуації сучасної англійської мови як невід’ємної та складової частини синтаксису. Він покликаний повністю забезпечити викладання дисципліни за вибором “Теорія і практика писемного англійського мовлення: пунктуація” для студентів 3-го курсу усіх форм навчання спеціальності “Філологія. Мова та література (англійська)” в обсязі 16 аудиторних годин.

Теоретичний та практичний курс «Теорія та практика писемного англійського мовлення: пунктуація» має на меті допомогти студентам розвинути критичне розуміння основних правил пунктуації сучасної англійської мови; сформувати в них практичні навички та вміння правильно вживати пунктуаційні знаки в текстах різних типів і жанрів.

Вивчення цього курсу поглиблює філологічну підготовку майбутніх учителів, сприяє розумінню студентами синтаксичної будови англійської мови, знайомить їх з основними принципами та специфічними особливостями вживання пунктуаційних знаків, які властиві сучасному стану англійської мови.

Завданням курсу є забезпечити студентів необхідними знаннями з предмету вивчення та сформувати в них практичні вміння, які вони зможуть застосувати як у навчанні, так і в професійній діяльності вчителя/викладача англійської мови та літератури. Предметом курсу є: типи пунктуаційних знаків; основні правила та винятки з правил

вживання знаків пунктуації; базова термінологія англійського синтаксису.

Теоретичний матеріал, письмові тестові завдання та вправи, які подані у навчальному виданні, покликані забезпечити якісне самостійне формування студентами умінь писемного англійського мовлення. Країнознавчий характер різножанрового ілюстрованого навчального матеріалу сприятиме формуванню у студентів соціокультурної та соціолінгвістичної компетенцій.

## PART 1. THEORY

**The aim of this course** is to help the students of English master all the principles of English punctuation by means of grammar exercises, mastery tests and self-assessed tasks.

Punctuation is an integral and component part of Syntax. It shows the grammatical relations between words, phrases, clauses and sentences. It also serves to emphasize particular words and to indicate intonation.

Punctuation is of the utmost importance. It is a means of expressing our thought. It puts reason into our style and enables those who read what we have written to understand what we wished to express.

Punctuation requires much practice. For this reason, this course of study begins with the study of all the well-established illustrated rules followed by mastery tests, drilling exercises, and self-assessed tests. As the student goes on to study the next unit, s/he will find that s/he is required to punctuate the sentences using the material of the previous unit.

If the student masters the principles of punctuation now, s/he will have no difficulty in punctuating the sentences while writing dictations, dictocomps, essays, or compositions. Punctuation will soon become a habit and will give him/her no trouble at all.

### UNIT 1. CAPITAL LETTERS

**1. Use a capital letter to begin every sentence, every line of poetry, every direct quotation, the opening word and all nouns of the salutation and the complimentary close (the opening word only) of a letter.**

Right. He was unable to come to school today.

John replied, "She is really beautiful."

Dear Pat, Dear Sirs, Your friend, Very truly yours

"The rainbow comes and goes,

And lovely is the rose."

William Shakespeare

**Do not capitalize the opening word of the second half of a divided quotation, unless it begins a new sentence.**

Right. "If you go two blocks north," the officer explained, "you will see the main entrance." "Go two blocks north," the officer explained. "There you will see the main building."

**a. The first word following a colon may be either lowercased or capitalized if it introduces a complete lengthy and distinctly separate**

**from the preceding clause sentence or a series of sentences.**

Right. The situation is critical: This company cannot hope to recoup the fourth-quarter losses that we sustained in five operating divisions.

**b. The first words of run-in enumerations that form complete sentences are capitalized, as the first words of vertical lists and enumerations. Numbered phrases within a sentence, however, are lowercased.**

Right. Do the following at the end of the day: 1. Turn off your computer. 2. Clear your desktop of pages. 3. Cover office machines.

This is the agenda:

Call to order

Roll call

Treasure's report

On the agenda will be (1) call to order, (2) roll call, (3) treasure's report.

**c. In minutes and legislation, the introductory words *Whereas* and *Resolved* are capitalized. The word *That* or an alternative word or expression which immediately follows *Whereas* or *Resolved* has its first letter capitalized.**

Right. *Resolved*, *That*...

**d. The first word in an outline heading is capitalized.**

Right. I. Editorial tasks

II. Production responsibilities

A. Cost estimates

B. Bids

**e. The first word and each subsequent major word following a SUBJECT or TO heading (as in a memorandum) is capitalized.**

Right. SUBJECT: Pension plans

TO: All Department Heads and Editors

**2. Capitalize all proper nouns, proper adjectives, and their abbreviations.**

Right. Mexico, Mexican; England, English; Tennessee, Tenn.; Oklahoma, Okla.

**Proper names include:**

**a. Days of the week, months of the year, and holidays. The names of the seasons are not capitalized.**

Right. Sunday, Monday, Tuesday, January, March, Thanksgiving Day, Christmas, spring, summer, autumn, winter.

**b. Streets, rivers, mountains, public buildings, museums, churches, institutions and organizations, governmental subdivisions, races,**

### **nations, political parties and religious sects.**

Right. Oak Street, Forty-second Street, Ohio River, Rocky Mountains, Holmes Building, National Gallery of Art, Ukraine Hotel, General Motors Corporation, Home Office, Indian, Negro, Greece, Republican Party, Baptists, Catholics.

### **c. The points of the compass when they are used to designate divisions of the country but not mere directions.**

Right. Helen lives in the North; Jane, in the South. The wind is from the south today; no doubt we shall have warmer weather.

### **d. Historical events, periods, and documents.**

Right. Civil War, Age of Caesar, Declaration of American Independence.

### **e. Names of languages and nationalities.**

Right. American, Egyptian, Ukrainian.

### **f. Names of the Deity and names of divisions of the Bible.**

Right. God, Jesus, Holy Ghost, Almighty, Lord, Psalms, Matthew, Mark, Luke, John.

### **g. Personified nouns or fictions names used as personifications.**

Right. Their companions were Jest and Jollity. Uncle Sam, Jack Frost.

### **h. Names of awards, honor, and prizes.**

Right. Academy Award, Emmy, Nobel Prize winner.

## **3. Capitalize the titles**

### **a. Titles and academic degrees, their abbreviations before proper names, and such titles as the *President* when referring to a particular individual.**

Right. Professor Smith, Major Brown, Doctor Jones, Mr. Hood, Mrs. Dads, Capt. Sam, the King, the Pope, the Emperor, Robert M. Heathens, M.A, L.L.B., L.L.D.

### **b. A title that is used as a substitute for a proper noun not preceded by a possessive word.**

Right. I believe, Father, that Mother and Aunt Jane are with Cousin Elizabeth. I saw my father with my aunt Jane.

### **c. Titles of books, plays, long poems and novellas. Do not capitalize the following words unless they stand first in the title: (1) articles (a, an, the), (2) conjunctions (and, or, etc.), (3) short prepositions (to, of, for, etc.).**

Right. *The Life of Daniel Boone. The Adventures of Tom Sawyer. A Tale of Two Cities.* "To a Mouse".

**Some writers also capitalize prepositions of 5 or more letters such**



as *about*, *toward*, etc.

**d. Titles of newspapers and magazines. Do not capitalize the word *the* before the title of a newspaper or magazine.**

**Titles of articles are italicized, enclosed in quotation marks or underlined.**

Right. Our review of The Volcano Lover is in last week's issue of the *New York Times*.

**e. Titles of university courses.**

Right. This term I am taking English, Economics, Physics and French.

**Do not capitalize school subjects, except languages. Though it is customary to capitalize school subjects in British English.**

**f. Titles of holy writings and their subdivisions.**

Right. The *Bible*, the *Old Testament*, the *Book of Ruth*.

**g. Words in titles of movies, paintings, and sculptures except for internal conjunctions, prepositions, and the *to* of infinitives. The entire title is italicized.**

Right. The movie *Wait until Dark*, Raphael's *Mona Lisa*.

**h. The titles of short poems, short stories, essays, lectures, dissertations, chapters of books, articles in periodicals, radio and television programs and novellas that are published in a collection are capitalized and enclosed in quotation marks. The capitalization of articles, conjunctions, and prepositions is the same as it is for italicized titles, as explained in 3c above.**

Right. the third chapter of *Treasure Island*, entitled "The Black Spot"; watching "The Tonight Show".

**i. Common titles of book sections (such as preface, introduction or index) are capitalized but not enclosed in quotation marks when they refer to a section of the same book in which the reference is made. If they refer to another book, they are usually lowercased.**

Right. See the Appendix for further information. In the introduction to her book, the author explains her goals.

**j. The word 'chapter' is capitalized when it is followed by a cardinal number to identify a specific chapter in a book.**

Right. See Chapter 3 for more details, but in the third chapter.

**k. The titles of long musical compositions are generally capitalized and italicized; the titles of songs and other short compositions are capitalized and enclosed in quotation marks. The titles of compositions identified only by nature of the musical form in which they were written are capitalized only, regardless of their length.**

Right. Verdi's *Don Carlos*, "America the Beautiful", Symphony No.8 in F Major.

#### **4. Medical terms**

**a. Proper names that are elements in terms designating diseases, symptoms, syndromes and tests. Common nouns are lowercased.**

Right. Parkinson's disease, German measles, mumps.

**b. Scientific names of disease-causing organisms.**

Right. a neurotoxin produced by *Clostridium botulinum*.

**c. Trade names.**

Right. He had been taking Thorazine.

#### **5. Military terms**

**a. The full titles of branches of the armed forces are capitalized, as are easily recognized short forms.**

Right. U.S. Marine Corps, the Marines.

**b. The full titles of units and organizations of the armed forces: U.S. Army Corps of Engineers. The terms *air force, army, coast guard, marine(s), navy* are lowercased unless they form part of an official name or refer back to a specific branch of the armed forces previously named.**

Right. naval battle, Naval Reserves, the combined air forces of the NATO nations.

**d. Military ranks when they precede the name of their holders, specific names of decorations, citations and medals are capitalized.**

Right. General Colin Powell, Medal of Honor, Navy Cross.

#### **6. Scientific terms**

**a. Genus names in biological binomial nomenclature are capitalized; species names are lowercased, even when derived from a proper name. Both genus and species names are italicized.**

Right. Both the wolf and the domestic dog are included in the genus *Canis*.

**The names of races, varieties, and subspecies are lowercased and italicized.**

Right. *Otis asio naevius*.

**b. The new Latin names of classes, families, and all groups above the genus level in zoology and botany are capitalized but not italicized. Their derivative adjectives and nouns in English are neither capitalized nor italicized.**

Right. Gastropoda but gastropod.

**c. The names, both scientific and informal, of planets and their**

satellites, asteroids, stars, constellations, groups of stars and other specific celestial objects are capitalized. However, the words sun, earth, and moon are usually lowercased unless they occur with other astronomical names. A generic term that follows the name of a celestial object is usually lowercased.

Right. the Milky Way, Sirius, the Moon and Mars, Barnard's star.

**d. Names of meteorological phenomena are lowercased.**

Right. northern lights, parhelic circle.

**e. Terms that identify geological eras, periods, epochs and strata are capitalized. The generic terms that follow them are lowercased. The words upper, middle, and lower are capitalized when they are used to designate an epoch or series within a period; in most other cases, they are lowercased. The word age is capitalized in names such as Age of Reptiles or Age of Fishes.**

Right. Mesozoic era, Lower Silurian.

**f. Proper names forming essential elements of scientific laws, theorems, and principles are capitalized. However, the common nouns *law, theorem, theory* and the like are lowercased.**

Right. the Pythagorean theorem, Plank's constant.

**In terms referring to popular or financial theories or observations, descriptive words are usually capitalized as well.**

Right. Murphy's Law, the Peter Principle.

**g. The names of chemical elements and compounds are lowercased.**

Right. hydrogen fluoride, ferric ammonium citrate.

**h. The names of computer services and databases are usually trademarks and should always be capitalized. Some names of computer languages are written with an initial capital letter, some with all letters capitalized. Some are commonly written both ways. When in doubt, consult a dictionary.**

Right. CompuServe, Atek, BASIC, PASCAL or Pascal.

**7. The names of time zones are capitalized when abbreviated but usually lowercased when written out, except for words that are themselves proper names.**

Right. CST (central standard time), mountain time, Pacific standard time.

**8. Trade marks, service marks, collective marks which are registered and brand names are capitalized.**

Right. College Board, Jacuzzi, Diet Pepsi, Lay's potato chips.

**9. Capitalize the pronoun *I* and the interjection *o*.**

Right. Praise the Lord, *o* Jerusalem. I will try to do my best.

**10. Capitalize Jr., Sr., B. C., A. D., No., and Esq. A. M. and P. M. may be written either with or without capitals.**

Right. John Smith, Jr., Sam Brown, Sr. No. 425, A. D. 1942, Henry Jones, Esq. 4:30 p.m., or 4:30 P.M.

**11. Transportation. The names of individual ships, submarines, airplanes, satellites and space vehicles are capitalized and italicized.**

Right. *Apollo 11, Ruslan, AN 24.*

**The designations U.S.S., S.S., M.V. and H.M.S. are not italicized.**

Right. M.V. *West Star.*

### **Other Uses of Capitals**

**1. Full capitalization of a word is sometimes used for emphasis or to indicate that a speaker is talking very loudly. Both of these uses of capitals are usually avoided in formal writing. Italicizing words for emphasis is more common.**

Right. All applications must be submitted **IN WRITING** before January 31.

**2. A word is sometimes capitalized to indicate that it is being used as a philosophical concept or that it stands for an important concept in a discussion.**

Right. Many people seek Truth, but few find it. The three M's of advertising: Message, Media, and Management.

**3. Full capitals or a mixture of capitals and lowercase letters or sometimes even small capitals are used to reproduce the text of signs, labels, and inscriptions.**

Right. A poster reading **SPECIAL THRILLS COMING SOON.**

A Do Not Disturb sign.

**4. A letter used to indicate a shape is capitalized.**

Right. An **A**-frame house, **V**-shaped.

### **Other Uses of Italics**

**Italic type is used in keyboarded or typeset material; in typed or handwritten material, underlining is used.**

**1. Foreign words and phrases that have not been fully adopted into the English language are italicized.**

Right. “The cooking here is *wunderbar*,” he said.

**A complete sentence (such as a motto) can also be italicized. However, passages that consist of more than one sentence, or even a single sentence if it is particularly long, are usually treated as quotations; that is, they are set in Roman type and enclosed in quotation marks.**

**2. Unfamiliar words or words that have specialized meanings are set in italics, especially when they are accompanied by a short definition. Once these words have been introduced and defined, they do not need to be italicized in subsequent references.**

Right. *Vitiligo* is a condition in which skin pigment cells stop making pigment.

**3. Latin abbreviations are usually not italicized, although the traditional practice has been to italicize them, and some writers still do so.**

Right. et al., cf., e.g., *i.e.*, *viz.*

**4. Italic type is used to indicate words referred to as words, letters referred to as letters, or numerals referred to as numerals. However, if the word referred to as a word was actually spoken, it is often enclosed in quotation marks. If the letter is being used to refer to its sound and not its printed form, slashes or brackets can be used instead of italics. And if there is no chance confusion, numerals referred to as numerals are often not italicized.**

Right. *Only* can be an adverb, as in the case of “I only tried to help.” We heard his warning, but we weren’t sure what “other repercussions” meant in that context. He was still having trouble with the /p/ sound. The first 2 and the last 1 are barely legible.

**5. Individual letters are sometimes set in italic type to provide additional typographical contrast. This use of italics is common when letters are used in enumerations within sentences or when they are used to identify elements in an illustration.**

Right. Provide information about (a) typing, (b) transcribing, (c) formatting and (d) graphics. It is located at point *A* on the diagram.

**6. Italics are used to indicate a word created to suggest a sound.**

Right. We sat listening to the *chat-chat-chat* of the sonar.

**7. Italics are used to emphasize or draw attention to a word or words in a sentence.**

Right. She had become *the* hero, the one everyone else looked up to.

**Italics serve to draw attention to words in large part because they**

**are used so infrequently. The overuse of italics may cause them to lose their effectiveness.**

## **Mastery Test 1**

### **Supply capital letters wherever they are required**

1. the Indians of north america probably worshipped the great spirit ages before the europeans came.

2. henry wadsworth longfellow wrote this: “there is a reaper whose name is death.”

3. of the four seasons – spring, summer, autumn, and winter – i like spring the best.

4. Miss west, a vassar alumna, received her m.a. and her ph.d. from Columbia university.

5. on our trip through the west we visited death valley, the grand canyon, and the hoover dam.

6. in the spring, a convention of teachers will be held at our high school.

7. the minister read from the book of st. luke in the new testament last Sunday.

8. there are many freshmen, sophomores, juniors and seniors in oakdale high school.

9. as we drove north on cherry street, we saw the girls walking south on pine avenue.

10. carl green, president of the first national bank, is in europe this summer.

11. i like to visit uncle torn, aunt clara, and cousin thelma, who live in the rocky mountains.

12. french, algebra, history, english and science are my favorite studies in college.

13. gettysburg, vicksburg, and cold harbor were important battles of the civil war.

14. on thursday professor smith will tell us about his travels through France and italy.

15. in our town are methodist, baptist, Christian, presbyterian and roman catholic churches.

16. when will your pamphlet, “how to raise better tomatoes” be published, mr. hall?

17. lucy is studying latin, chemistry, USA history, english and science this winter.

18. these books, bulletins, and papers are the property of the h. w. wilson co.
19. the mason and dixon's line divided the northern states from those of the south.
20. the children shouted, "good morning, professor!" as dr. sutton rode by.
21. we are studying the minor prophets of the old testament in Sunday school.
22. whereas, it has been found ...; therefore, be it resolved, that . . . , etc.
23. "give me liberty or give me death!" said patrick henry, the american orator.
24. george Washington, the "father of our country," won the battle of trenton on a christmas night.
25. at the south high school last spring i studied Spanish, physics, english and latin.
26. when henry and i go on our trip through the west, we shall fish in the Colorado river.
27. "sir walter scott, a famous english author, wrote ivanhoe," said prof. smith.
28. yes, uncle george and aunt mary are in the south; they will return next monday.
29. my twin brothers, Ed and Fred, are sophomores at harvard university.
30. last summer we visited dr. brown, the minister of the first baptist church.
31. "the wind is from the south today; perhaps we shall have warmer weather," said sue.
32. the declaration of independence was written by thomas Jefferson, of Virginia.
33. although henry lives in the south, he belongs to the republican party.
34. after an april shower mother earth looked fresh, clean, green and beautiful.
35. several students at west high school joined the book-of-the-month club.
36. John smith, jr., who is the son of John smith, Sr., is in glacier national park.
37. I am sure, mother, that I saw father with uncle Joe, aunt edna, and cousin Ben.
38. holy rosary academy is a famous mission school for children of the sioux Indians.
39. the bible tells us that the father sent the son to save the people from

their sins.

40. people come to america from all countries, especially from england, Ireland, and italy.

41. “the mississippi river is often called the ‘father of waters’,” said frank.

42. dr. smith told us that we should study the books of matthew, mark, luke and John.



## UNIT 2. QUOTATION MARKS

**1. Use quotation marks to enclose a direct quotation. An indirect quotation must not be enclosed with quotation marks.**

Wrong. Mr. Brown said that “he is going to the mountains for a vacation.”

Right. Mr. Brown said, “I am going to the mountains for a vacation.”

**2. When a quotation is interrupted by any interpolated material, an extra set of quotation marks is required.**

Right. “I swear it,” he said; “it is the truth.”

**3. Use quotation marks to enclose technical terms in non-technical writing, colloquial words in formal writing, borrowed words, slang, nicknames, coined and humorous words, or any words you wish to call especial attention to.**

Right. I saw “Red” Brown at the ball game. What is the difference in meaning between “principle” and “principal”? I saw a pilot make a perfect “three-point” landing at the airport today.

**4. Use quotation marks to define or translate a word or an expression, which may need explanation.**

Right. Raze means “to demolish, destroy, or ruin.” Subcutaneous means “situated under the skin.”

**5. Use quotation marks to enclose the title of an article, a lecture, a song or a chapter of a book.**

Right. “The Tennessee Waltz” was a popular song during the early months of 1951.

**6. Use quotation marks to enclose the titles of short poems, one-act plays, essays and short stories that are not printed separately in book form.**

Right. Of all the essays I have read, I like Emerson’s “Self Reliance” best. Poe’s “To Helen” is a very beautiful poem.

**In handwritten or typewritten matter, underline titles of full-length works (novels, biographies, plays, anthologies, nonfiction books, etc.) and titles of newspapers, magazines, operas and motion pictures.**

Right. Macbeth, Newsweek, Modern American and British Poetry

**7. Quotation marks enclose fragments of quoted matter when they are reproduced exactly as originally stated.**

Right. The agreement makes it clear that he “will be paid only upon receipt of an acceptable manuscript.”

**8. Quotation marks are sometimes used to enclose words referred to as words. Italic type or underlining is also frequently used for this**

**purpose.**

Right. He went through the manuscript and changed every “he” to “she.”

**9. Quotation marks enclose short exclamations or representations of sounds. Representations of sounds are also frequently set in italic type or underlined.**

Right. “Sssh!” she hissed.

**10. Quotation marks are sometimes used to enclose single letters within a sentence.**

Right. Put an “x” in the right spot.

**However, letters referred to as letters are commonly set in italic type or underlined.**

**11. When poetic lines are set as extracts, the lines are divided exactly as in the original; a spaced slash separates lines of run-in poetry.**

Right. When Gerard Manley Hopkins wrote that “Nothing is so beautiful as spring / When weeds, in wheels, shoot long and lovely and lush,” he probably had my yard in mind.

**12. Quotation marks are used to enclose a direct quotation when the quotation is not followed by the author’s name.**

Right. “Those who are content with little always have little.”

I think that I shall never see  
A poem lovely as a tree.  
Joyce Kilmer.

**13. When two or more paragraphs are quoted, quotation marks are used before the first word of every paragraph and after the last word of the last paragraph.**

Right. “They came up to the boulders on which Miss Allardyce’s horse had blundered. “Then rose from the rock Wee Willic Winkie.”

**A quotation within a quotation should be enclosed by single quotation marks; and a quotation within that, in double quotation marks.**

Right. John replied, “The exact words of the speaker were these: ‘I will speak for only a minute.’” “I often think,” said Dr. Brown, “of the words of one of my teachers: ‘Now, students, don’t forget the wisdom of the old age: “Honesty is the best policy.”””

**The comma and the period should be placed inside the quotation marks.**

Right. “I go to town today,” he said; “I cannot go tomorrow.”

**The colon, the semicolon, the dash, the question mark and the**

**exclamation point should be placed outside the quotation marks unless they are a part of the quotation.**

Right. David asked this, “Did you hear him say, ‘I will be late’?” “Did you pass your test?” asked Tom.

## **Mastery Test and Continual Review 2**

**Supply capital letters and quotation marks wherever they are required**

1. Hand me the bible, said uncle Frank; I wish to read the sermon on the mount.

2. Honesty is the best policy is a true saying, replied mother to my question.

3. I am sure, said Joe, that she is a member of the daughters of the american revolution.

4. David arose and said, The question for discussion is this: does college pay?

5. I expect to spend the summer in the blue ridge mountains, Fred wrote in his letter.

6. Would you like to solicit subscriptions to the american magazine? elizabeth asked.

7. In mythology, said miss king, Jupiter is the king of all the gods.

8. I believe in the old proverb, a penny saved is a penny gained, father replied.

9. Are you a student of the central high school? the stranger asked torn.

10. Yes, winter has ice in her breath this morning, commented professor smith.

11. Where did you get these pictures of chattanooga and lookout mountain? helen asked.

12. Long island is a long island near new york city, cousin ben answered quickly.

13. He read from the telegram as follows: we shall return north next monday.

14. can you tell me, joe, who said this: a stitch in time saves nine? asked clara.

15. Poe, who was a great poet, wrote the raven, replied my cousin donald.

16. My name is white, the man answered; I am going to my home in cobb county.

17. Mr. smith asked, have you read longfellow's courtship of miles standish?

18. I rarely read any newspaper except the new york times, doctor jones told us.

19. We spent the night in the riverside hotel near the mississippi river, wrote Betty.

20. The words principal and principle are often confused, explained prof. smith, our teacher.

21. The little girl said this: play with me, mother; father and uncle harry are tired.

22. Jerusalem, said dr. brown, is a sacred city to hebrews, Christians, and mohammedans.

23. Longfellow, the american poet, wrote this: there is a reaper whose name is death.

24. He studies history, latin, science and english at the east high school, answered betty.

25. Mr. Hunter, who is my algebra teacher, told me that I should study two hours at night.

26. Several races – indians, Chinese, negroes, and white men – sent delegates, said torn.

27. Jack said that he visited hyde park, the home of franklin d. roosevelt, the american.

28. The wind from the south brought warmer weather to the north, wrote aunt jane.

29. Miss Bray told us that the girl scouts of america is a great organization for girls.

30. He read from the letter as follows: we shall move to the south next winter.

31. In the great smoky mountains live many cherokee Indians, said cousin james.

32. Our teacher told us that new york is called the empire state of the north.

33. The lord's prayer begins thus: our father who art in heaven, said dr. sams, the minister.

34. Miss Smith said that she will attend the conference at the biltmore hotel on tuesday.

35. The subject of mr. brown's talk was a trip across the Canadian rookies, said ruth.

36. We enjoyed colonel White's address to the graduation class of

Piedmont college.

37. Last summer I met students from England, Spain, China and India, replied Elizabeth.

38. I studied Latin, mathematics, science and French at Warren Harding high school.

39. My brother and sister will visit Cousin Jane, Aunt Bertha, and Uncle Tom next Sunday.

40. He turned and said to me: Can you tell me how to get to the high school on Oak Street?

41. If you really said, Get out of here, you made a big mistake, remarked Thomas.

42. Nothing matters now, said the old man; no one cares whether I live or die.

## UNIT 3. COMMA

**1. Use a comma to separate independent clauses connected by a coordinating conjunction (and, but, or, nor, yet and for).**

Right. John became very uneasy, for he was lost in the vast forest. We did not see any Indians in the Bverglad, nor did we meet any tourists.

**2. Use commas to set off *she said, he replied* and similar expressions from direct quotations.**

Right. She said, "We will see you this afternoon." "I am ready," he replied, "to begin our trip to the mountains."

**3. Use a comma to indicate an omission.**

Right. Henry will go to Harvard; Helen, to Vassar.

**4. Use commas to separate a series of three or more coordinate words, phrases or clauses. Always use a comma before etc. at the end of a series.**

Right. I often saw him on the street, at church, in the post office, at ball games and in his office. Pens, ink, paper, etc. will be provided.

**5. Use a comma to separate two or more adjectives describing a noun.** Sometimes, multiple adjectives are used in a row to describe a single subject using multiple qualities. This usage of commas is somewhat similar to using commas to separate items in a series, with one exception – it is incorrect to place a comma after the final adjective.

Right. I like the **old, brown, wooden** table. He ran **quickly, quietly** and **effortlessly**. It was a **short, simple** film. (It was a short and simple film.) I have a big black dog. (~~I have a big and black dog.~~)

**6. Use commas to set off words used in direct address.**

Right. I am sure, Mr. Smith, that your son will win the first prize.

**7. Use a comma after such words as *yes, no, ah, oh, well*, etc. at the beginning of a sentence.**

Right. "Oh, perhaps there is no danger," he said.

**8. Use commas to set off dates and geographical expressions.**

Right. He moved to 201 Cedar Avenue, Portland, Oregon, on Monday, October 4, 1965.

**9. Use a comma after an introductory adverbial clause or phrase when the clause or phrase is long or may be misunderstood.**

Right. As I entered the front door of the little house we boys built on the top of the highest hill in the woods, I saw John hide behind his desk.

**10. Use commas to set off initials, academic, honorary, military, religious title following a personal name or a degree.**

Right. Prof. H. A. Brown, Ph.D. talked to us today. Smith, T.E., Jones,

B.EL, and Stone, FAL, are absent.

**11. Use commas to set off appositives not closely connected with the meaning of the sentence.**

Right. Bill, who is the captain of our team, is the youngest brother of Lawrence, a member of my high school class.

**12. Use commas to set off any parenthetical or inserted matter in the sentence (such transitional expressions as *however, moreover, furthermore, nevertheless, on the one hand*, etc.).**

Right. The boys, however, had rather go fishing. I will go, of course, if you insist.

**13. Use commas to set off non-restrictive words, phrases, and clauses. Do not use commas to set off restrictive modifiers.**

Right. Telephones, which are found almost everywhere, have become necessary to modern life. (**non-restrictive clause**)

Telephones which are out of order are useless. (**restrictive clause**)

**14. A comma is often used to set off the word *Incorporated* or the abbreviation *Inc.* from the rest of a corporate name; however, many companies elect to omit this comma from their names.**

Right. Tektronics, Inc. **but** Merz-Fortunata Inc.

**15. A comma punctuates an inverted name.**

Right. Saga, Deborah J.

**16. A comma is often used between a surname and Junior, Senior, or their abbreviations.**

Right. Morton A. Williams, Jr., Douglas Fairbanks, Senior.

**17. After the salutation or the complimentary close in a friendly or business letter.**

Right. Dear Sir, Your friend, etc.

### **Mastery Test and Continual Review 3**

**Supply capital letters, quotation marks, and commas wherever required**

1. Study these sentences punctuate them and hand them to professor Jones your teacher.

2. The students whose names I shall read will be exempt from final examinations.

3. That was as I have explained before the reason I went to Macon Georgia last spring.

4. Mathematics latin science and history are taught in the south high school said Tom.

5. I hope that you will be healthy that you will be wealthy and that you will be wise.

6. I am sure replied Mary that I saw Roy Frank Bill Tom Ben Jack and John going to school.

7. Yes Mr. Brown Charles your son is with Ed Ted Joe and Sam replied Ruth my sister.

8. If Clara Helen and Jane wish to see James; Roy Ted and Ivan will sit down.

9. Mary standing on the platform could see Henry Arthur Frank and Lawrence.

10. I swept the floor; and Edina Frances and Ruth my three sisters washed the dishes.

11. Dan Ray and Steve are lazy, as Miss Smith one of their teachers often said.

12. When Mr. Brown the candidate had spoken Roy Bob Charles and I shook hands with him.

13. Wiley Mike and Ernest have gone to see Harry Joe and Ed in Mobile Alabama.

14. No Mrs. Hale Helen your daughter was not with Jean Dorothy and me.

15. American English and Canadian soldiers fought together in France Italy and Germany.

16. You were telling me Edith how you learned to swim play tennis dance and skate.

17. John have you heard from aunt Ethel uncle Tom and cousin Sue? mother asked me today.

18. Harry ran as fast as his legs would carry him for he was determined to win the race.

19. Mark Anthony the roman orator said this: friends roman countrymen lend me your ears.

20. Yes Howard it is you not he who deserve the honor replied Miss Brown my teacher.

21. When we came into the room Lucy Dorothy Frank and James greeted us cordially.

22. Why David said Miss Black the english teacher have you really prepared your lesson?

23. No one not even Sam the chauffeur expected us to go to Akron Ohio yesterday.

24. Yes judge Moore you will I am sure find Dr. Brown the minister in his study.



25. Students who never make mistakes find it easy to punctuate these sentences.

26. Texas the lone star state is the largest state in the nation said Ben my brother.

27. After we had eaten the girls washed the dishes pots and pans Howard remarked.

28. It appears therefore that he was born in Omaha Nebraska on September 11900.

29 Listen Elizabeth replied Barbara; you must not ignore Bertha Edna and Ruth forever.

30. You may order the book from Miller's Book Store 64 Broad street N.W. Atlanta, Ga.

31. He did not take a vacation this summer for he decided that he had rather work.

32. Rip Van Winkle who slept twenty years did finally awake laughed Mary my friend.

33. Yes Mrs. Smith Charles your son is I am sure with Ray John Bob Sam and Bill.

34. The weather becoming more favorable during the night we decided to go on to town.

35. You understand however that Mr. Jones our neighbor may move to Burlington Vermont.

36. Sarah remembering that it was her mother's birthday bought her a new hat coat and dress.

37. Yes I will agree to that my friend if you are right answered Lee my roommate.

38. He spoke of the Greeks and the Romans of the French and the Germans and of the Chinese.

39. Come here he said; you are I believe one of the boys I met in Princeton New Jersey.

40. He took the pear peeled it cut it into small slices and ate it with pleasure.

## UNIT 4. THE COLON AND THE SEMICOLON

### Use a colon

#### 1. To introduce a formal or lengthy quotation.

Right. With these words the orator began his address: “There is nothing to fear now.”

#### 2. To introduce formal enumeration after such formal expressions as *this*, *these*, *thus* and *as follows*.

Right. The articles he asked for are as follows: a box of stationery, a bottle of ink, and a pen.

#### 3. After salutations in formal or business letters (a comma may be also used).

Right. Dear Sir: Dear Madam: Gentlemen:

My dear Mr. Smith: Dear Miss Jones:

#### 4. Between hours and minutes when expressed in figures, in page references, bibliographical and biblical citations and fixed formulas used to express ratios.

Right. 9:45 A.M. 3:15 p.m. He came at 10:30 o'clock this morning. A ratio of 3:5. John 4:10. Stendhal, *Love* (New York: Penguin, 1975).

#### 5. Before a part of a sentence that merely restates, explains, and gives an example of what has just been stated.

Right. Our firm has a fixed policy: we will not be undersold.

#### 6. To introduce a summary statement following a series (a dash may be used as well).

Right. Physics, biology, sociology, anthropology: she discusses them all.

#### 7. To separate titles and subtitles (as of books).

Right. *The Tragic Dynasty: A History of the Romanovs*.

#### 8. A spaced colon is used to join terms that are being contrasted or compared.

Right. The budget shows an unfavorable difference in research : advertising dollars.

#### 9. To punctuate memorandum and government correspondence headings and subject lines in general business letters.

Right. TO: VIA: SUBJECT: REFERENCE:

#### A colon is placed outside quotation marks and parentheses.

Right. There's only one thing wrong with “Harold's Indiscretion”: it's not funny.

## Use a semicolon

**1. Between two independent clauses whenever these clauses are not joined by one of the coordinating conjunctions *and, but, or, nor, for* and *yet*.**

Right. I must go home now; my mother needs me. She came early; however, she has gone home. No one knows the fate of the ship; it never returned.

**2. To separate independent clauses joined by a conjunction when either clause, or both, contains comma punctuation.**

Right. Jane, who is my sister, plays with dolls; but John, my youngest brother, prefers a gun, a knife, a ball, or a kite.

**3. Before the expressions *namely, as, that is, viz., i.e., to wit, etc.* when they introduce an illustration or an enumeration.**

Right. Our government is divided into three departments; namely, legislative, executive, and judicial.

**4. Between serial phrases or clauses that have a common dependence on something that precedes or follows.**

Right. Each student was urged to join the athletic association; to buy admission tickets to school entertainments; and to subscribe to the school paper.

**5. To join two clauses, when the second begins with a conjunctive adverb such as *accordingly, however, indeed* and *thus*. Phrases such as *in that case, as a result, and on the other hand* can also act as conjunctive adverbs.**

Right. Most people are covered by insurance of one kind or another; indeed, many people don't even see their medical bills.

**6. When semicolons separate three or more clauses, and a coordinating conjunction precedes the final clause, the final semicolon is often replaced with a comma.**

Right. The report recounted events leading up to this incident; it included observations of eyewitnesses, but it drew no conclusions.

**7. To separate items in a list in cases where a comma also would not clearly separate the items or references.**

Right. The votes against were: Precinct 1,338; Precinct 2, 627.

**A semicolon is placed outside quotation marks and parentheses.**

## Mastery Test and Continual Review 4

### Supply the necessary punctuation

1. John ordered the following articles a box of crackers two bottles of milk and a dozen pears.

2. I must go to church this morning I promised mother I would go Ethel replied.

3. The telegram read as follows the boys arrived safely they will return next week.

4. James Fred Joe and Tom came today Bill Bob Ed and Ben will come tomorrow.

5. The exact quotation is as follows knowledge is power yet many people do not seek it.

6. You must remember however that he is young you must not expect too much of him.

7. There is nothing to fear now said our guide we have passed all points of danger.

8. Henry reached town at 9 15 A.M. today he will return at 3 30 P.M. next Monday.

9. Jack Bob Ed Lee and Bill are already here but the girls have not arrived.

10. Arthur has gone to the ring Helen to the theater and Mike to the circus.

11. John's message was as follows my baggage was sent today I will leave tomorrow.

12. Yes Mr. Brown Sam your son is I believe in town however I may be mistaken.

13. Mr. Hall who is our teacher said this Richmond had fallen hence confusion reigned.

14. Mr. Hill is a lawyer Mr. Lee a banker Mr. Sims a merchant and Mr. Day a farmer.

15. Martha my sister went to college but Mildred my cousin secured an office position.

16. This Mary is I believe the truth however the story is I admit not convincing.

17. Well I am not sure of the result in fact I am worried admitted Sue my cousin.

18. Mr. Dickson sells groceries Mr. Walker men's clothing and Dr. Hodges drugs.

19. No Lee Era your cousin was not there I knocked at the door five times said Bill.

20. I like Mr. Jones the merchant he is kind to George Frank Harry Bob Jim and me.

21. No Frances I cannot go with you to Dallas Texas for I cannot leave my work.

22. Caesar the roman general said I came I saw I conquered.

23. Jane Betty Mary and Ruth came today Helen Clara Sue and Florence will come tomorrow.

24. Hurry Mildred called Sarah Bill George Bob Ray Lawrence and Ed are waiting for us.

25. I believe of course that I am right said John however I could be mistaken.

26. Lucy studies history latin and science Frank algebra french civics and music.

27. Mary Martha Ruby and Jean are here Jessie Dorothy Anne and Betty are coming.

28. Yes Dan we of course believe you however your story is we admit rather strange.

29. There are five boys whom I wish to see namely Sam Joe Tom Fred and Donald.

30. Harry Fred Robert James and I saw no need of running hence we walked.

31. Barbara wishes to buy the following a pair of shoes a pair of gloves and a hat.

32. I believe however he will go he likes to hunt fish and hike said Ben my cousin.

33. I cannot I am sure attract his attention but I will write a short note to him.

34. Those placed in nomination were the following Brown Smith Jones and White.

35. It is however entirely too late to change our decision we must keep our promise.

36. I did not find him at school consequently I assumed that he was at home.

37. He is a slow writer but his penmanship is beautiful said Miss Hill our teacher.

38. I hope to go to the coast next summer however I may go to the mountains instead.

39. John Bob Ted and I visited the following states Texas New Mexico Utah and Nevada.

40. I talked with Ruth Harriet and Joan then I greeted Miss Jones a former teacher.

41. William Cullen Bryant wrote this truth crushed to earth will rise again.

42. I believe Mr. Smith that I am right however I cannot say that I know I am right.

43. Henry arrived at 6 30 this morning Jack Tom and Bill didn't come until 9 30.

44. There is not I am told a house on the farm therefore we will camp in the woods.

45. Sarah asked me to bring the following a loaf of bread four lemons and a pint of milk.

46. Mary Martha Jessie and Sue live in Bangor Maine Dan Joe and Tom in Ogden Utah.

47. The wording of the telegram was as follows the girls won three games the boys two.

## UNIT 5. COMMA FAULT

**1. Never write two sentences with only a comma between them. This error, which is called the comma fault, should always be avoided.**

Wrong. The house is a large one, it has ten rooms.

Right. The house is a large one; it has ten rooms.

**2. Use a semicolon instead of a comma if the two independent clauses are of equal importance and logically belong in the same sentence.**

Wrong. My brother plays football, he is the captain of the team.

Right. My brother plays football; he is the captain of the team.

**3. Use a period instead of a comma if you desire to achieve the greatest degree of separate emphasis in each independent clause.**

Wrong. Flags were flying and the band was playing, it was the opening day of the fair.

Right. Flags were flying and the band was playing. It was the opening day of the fair.

**4. If the two independent clauses are joined by one of the coordinating conjunctions (*and, but, or, nor, yet* and *for*) it is correct to use the comma.**

Wrong. I ran as fast as my legs would carry me but the tardy bell rang before I reached the school house.

Right. I ran as fast as my legs would carry me, but the tardy bell rang before I reached the school house.

**5. If three or more short, simple, independent clauses constitute a series, it is correct to use only a comma to separate them.**

Wrong. The thunder roared, the wind blew.

Right. The thunder roared, the wind blew, the rain descended.

**6. If the two independent clauses are connected by a conjunctive adverb (*so, therefore, hence, also, moreover, then, thus, still, however, accordingly, likewise, furthermore, nevertheless, besides, otherwise, notwithstanding, etc.*), a semicolon is always required.**

Wrong. He came this morning, however he did not stay long.

Right. He came this morning; however, he did not stay long.

I had spent hours trying to solve that complex problem in algebra; still, I did not have the solution.

## Mastery Test and Continual Review 5

**Punctuate the sentences. Correct any errors that you find.**

1. Harriet Edna Mary and Martha are present, Jean Sally Betty and Edith are absent.

2. Henry brought a ball a bat and a mask, John brought horse shoes skates and tennis racquets.

3. He came I understand this morning however he left early this afternoon.

4. I wrote to him several weeks ago said Mildred he has not however answered my letter.

5. Mary is in Everett Washington this summer Marui is in Wilma North Carolina.

6. The children cheered the teachers smiled the principal frowned and the speaker sat down.

7. Homer who is my cousin plays baseball he likes all kinds of sports said Jane.

8. I studied every minute I had before the tart but I failed to make a passing grade.

9. I hope to go to the mountains next summer however I may have to stay at home and work.

10. Our high school is a very large one we have more than two thousand boys and girls.

11. Here come Mary Martha Dorothy Betty and Jean they will expect me to go walking with them.

12. Do not tease the little children too much Hubert you were young once yourself.

13. We waited we called and we watched but they did not come said Joe my brother.

14. John is rather slow otherwise you will find him to be an unusually good student.

15. There is no use of your begging me Frank I cannot go to town with you today.

16. Yes Mr. Smith John your son is I am sure in school I saw him there this morning.

17. Sarah came by the house this morning she did not however have time to pay us a visit.

18. There is nothing to fear said mother the storm is almost over already.

19. I had intended to go to the theatre tonight but I must study for a test instead.



20. He danced he sang he played he laughed he was really the life of the party last night.

21. She missed a week from school because of illness nevertheless she passed her tests.

22. Charles arrived at 10 45 this morning Frank expects to be here by 1 15 this afternoon.

23. We saw Jean Dorothy and Jessie today tomorrow we shall visit Mary Martha and Betty.

24. Howard lives in Cleveland Ohio Lee Dan and Bill live in New Brunswick New Jersey.

25. Judge Jones spoke to the students in chapel today he is a very interesting speaker.

26. The tardy bell rang before I reached school today however I did not have to stay in.

27. Let us know whether or not you can go so we can make our plans now.

28. Julius Caesar a roman general statesman and historian said this I came I saw I conquered.

29. Cain was the first son of Adam and Eve Cain killed his brother Abel.

30. General Robert E. Lee commanded the confederate soldiers. General U. S. Grant the union soldiers.

31. Hate brought apples pears and plums Grace brought peaches oranges and grapes.

32. Jefferson wrote the declaration of American independence he later became president.

33. Yes Jane Beth Anne and Ruth are late however I am sure they will be here soon.

34. No I did not go to Washington D. C. last spring I went to Chattanooga Tennessee.

35. Yellowstone national park has many hot springs and geysers thousands go there every year.

36. He asked us if we were ready to go then he started the motor said Joan my cousin.

37. We toured England Scotland and Wales this year next year we will tour France Italy and Spain.

38. I do not believe however that he is there I may of course be mistaken.

39. Well to make a long story short I went there was nothing else that I could do.

40. Lend me a dime until tomorrow Davis I left my pocketbook at home this morning.

41. Charlie is not at school today in fact he has been absent for the last three days.

42. I like all the holidays said Elizabeth however I like Christmas best of all.

43. The wind howled the lightning flashed the thunder roared and the rain fell in torrents.

44. Don't worry about that said Tom I am sure that you did not mean to irritate me.

## UNIT 6. THE APOSTROPHE

**It is used**

**1. To indicate possession.**

**a. Add the apostrophe and s ['s] to form the possessive of both singular and plural nouns not ending in an s or a z sound.**

Singular: girl's, boy's, child's.

Plural: men's, women's, children's.

**b. Add the apostrophe alone ['] to form the possessive of plural nouns ending in an s or a z sound.**

Right: girls', boys', cows', foxes'. Exceptions: lice's, mice's, geese's.

**c. Add an apostrophe and s ['s] to form the possessive of singular nouns ending in an s or a x sound.**

Right. Lynx's, fox's, Burns's, James's, Jones's Beatrice's, Felix's, Thomas's, princess's, Marx's.

**d. If the adding of an apostrophe and s ['s] to form the possessive of singular nouns ending in an s results in an awkward succession of sibilants, add only the apostrophe. When in doubt, however, it is best to use the apostrophe and s ['s].**

Right. Moses' rod, conscience's sake, Demonthenes' speeches, goodness' sake, Sophocles' wisdom, duchess' estate, mistress' property.

Jesus' sermons or Jesus's sermons.

Dickens' novels or Dickens's novels.

Keats' poems or Keats's poems.

**e. Add the apostrophe and s ['s] to form the possessive of indefinite pronouns.**

Right. One's, everybody's, anybody's, somebody's, another's, etc.

**f. In compound expressions add the apostrophe and s ['s] to the last member.**

Right. my brother-in-law's house, someone else's books.

**2. Use the apostrophe ['] to show that letters and figures have been omitted.**

Right. Don't, can't, couldn't, 'n', won't, the class of '08.

**a. Add the apostrophe and s ['s] to the last member of a group to indicate joint possession.**

Right. Smith and Brown's barber shop, White and Black's store, Fred and Jack's car.

**b. Add the apostrophe and s ['s] to each member of a group to indicate separate possession.**

Right. Smith's and Brown's barber shops. White's and Black's stores, Fred's and Jack's cars.

**3. Use the apostrophe and s ['s] to form the plurals of figures, letters, and words referred to as such.**

Right. the two x's, the three and's, the many therefore's. His 2's and T's look alike.

## **Mastery Test and Continual Review 6**

**Punctuate the following sentences:**

1. Helen belongs to the paragon girls club Dan to the high hat boys club.

2. Yes Mrs. Smith I saw Charles at Long and Shorts barber shop replied David.

3. Hicks and Jones store sells mens womens girls and boys clothing said Ted my brother.

4. We cant go with you today Alice we dont have time to get ready before the bus leaves.

5. Henry you must dot your i s and cross your t s warned Miss Black our teacher.

6. I shipped Franks trunk by Hoods transportation company early yesterday morning.

7. Tom Joe Ben and Ed are students of Culver military academy a famous boys school.

8. I have read several of Dickens novels I found them to be exceedingly interesting.

9. Harry you may get the following from Smith and Brown store a loaf of bread a dozen eggs a pound of sausage and a box of prunes said mother.

10. The people of America England and France eagerly awaited Roosevelts message.

11. Lets see if we cant avoid using so many ands buts and therefores in our themes.

12. I wont accept either ones apology said Ruth I dont appreciate such remarks.

13. Cant you meet me in front of Smith and Jones store at ten oclock? asked Betty.

14. I dont think this is his brother-in-laws house however we will ring the door bell.

15. Mildred Mary Martha and I enjoy reading Longfellow Poe and Emerson poems.

16. Lets sit down and watch somebody elses solution to these awful problems.

17. A few hours rest will work wonders a persons body cant endure too much abuse.

18. Your ps and gs look alike Tom dont forget that your writing is important.

19. When I went to the principals office he told me I had too many ands in my theme.

20. It is an hours walk to his brother-in-laws house near Tanners mill by the river.

21. For goodness sake girls dont make so much noise I cant study my lessons said Ben.

22. They didnt have any ladies girls or children hats at Jones and Browns store.

23. The sun gives its light to all said Mary we should appreciate our blessings.

24. If you think its best to go now John we wont question your judgment said Bob.

25. The little boys mother said that he had trouble with his xs rs 2s and 7s.

26. since I couldnt go to the picnic I dont want any company said Ruth my cousin.

27. I didnt see the following boys and girls there David Sarah Joe Ruth and Tom.

28. The horses bridle is at the stable you may go riding if you wish Lawrence.

29. She didnt see me or else she pretended that she didnt said Ted my brother.

30. I cant find my hat said Joe the one on the table is somebody elses hat.

31. Longfellows Laniers and Whittiers poems are beautiful we studied them last week.

32. Its a long way to Freds house I wont be able to get there before tomorrow.

33. Ted Joe Ben and Bob came at 10 30 oclock the others wont arrive until 1115.

34. I never saw so many ifs ands and buts in a theme remarked Miss Smith our teacher.

35. Henry is a senior at boys high school Mary is a junior at girls high school.

36. I dont like to use someone elses books said James but I cant find mine.

37. My brother-in-laws home is in the country however he isnt at home today.

38. Dan is at Jones and Smiths barber shop Jean is at Rose and Greens beauty parlor.

39. Captain Lawrences dying words were these dont give up the ship Harry replied.

40. If you cant do the work right dont pretend that you know how to do it.

41. Hicks and williams store sells mens boys womens and girls shoes hats and gloves.

42. Unless you cant leave the house by 10 20 oclock Bill I cant go with you said Jean.

43. Jacks car is a Chevrolet Henrys car is a ford and Dans car is an oldsmobile.

## UNIT 7. THE PERIOD, THE QUESTION MARK, AND THE EXCLAMATION POINT

### Use a period

**1. After every declarative sentence, every fragment that stands for a complete sentence, and every indirect question.**

Right. "Is she coming?" he asked. "Yes." "When?" "Today." I wonder if it will rain tomorrow.

**2. Use a period after all abbreviations except contractions, Roman numerals, alphabetical agencies of the government, and certain other initials and words.**

Right. Prof., Mr., Mrs., Okla., T. D., Col., Dr., etc.

Chapter IV, can't, don't, 10th, per cent, NRA.TVA. AAA.

**3. Use three periods to indicate an ellipsis (or omission) within a quoted sentence.**

Right. "He grumbled and complained for days ... Then he was silent." "What does he mean ..! And why ... ?" she gasped.

**A period is placed within quotation marks even when it does not punctuate the quoted material.**

### Use a question mark

**1. At the end of every direct question.**

Right. Where is Tom this morning?

"When are you going?" he asked.

**2. Within parentheses to indicate uncertainty as to the correctness of the preceding word or fact.**

Right. He was born in 1872 (?) in the city of New York.

She lives on Oakmont Street (?) in Birmingham, Alabama.

**3. To terminate an interrogative element that is part of a sentence. An indirect question is not followed by a question mark.**

Right. How did she do it? was the question on everybody's mind. She wondered, will it work? She wondered whether it would work.

**4. To punctuate each element of a series of questions that shares a single beginning and is neither numbered nor lettered. When the series is numbered or lettered, only one question mark is used, and it is placed at the end of the series.**

Right. Can you give us a reasonable forecast? back up your predictions? compare them with last year's earnings? Can you (1) give us a reasonable forecast, (2) back up your predictions, (3) compare them with last year's earnings?

**5. The question mark is placed inside a closing bracket, dash, parenthesis and pair of quotation marks when it punctuates only the material enclosed by that mark and not the sentence as a whole. It is placed outside that mark when it punctuates the entire sentence.**

Right. What did Andrew mean when he called the project “a fiasco from the start”? I took a vacation in 1999 (was it really that long ago?), but I haven’t had time for one since. He asked, “Do you realize the extent of the problem [the housing shortage]?”

### **Use the exclamation point**

**1. To indicate a forceful comment, strong feeling or surprise.**

Right. Why, Henry, when did you return! The child cried, “Save my toys!”

**2. To punctuate a sentence, phrase or interjection.**

Right. This is the fourth time in a row he’s been late! No one that I talked to – not even the Accounting Department! – seemed to know the figures were calculated. Oh! you startled me.

**3. To replace the question mark when an ironic or emphatic tone is more important than the actual question.**

Right. Why me!

**4. With a question mark to indicate a very forceful question.**

Right. How much did you say?!

**The exclamation point precedes closing quotation marks if it belongs to the quotation only.**

Right. She exclaimed, “What a delightful surprise!”

**The exclamation point follows if it belongs to the sentence as a whole.**

Right. How thrilling it was to hear the band play “Stars and Stripes Forever”!

## **Mastery Test and Continual Review 7**

### **Punctuate the following sentences:**

1. I asked my brother whether he knew his history algebra and science or not.

2. Are you ready Jean said her impatient husband or shall I read a book or two while I wait.

3. What here in my own home under my own eyes some thief has taken all my money.

4. Can these men women and children be depended upon to do this work



well.

5. I wonder whether or not these men women and children can do this work well.

6. Mr. Smith who was long a neighbor of ours moved to Chicago in May  
( ) 1965.

7. A large number of men women and children were shouting save our homes.

8. are you certain Frank that Elizabeth Dorothy Mildred and Jessie will be there.

9. i wonder if I can find the way to his brother-in-laws home in this storm.

10. Joe did you ask Helen Harriet Barbara and Jane where to put this table

11. The only question before us is this can we reach them in time to be of any help

12. I asked him mother if he had seen Charles Tom mike Sam John or Mason today.

13. What does he think he is doing And why Mary Martha and Sue gasped.

14. Yes Harold as I told you before I visited Ed Ben and Joe on August 5  
( ) 1951

15. Listen I am sure I heard a child scream we must run for help at once Betty said.

16. Did you ask him Anne if he is the man we met in Columbus nebraska last spring.

17. For heavens sake exclaimed Harry where do you suppose all the boys are going

18. Did you tell Jean Dorothy Mildred and Jane to be here at 10 30 oclock Frank

19. Yes Betty I will ask Hubert to be at the station when we arrive in Dayton Ohio.

20. I saw Teddy Ray Joe and Marshall I did not however speak to them said Mary

21. He liked bread and milk bacon and eggs and sausage and cakes replied Mr. Brown

22. Jane asked me if I saw Jack Tom and James in Tulsa Oklahoma last summer.

23. Who do you suppose is keeping those boys they were supposed to be here early

24. Did you visit Helen in Owen Sound Ontario I know she was glad to see you.

25. Hark I am sure I heard someone calling Help me said Elizabeth my roommate.

26. Fred did Dr Thomas say Give the dog two pills every three hours asked

Frank.

27. I asked Joe to send us a telegram as soon as he arrives in St Cloud Minnesota

28. The teacher asked me said Tom why I use so many ands buts and ifs in my themes.

29. Chaucer was born in London England in 1342 ( ) Mr Smith our teacher said.

30. We debated this question in class How can the United States avoid war

31. I asked him whether or not he would go he said that he did not know replied Ben.

32. David cant you Jack John Bill and Ed get there by 10 15 oclock asked Clara.

33. Fred where were you yesterday I called four times but no one answered.

34. I asked Ruth Edna and Jane to come however they had promised to go with Helen

35. Yes Mrs Jones Charlotte your daughter is I am sure with Barbara Dorothy and Joan.

36. Are you going to Cody Wyoming soon Tom I surely wish I could go with you.

37. Jean will you please ask Frank Ed and Joe to come home at once

38. Prof Brown our teacher speaks french Spanish and german fluently said Martha

39. Did you say he lived in Springfield ill or in Springfield Mass Elizabeth

40. Why Mildred I thought you were in Miami Fla how long have you been back.

41. It is dear therefore we shouldnt blame Mr Brown Dr. Jones or Prof. White.

42. Miss Smith who is my teacher asked Have you read The Rime of the Ancient Mariner.

43. When we asked his reason he said I do not have time to go I have other things to do.

44. Joe are you Ted and Ed using the map the globe or the atlas asked Jane my sister.

45. They were married on Friday April 13 ( ) 1951 in Salem Mass at her home.

## **UNIT 8. THE DASH, MARKS OF PARENTHESES, BRACKETS, BRACES, HYPHEN, SLASH, AMPERSAND, ELLIPSIS AND BULLET POINTS**

### **Use the dash**

**1. To show a decided interruption, such as a sudden break in the thought of the sentence, an unexpected shift in the construction, or hesitation or uncertainty on the part of the speaker.**

Right. "I will tell you the whole story – but there goes the telephone," she said.

"Where is your friend – the – the – er – butterfly catcher?" he asked.

I mean – all of you know what I mean.

**2. Before a word that sums up preceding particulars.**

Right. Hunting, fishing, trapping – none of these interested him at all.

**3. To heighten suspense and to make parenthetical, appositive or explanatory matter stand out more clearly.**

Right. Scattered across the sky are billions – and billions – of suns – of stars – of comets – of meteors – of worlds.

### **Use parentheses**

**1. To enclose material that is connected only loosely with the main thought of the sentence.**

Right. I lingered for an hour (and who would not?) to see the next eruption of the great geyser.

**2. Use parentheses for personal comments.** One additional usage of parentheses is to contain the writer's direct comments to the reader. Usually, the comments contained in parentheses refer to the preceding sentence. As above, the shorter and simpler the better. If you have to expound at great length or reference several disparate pieces of your writing, it's usually best to start a new sentence.

Right. Most grammarians believe that parentheses and commas are always interchangeable (I disagree).

**3. Wherever it is wise to denote mathematical accuracy.**

Right. I enclosed my check for one hundred dollars (\$100.00).

**4. To set off figures showing the divisions of an enumeration within a sentence.**

Right. The speaker emphasized two things:

- (1) the choice of a vocation, and
- (2) the need for special training.

**5. To enclose definitions or translations in the main part of a sentence.**

Right. The hotel is located near the famous Paseo del Rio (river walk).

**6. To enclose abbreviations that follow their spelled-out forms, or spelled-out forms that follow abbreviations.**

Right. They will study the disposal of PVC (polyvinyl chloride).

**7. To enclose cross-references.**

Right. The diagram (Fig.3) illustrates the action of the pump.

**8. To enclose the name of a city or state that is inserted into a proper name for identification.**

Right. *the Tulsa (Okla.) Tribune.*

**Inserted explanatory matter may be set off by the use of commas, dashes, or parentheses. Commas indicate a closer relationship between the explanatory matter than do either dashes or parentheses. Parentheses are used to enclose the most loosely connected explanatory matter.**

Right. That man, who is one of our best citizens, is always ready to do what he can to improve our town.

Roy needs a job – any kind of job – so that he can pay his debts.

The teacher told my mother (as was to be expected) that I waste too much time in school.

### **Use braces**

Use braces **to denote a numeric set in mathematics.** Though generally uncommon, braces { } can also be used in regular writing to indicate a set of equal, independent choices.

Here are two examples of brace usage – note that the second is exceedingly rare:

The set of numbers in this problem are: {1, 2, 5, 10, 20}. Choose your favourite utensil {fork, knife, spoon} and bring it to me.

### **Use brackets**

**1. To surround words inserted in an article or a speech by an editor or a reporter.**

Right. Mr. Green. I admit that my opponent is a more experienced baby kisser than I am. [Laughter]

**2. To enclose insertions that take the place of words or phrases that were used in the original version of a quoted passage and have been slightly altered in some way.**

Right. The magazine reported that thousands of the country's children were "go[ing] to bed hungry every night."

**3. To enclose insertions that supply missing letters.**

Right. If you can't persuade the P[resident], I'm sure no one can.

**4. To function as parentheses within parentheses.**

Right. The company was incinerating high concentrations of pollutants (such as polychlorinated biphenyls [PCBs]) in a power boiler.

**5. In chemical formulas.**

Right.  $x+5[(x+y)(2x-y)]$  Ag[Pt(NO<sub>2</sub>)<sub>4</sub>]

**Hyphen is used**

**1. To link elements in compound words.**

Right. city-state, secretary-treasurer, light-year.

**2. To mark an end-of-line division of a word when part of the word is to be carried down to the next line.**

Right. It wasn't a pleasant experience; we asked all the questions we could think of.

**3. To divide letters or syllables to give the effect of spluttering, sobbing, or halting speech.**

Right. S-s-sammy, ah-ah-ah, y-y-yes.

**4. To indicate a word spelled out letter by letter.**

Right. p-r-o-b-a-t-i-o-n

**5. To indicate that a word element is a prefix, suffix or medial element.**

Right. Anti-, -ship, -o-

**6. To produce inflected forms of verbs that are made of individually pronounced letters or to add an *-er* ending to an abbreviation; however, apostrophes are more commonly used for these purposes.**

Right. a dedicated UFO-er.

**The slash** is known by many names, including virgule, diagonal, solidus, oblique and slant. Most commonly, the slash is used to represent a word that is not written out or to separate and set off certain adjacent elements of a text.

**1. It represents the words *per* or *to* when used with units of measure or when used to indicate the terms of a ratio.**

Right. 40,000 tons/year; a 50/50 split; price/earnings ratio.

**2. It separates alternatives. In this context, the slash usually represents the word *or* or another.**

Right. his/her; oral/written tests.

**3. It replaces the word *and* in some compound terms.**

Right. In the May/June issue; 2003/04; a classroom/laboratory.

**4. It is used, although less commonly, to replace a number of prepositions, such as *at*, *versus*, *with* and *for*.**

Right. table/mirror; parent/child issues; Dynamo/Spartak.

**5. It punctuates some abbreviations**

Right. da/mo/ye; A/R.

**or stands for a word that is not represented in the abbreviation.**

Right. W/O, the abbreviation for water in oil.

**6. It separates elements in a date and numerators and denominators in fractions.**

Right. 12/02/04; take some flower, water, and sugar (1/3/0,5).

**7. It serves as a divider between lines of poetry that are run in with the text around them (no more than 3-4 lines).**

Right. When Samuel Taylor Coleridge wrote in “Christabel” that “’Tis a month before the month of May, / And the Spring comes slowly up this way,” he could have been describing New England.

**No space is used between the slash and the words, letters or figures separated by it; however, some writers do prefer to place spaces around a slash used to separate lines of poetry.**

**The ampersand (&) represents the word *and*. It is usually used in correspondence only within proper names and abbreviations.**

**1. It is used in the names of companies but not in the names of agencies that are part of the federal government.**

Right. American Telephone & Telegraph Co. **but** Securities and Exchange Commission.

**2. When ampersands are used with abbreviations in general correspondence, spaces are often left around the ampersand.** Writing that makes extensive use of abbreviations, such as technical writing, more commonly omits the spacing.

Right. Such loans may be available at your bank or S & L. The R&D budget looks adequate for the next fiscal year.

**3. When an ampersand is used between the last two elements in a series, the comma is omitted.**

Right. the law firm of Shilliday, Fraser & French.

**Ellipsis points** is the name most often given to periods when they are used, usually in groups of three, to signal an omission from quoted material or to indicate a pause or trailing off speech. Other names for periods used in this way include ellipses, points of ellipsis, and suspension points.

**1. They indicate the omission of one or more words within a quoted sentence.**

Right. One book said, “Other names... include ellipses, points of ellipsis, and suspension points.”

**2. They are usually not used to indicate the omission of words that precede the quoted portion.** Practice varies on this point, and in some formal contexts, especially those in which the quotation is introduced by a colon, ellipsis points are used.

Right. The book maintained that “the omission is sometimes thought of as being marked by four periods.” The book maintained, “... the omission is sometimes thought of as being marked by four periods.”

**3. Punctuation used in the original that falls on either side of the ellipsis points is often omitted;** however it may be retained, especially if this helps clarify the sentence.

**4. If an omission includes an entire sentence within a passage, the last part of a sentence within a passage, or the first part of a sentence other than the first quoted sentence, the end punctuation preceding or following the omission is retained and is followed by three periods.**

**5. If the last words of a quoted sentence are omitted and if the original sentence ends with a period, that period is retained and three ellipsis points follow.** However, if the original sentence ends with punctuation other than a period, the end punctuation often follows the ellipsis points, especially if it helps clarify the quotation.

Right. He always ends his harangues with some variation on the question, “What could you have been thinking when you ...?”

**6. They are used to indicate that a quoted sentence has been intentionally left unfinished.** In situations like this, the terminal period is not included (only three periods).

**7. A line of ellipsis points indicates that one or more lines of poetry have been omitted from a text.**

**8. They are used to indicate faltering speech,** especially if the faltering involves a long pause between words or a sentence that trails off or is intentionally left unfinished.

Right. “I mean ... ,” he said, “like ... How?”

**9. They are sometimes used as a stylistic device to catch a reader's attention.**

Right. They think that nothing goes wrong ... but it does.

### **Bullet points**

**Bullet points are used to draw attention to important information within a document so that a reader can identify the key issues and facts quickly.** There are no fixed rules about how to use them, but here are some guidelines.

1. The text introducing the list of bullet points should end with a colon.

2. If the text that follows the bullet point is not a proper sentence, it doesn't need to begin with a capital letter and it shouldn't end with a full stop, for example:

*Tonight's agenda includes:*

- *annual review of capital gains issues*
- *outstanding inheritance tax issues*

If the text following the bullet point IS a complete sentence, it should begin with a capital letter. A full stop at the end is technically required but is not absolutely essential:

*The agenda for tonight is as follows:*

- *We will conduct an annual review of capital gains issues.*
- *The senior tax manager will talk about outstanding inheritance tax issues.*

4. Lists of bullet points will have more impact if each one begins with the same word class (or part of speech) and if they are all of a similar length. Action verbs are a good choice for the first word, i.e. verbs that describe the performing of an action. If you do use verbs, make sure that each one is in the same tense. Here's an example of the effective use of action verbs in a person's CV/résumé:

*Duties and responsibilities included:*

- *teaching national curriculum to Key Stage 1 pupils*
- *reaching attainment targets and improving learning performance*
- *developing extracurricular sports programme.*

5. Bullet points tend to have more impact if the text is relatively short. Make sure you use the same typeface and margin width within each section.

Bullet points are visually attractive and make it easy for a reader to locate important information. Nevertheless, try to use them sparingly: too



many bullet-pointed sections in the same document will mean that their impact is lost.

## **Mastery Test and Continual Review 8**

### **Supply punctuation marks wherever they are required.**

1. I will tell you a big secret but here comes a teacher said Mildred my cousin
2. English algebra biology latin spelling and chemistry none of these studies interest Ed.
3. I helped the boy and who would refuse to earn money enough to go on that trip.
4. He read the following from the letter I enclosed a money order for ten dollars \$10.00
5. The teacher told my mother as was to be expected that I whisper too much in class.
6. I will tell you the entire truth but I am afraid to trust you Frank.
7. In his letter I am enclosing a copy of it he asked for fifty dollars \$50.00
8. Some boys the teacher has named a dozen are failing algebra latin and history.
9. We have received from Jean Alice Katherine and Sue thirty dollars \$30.00 on account.
10. Harry and I dont mention this to a soul are engaged to be married whispered June.
11. When I graduate if I ever do I shall go to work said Lawrence my roommate.
12. I will tell you about our plans no I would spoil Mildreds surprise said Bill.
13. Several of my friends Roy Sam James Bill and John have gone fishing today.
14. Oh cried Era we shall all be killed unless we escape from this awful fire.
15. And Bobbie that is the name of my dog was nowhere to be found when we left.
16. Yes I was pleased and who would not be to win a scholarship smiled Elizabeth.
17. Hark did you hear that frightened voice call Help Help said Alice my cousin.
18. I believe in justice for all shouted Mr. Hill the candidate loud

applause

19. Yes father Ray Bill and I paid five dollars \$5.00 for these maps stamps and coins.

20. Henry the bankers son dont mention this to anyone often gambles whispered Sue.

21. By this time next year June 15 Dan Sam Joe and I will be in Akron Ohio.

22. I waited for three hours more or less before Betty Dorothy and Sarah arrived.

23. Four presidents stand out in our history Washington Jefferson Lincoln and Roosevelt.

24. the sailor told me as was to be expected that Helen knew nothing about the sea

25. These books pamphlets stamps and maps are not worth forty dollars \$40.00 said Tom.

26. When he returned you recall it was in October he entered south high school.

27. Three hours later we saw land it was to the eastward of course and steered to it.

28. Bring your bat you have it at your house dont you Bob and meet us at the ball park.

29. Yes Charlie the amount due is I am sure exactly one thousand dollars \$1000.00

30. He is away at least I was told so at the post office in Denver Colorado this summer

31. The telegram was as follows I will need fifty dollars \$50.00 for tuition tomorrow.

32. The author of this book Mountain Climbing had many narrow escapes said James.

33. If it snows tomorrow and it looks as if it will we shall throw snow balls at him

34. Hows your friend the er fisherman Sam asked Miss Thompson our teacher.

35. Roy Bill Sam Ed and I raised twenty dollars \$20.00 for the boy scouts.

36. Major Hunter do you remember meeting him at camp Gordon will be promoted soon.

37. I must tell you a story I heard today Dan but someone is coming up to see you.

38. His teacher told his mother as he was afraid she would that he misbehaves in school.

39. Henry raised thirty dollars \$30.00 Dan raised twenty-five dollars \$25.00

40. He emphasized two important things 1 the value of study and 2 the value of health.

41. She is at least all the boys say so the prettiest girl in school said Frank.

42. I believe we should have more holidays said Mr. Long the speaker Cheers

## PART 2. PRACTICE DRILLING EXERCISES

### I. Punctuate the following sentences:

#### Exercise 1

1. We met the following boys in town Raymond Richard Rufus Ralph and Rudolph.
2. I am sure however that Lucy Maze and Ann are with George Herbert and Luther.
3. He is innocent so I have been told by several people now living in Detroit Michigan.
4. Kentucky is bordered by Tennessee Illinois Indiana Ohio West Virginia and Virginia.
5. We paid five dollars (5.00) for these old coins maps and stamps said Thomas.
6. The wind blew with terrific force hence we did not attempt to climb the cliff.
7. Standing in the yard this morning were Truman William Jackson and Lawrence.
8. Wisdom is more to be desired than gold said Dr. Brown the minister of our church.
9. No we did not go to Springfield Missouri we went to Springfield Massachusetts.
10. The men women and children came but the bears elephants and monkeys were gone.

#### Exercise 2

1. No Mr. Smith we did not see Oscar your son at Sunday school or church today.
2. They will come I am very sure if we call them now and invite them to visit us.
3. There is nothing to fear now the storm is over replied James my roommate.
4. Wisdom justice truth and honesty are virtues that every person should desire.
5. I saw Elizabeth in town this morning she did not I am quite sure see me.
6. We need the following supplies a pen a bottle of ink an eraser and a compass.

7. Where were you when Ted Joe and I called you this morning asked Jack my cousin

8. Henry arrived at 6 30 oclock we expect Tom Joe and Harry at 7 15 oclock.

9. I will study the following subjects next term science french and mathematics.

10. Mr. Taylor who is an undo of Fred my roommate has moved to Great Falls Montana.

### **Exercise 3**

1. John lost his books this morning however he has never been known to study them.

2. No one knew who they were or where they went for they disappeared suddenly.

3. Yes Clara I should be pleased to meet your cousin from Wilmington Delaware.

4. Jack joined the army yesterday and James will join the navy tomorrow.

5. Mrs. Smith who is the sister-in-law of Grace my roommate gave us a party.

6. If you see Charles in town Frank tell him to call me as soon as he gets home.

7. The following students were elected Alice Edith Ruth Sam Walter and Donald.

8. Four of the boys Roy Ben Albert and Irving are going on a trip to the mountains.

9. Well to make a long story short we did not get to go to Columbia South Carolina.

10. Whom do you suppose we met while we were in Cincinnati Ohio today Elizabeth?

### **Exercise 4**

1. Benjamin Franklin the philosopher wrote this honesty is the best policy said Ed.

2. Let me assure you my friends that all the men women and children are safe.

3. Only one thing stands between me and college my high school record.

4. Yes I am sure that I saw Helen your daughter she was at the post office.

5. This is I believe the road to Barren Vermont however I could be mistaken.

6. We saw the following animals at the zoo a monkey a deer a bear and a zebra.

7. She does not appear to be at home however I will ring the door bell once more.

8. Yes Frank as I told you before Fred your cousin is with Dan Joe Bob and Ed.

9. He left his books hat and shoes at the boys club.

10. I do not believe said Mary my sister that I will read this book.

### **Exercise 5**

1. Searching for Roy Dan Bill and Ed at the circus was a very difficult task.

2. We should be careful about buying goods from strangers said Mr. Butler our teacher.

3. Her favorite pastime was skating however she also enjoyed hiking and swimming.

4. There is a rule against our feeding the monkeys lions bears and other animals.

5. Running jumping and diving are sports enjoyed by Charles Joe Dan Sam and Bob.

6. No Frank I am sure Sarah is not to blame for breaking the glass Edith replied.

7. Mr. Jones who is our teacher hesitated a moment before answering my question.

8. Her writing short stories poems and songs brought her much favorable publicity.

9. Unless we prepare our lessons there will be no time for dancing said Thelma.

10. Do you remember my giving you my ring watch and pen last week William?

### **Exercise 6**

1. Her hobby collecting various kinds of rocks takes most of her leisure time.

2. Jack Ted Bill Frank and I enjoy taking long walks on Sunday afternoons.

3. Spelling reading and writing are my favorite studies said Hattie my

friend.

4. Skating is fun however I enjoy swimming dancing and fencing also said Kate.

5. Listening is sometimes better than talking especially if the teacher is near.

6. Sarah Dorothy Eleanor and Jane entered the door without making any noise.

7. Mother's coming to school and talking to the principal worries me said Tom.

8. I can't help whispering when I have so much to tell replied Mary my roommate.

9. I believe in the old saying seeing is believing said Miss Smith our teacher.

10. After waiting an hour for Harriet Ruth and Mary I gave up and came home.

### **Exercise 7**

1. Thinking is hard work therefore I prefer talking replied Dan one of my friends.

2. All of us I am sure are proud of John's winning a scholarship to college.

3. Yes Dan I reached home quickly by driving through a tunnel to the highway.

4. We all regret John to learn of your moving to Bangor Maine said Tad my cousin.

5. Climbing the mountain was more difficult than Jack Bill and I contemplated.

6. His occupation farming required him to stay out of doors most of the time.

7. He earns his living by writing articles poems and stories for magazines.

8. Spinning weaving and knitting were household arts during colonial times.

9. His favorite sports playing tennis golf and hockey afforded him much pleasure.

10. We could not read the writing therefore we do not know what his wishes were.

### **Exercise 8**

1. My favorite sports rowing boxing and wrestling help me develop my muscles.
2. Directing traffic on a busy street was no fun for Ray John Jack Joe and me.
3. Her favorite subjects reading spelling and writing kept her busy all day.
4. Laughing is much better than frowning crying or grumbling replied Dr. Brown.
5. He saved the child from drowning therefore he should receive a medal
6. Neither Dan nor James enjoys reading writing or spelling.
7. I went walking with Sue Betty and Jean said Sally my sister.
8. My favorite pastime is watching television and listening to the radio.
9. Your winning the race pleased all of your friends Lawrence.
10. Did Mr. Smith wish to bring Charles David Lewis Sam and Walter with him?

### **Exercise 9**

1. To play tennis baseball and basketball well requires constant practice.
2. He did very few of the things so I have been told that he had planned to do.
3. We were glad to hear of your winning a scholarship to Dartmouth College Dan.
4. He tried to win his letters in diving swimming and rowing.
5. Joe doesnt like to work but he is always ready to play.
6. To walk with Harry Ben Frank and Bob four of my classmates was a pleasure.
7. A little learning is a dangerous thing wrote Alexander Pope an English poet.
8. He was about to leave before we came however we arrived before he left
9. He began to dance and sing for the amusement of the men women and children.
10. Her wish was to help him prepare for the tests in science history and french.

### **Exercise 10**

1. To graduate from high school is my great ambition said Elsie my classmate.
2. Her chief pastime to play bridge keeps her busy many hours during the week.



3. I want to live a long time said Ruth this old world is good enough for me.
4. Talking laughing and whistling are not permitted in school said Miss Jones.
5. Henry likes to play the banjo but Mary likes to read novels and short stories.
6. Mr. Smith who is the father of Jack my roommate likes to travel.
7. To learn mathematics science and language is very difficult for Ed Tom and me.
8. Yes Mr. Green Jack your son and Bob his friend are about to fail in school.
9. There is nothing we can do except to wait until the crowd arrives Frances.
10. Running jumping and climbing are my favorite sports said Thomas my cousin.

### **Exercise 11**

1. My favorite sports are to run to jump and to climb Thomas my cousin said.
2. My chief sports running jumping and climbing afford me many hours of pleasure.
3. My chief sports to run to jump and to climb keep me physically fit all the time.
4. Speaking in public gives a person poise and confidence said Mr. Smith.
5. To speak in public is good training for all Mr. Smith our teacher said.
6. John enjoys hunting fishing trapping and hiking but he dislikes studying.
7. John likes to hunt fish trap and hike he does not however like to study.
8. When do you expect to go to Jackson Mississippi to see your friends Fred?
9. There was nothing Ernest Clarence and Ralph could do except to agree.
10. My great desire is to win the speaking contest next week said Ed my brother.

### **Exercise 12**

1. Playing the piano is the favorite pastime of Mary Martha, and Dorothy

2. To play is easier than to work said Alice but to work is very necessary.

3. The favorite pastime of Ada Sylvia Barbara Shirley and Eva is to play tennis.

4. There was nothing we could do except to agree to spend the night with them.

5. Their chief pastime sailing gives Robert Guy Lloyd and Homer great pleasure.

6. To talk with great men is a liberal education said Mr. North our principal.

7. Maze wishes to sing dance and play but Ed prefers to fish hunt swim and hike.

8. To fill your order for books pens ink and paper is impossible at this time.

9. I like to jump but while I was jumping yesterday I hurt myself said Jack.

10. We were pleased to hear of your winning first place in the contest Frank

### **Exercise 13**

1. He himself has promised to help Grace Mildred and me with our skating.

2. The boy whom you met in Duluth Minnesota enjoys sailing on Lake Superior.

3. What is the name of the man who is to go hunting with us tomorrow Edward.

4. One should be very careful while driving for accidents are hard to avoid.

5. He talked to himself about doing the things he had promised to do for us.

6. To win the next ball game is I am sure the greatest ambition of the team.

7. Since there is no way except to walk we shall start walking at once said Bill.

8. Yes Mr. Jones Sam your son has gone to see Bob his classmate in Dayton Ohio.

9. Mother asked us to get the following a loaf of bread a pound of bacon and a dozen eggs.

10. He did not want to pay fifty dollars \$50.00 for these stamps coins and books.

### **Exercise 14**

1. He often told us about seeing Hoover Roosevelt and Truman.
2. My father mother brothers and sisters advised my studying medicine or law.
3. Her favorite pastime was skating however she never learned to skate well.
4. Each liked to study history science and algebra but they disliked English.
5. He had very little money to spend for books supplies and clothes at that time.
6. I have a plan to discuss with Dan Tom and you Fred said Joe my classmate.
7. Graduating from high school is one of the greatest events of one's life.
8. She had the job of washing the dishes sweeping the floors and mending the clothes.
9. Reading aloud soon became very tiresome for George Helen Ed Mary and me.
10. He himself promised to come he could not however find a way to ride.

### **Exercise 15**

1. I never knew that to fail to happen I have car trouble when I am in a rush.
2. Helen herself asked me to invite you him and them to the singing Lewis.
3. It makes me feel good to see our children love one another said Mrs. Jones our neighbor
4. What is the name of the man whom we are to meet in Bristol Tennessee Harry?
5. His favorite sports hunting fishing and hiking keep him strong and healthy.
6. One's work is important however it is just as important to rest and play.
7. The man who likes hunting would doubtless enjoy living in Wyoming said Alice.
8. Singing in the glee club of the high school was her greatest achievement.
9. The children have gone to town to buy their hats clothes and shoes.

10. The occasion was the unveiling of a statue of Jefferson the Virginia statesman.

### **Exercise 16.**

1. It pays to be cautious about accepting new ideas methods and short cuts.
2. I myself have advised against their buying a farm a car and a flock of sheep.
3. Speaking before a large audience requires practice confidence and a good voice.
4. George Ed Sam Joe and I grew tired killing time between our trains said Harry.
5. I myself expect to go on the trip to Havana Cuba with the class next spring.
6. Each of them likes to run jump dive swim float row fish hunt trap and hike.
7. He himself likes swimming diving and rowing but he dislikes hiking.
8. We were late again therefore we had to remain after school
9. We saw lovely mountains thriving cities large rivers and fertile land.
10. Ten children were playing on the green grass near a babbling brook today.

### **Exercise 17**

1. An old castle grim and forbidding was seen through the tangled undergrowth.
2. The foolish man told an unbelievable story to George Hoyt and me this morning.
3. An old dilapidated house shielded Charlie Arthur and Jack from the stinging cold.
4. On the following Saturday the new members were taken on a trip to Akron Ohio.
5. That mountain is so I have been told the highest point of land in the entire state.
6. They found the people of the city to be friendly kind and courteous.
7. For a brief moment the boy was silent then he burst forth in very angry tones.
8. An old man frightened and suspicious called to them from the upper room.
9. Before him stretched the long dreary road rocky lonely dry and

dangerous.

10. The telegraph the telephone radio and television helped make the world smaller.

### **Exercise 18**

1. The water in the pond was colder than Jack Bill Howard and I expected said Ed.

2. His latest book contains the best stories I have read in a long time.

3. My yoke is easy and my burden is light was the text used by Dr. Brown the minister.

4. Tom who is our greatest athlete is tall lean and muscular said Bill my cousin.

5. The girl was polite talkative and very pretty she wore a green dress.

6. The mountain was higher and steeper than Arthur Joe and Charles had expected.

7. The dark dreary old cabin was uninhabited but it sheltered us for the night.

8. The large red juicy apple was good however I also enjoyed the luscious grapes.

9. If you will prepare your daily lessons your monthly tests will be easy Fred.

10. Sitting Bull who was a famous warrior of the Sioux was brave strong and wise.

### **Exercise 19**

1. Friday was a lucky day for me said Sam I won a large red new sailboat.

2. He lives on the best farm in the entire county but he works in the city.

3. This new book is interesting and instructive to all who like to read Frank.

4. Dan who is a classmate of mine is active ready and fearless said Ed my cousin.

5. Our travels of last summer took us to the remote islands of the Atlantic Ocean.

6. A beautiful monument stands on the high hill where the main battle was fought.

7. The child is happy free and unspoiled but his older brothers are selfish.

8. The five sisters expect to spend six months in Phoenix Arizona next year.

9. Mathematics is the easiest of my four subjects and English is the most difficult.

10. He shook his bald head at us but he was kind and courteous to all the little children.

### **Exercise 20**

1. I caught five fish and Ed my brother killed two squirrels.

2. He wore a straw hat a blue suit and a red tie to school today.

3. Sue lives in the small cabin on top of the high hill said Tom.

4. She is pretty said Milton but she is also very proud.

5. The sun is hot today therefore we will enjoy some cold drinks.

6. A narrow crooked and rocky path led to a farmer's house.

7. I saw several old friends today but they were watching the big parade.

8. The listening girls heard the strange story then they asked many questions.

9. Singing gaily Helen climbed the steep stairs to the upper room of the house.

10. The car standing in front of the brick house belongs to Mr. Jones our neighbor.

### **Exercise 21**

1. Hearing a strange noise he went out into the street to see what it was.

2. In the yard sat an old man smoking a long black cigar and reading a newspaper.

3. Looking out the window I saw several boys waving red white and blue flags.

4. Having taken a very difficult test John was almost sure that he had failed.

5. The screaming child was so unhappy that it seemed to be impossible to quiet him.

6. Following his doctor's advice however he quit office work and moved to the country.

7. His chief concern I understand was to help disabled soldiers sailors and marines.

8. Blushing with embarrassment the timid boy escorted the pretty girl home.

9. The violent storm left many uprooted trees tangled wires and broken windows.

10. The cards letters and papers stacked in neat piles are ready to be

mailed.

### **Exercise 22**

1. The girl singing in the church choir is Jane a senior in central high school
2. Dr. Brown the minister trembling with emotion urged the young people to accept responsibility.
3. I saw ducks geese and swans flying over the grassy plains yesterday morning.
4. Not realizing the great importance of study I failed in my final examinations.
5. The dilapidated old mansion was very interesting to Jack Ben Arthur and me.
6. We saw the new moon disappearing behind a white cloud over the distant mountain.
7. The news surprising to every man woman and child was however most welcome.
8. The boys running errands for their fathers mothers and friends were very tired.
9. Looking out the window Alice Carrie Belle Jean and I saw the big parade.
10. The raging forest fire consumed leaves brush and small trees before it was extinguished.

### **Exercise 23**

1. John speaking slowly and seriously made a deep impression on the congregation.
2. Steaming hot soup black coffee and sandwiches were served to us at the picnic.
3. Concealed in the thicket the cat watched eagerly for the red bird to fly near.
4. Her charming personality won her new friends and admirers wherever she went.
5. The rising sun on the cloudless morning was a most beautiful sight to behold.
6. Glancing up from his writing he saw a strange man standing at the door.
7. The howling white dog belonged to Bobbie the brother of Charles my roommate.
8. The children running across the yard to play their many games were

very noisy.

9. Hearing the good news every man woman and child gathered in the city park.

10. The rifle bullet whistling as it sped through the air struck a telephone pole.

### **Exercise 24**

1. The babbling brook flowing across the green meadow is beautiful said Frances.

2. The boy standing on the corner reads many books magazines poems and short stories.

3. Hiding behind a big tree in the yard Sam my brother kept his presence a secret.

4. The growing corn wheat and oats in the fertile fields of Kansas required much work.

5. Hearing his master's voice the little dog ran to him.

6. The roaring wind frightened the men women and children.

7. She has books pencils pens ink paper and other supplies to buy for school.

8. It was time to study history algebra and science but I looked at television.

9. Yes I am sure said Frank that boats to rent will be found at any large lake.

10. His desire was to go with Joe Sam and Ed to Yellowstone National Park next June.

### **Exercise 25**

1. We had big red apples to eat but I preferred the grapes plums and peaches.

2. He has two lessons to prepare therefore he will come at 9 30 o'clock tonight.

3. The faculty selected Joan Betty Mary and Ruth to sing in the chapel program.

4. We did not have time to wait for Jack Arthur Roy Frank and Harry this morning.

5. If I did not have so much work to do I would go with him to Portland Maine.

6. Mr. Smith who is our neighbor has several houses to sell near the high school.

7. My ambition is to own a green Buick said Sam however I may never



realize it

8. I would have stayed longer with Homer but he had an algebra lesson to prepare.

9. Well to make a long story short I have a telephone call to make in one minute.

10. I wish I had an interesting novel to read while I wait for the train said Sue.

### **Exercise 26**

1. We shall probably elect her to represent us at the conference in Dallas Texas.

2. Since you have another friend to meet Paul I will wait for you at the post office.

3. The baseball game is to be played on Monday Tuesday or Wednesday of next week.

4. I have a secret to tell you Elizabeth whenever you have time to hear it.

5. All the students of central high school have final examinations to take today.

6. Smoking tobacco cigars and cigarettes are for sale at the corner drug store.

7. Spring holidays are to come soon hence I will have a few days for pleasure.

8. If you have work to do John it is best not to put it off until tomorrow.

9. It is about time to awake Harry Jack and John for breakfast is almost ready.

10. If I had a pencil to lend I would lend it to you Ted said Mary my cousin.

### **Exercise 27**

1. I had a big sandwich to take with me on the trip but I left it at home.

2. My classmate from Wilmington Delaware is to call me at 7 30 o'clock tonight.

3. We must hurry if we catch the 10 15 bus we certainly have no time to lose.

4. I believe that he has a theme to write however he may have written it already.

5. Mr. Jones who is our neighborhood grocer has candy peanuts and popcorn to sell.

6. We have everything to gain and nothing to lose hence we will buy the

gray horse.

7. My friend is to meet me I understand at the railroad station this morning.

8. The school committee appointed him to investigate conditions in the slums.

9. I have an important question to ask Mr. Brown the principal of the high school.

10. He asked Homer to ride with Hoyt Pat Hubert and Lloyd to the football game.

### **Exercise 28**

1. We have no time to waste if we want to reach Lexington Kentucky today said Elizabeth.

2. Frank was to call at 6 30 o'clock sharp but I suppose he has forgotten again.

3. There are so many things to buy and so little money with which to pay for them that I am worried said Mary my sister.

4. I must go to the library said Bill for I have a report to prepare for class.

5. She has five college classmates to visit when she goes to Toledo Ohio next month.

6. Mary who is my cousin looked at me and said Why I thought you were in Boston Joe.

7. I was however too tired to go with Ed Ben and Sam to Madison Wisconsin.

8. His favorite poets so I have been told are these Longfellow Poe and Lanier.

9. Clyde walked into my office took off his hat sat down and talked for an hour.

10. On Friday October 12 1492 Columbus the great explorer landed on San Salvador.

### **Exercise 29**

1. Her classmates Edith Mary Martha and Susan are spending the day with her.

2. Henry studied his lessons for two hours then he watched television for awhile.

3. Montgomery which is the capital of Alabama is an interesting city in the south.

4. No I do not think he was present however I could be mistaken said

Dan my cousin.

5. I am almost sure that he formerly lived at 74 Oxford street Cambridge Massachusetts.

6. I killed a rabbit and Bill my roommate killed a squirrel a raccoon and a hawk.

7. We saw him in town this morning Fred replied then he suddenly disappeared.

8. White yellow blue red brown and purple stickers were attached to Freds car.

9. We know that he is trained that he is honest and that he will work hard.

10. Larry was a simple contented carefree country boy who loved trees flowers and birds.

### **Exercise 30**

1. Lee the gallant southern commander and Grant the great union commander fought many battles.

2. Next year I will take the following courses mathematics french science and English

3. It rained for ten days in the mountains therefore we packed up and came home in disgust

4. Mount Vernon the old home of George Washington is located near Washington D. C.

5. Yes I believe that every person should be honest courteous reliable and industrious.

6. Mr. Green who is our new science teacher graduated from college on June 10 1952.

7. Having spent all our money at the circus we had to do without many things the following week.

8. Next spring Joan Sue and I will visit the following cities Boston Portland and New York.

9. Longfellow one of our greatest poets taught at Harvard University in Cambridge Mass.

10. Yes mother and I expect to visit our relatives in South Bend Indiana next spring.

### **Exercise 31**

1. If all of us work together all the time we can have good profit [Cheers]

2. Speak cautiously before the children Jack for they understand more than you would imagine.

3. Here once the embattled fanners stood and fired the shot heard round the world wrote Emend

4. Yesterday it rained but today we have unusually pretty weather said Ed my brother.

5. The news is almost too good to be true our basketball team won twice.

6. We shall go to Charleston West Virginia soon Tom and I hope to meet you there.

7. Mr. Dean who is our teacher of History told us always to speak clearly and distinctly.

8. I thrice presented them with a kingly crown which he did thrice refuse spoke Mark Anthony.

9. If you will come soon Harry I will wait for you here Charlie my classmate said.

10. Helen who is a leader in our high school glee club sang very beautifully last night.

### **Exercise 32**

1. Now is the time to study your lessons Louis tomorrow may be too late said mother.

2. Jake arrived first but if Arthur Bob and I had run more rapidly we would have won.

3. He goes to Oxford Mississippi very often for several of his cousins live there.

4. Alice arrived in the city last Monday she will visit us before she goes home.

5. We would have been here sooner but the roads were almost impassable today.

6. The telephone rang constantly hence our conference was interrupted frequently.

7. He spoke very highly of the following cities Nashville Atlanta Charleston and Miami.

8. He selected his books carefully and read them thoroughly thus he learned many facts.

9. We are always glad to see you Howard and we wish you would come more often.

10. Eleven o'clock came too soon for us and reluctantly we went home replied Ruth.

### **Exercise 33**

1. Yes Mr. Jones said Fred I know you have already spoken to me twice about the matter.
2. Often they would walk slowly through the park to see the lovely flowers.
3. A wise merchant buys carefully advertises frequently and pays his debts promptly.
4. Mr. Brown who is the principal of our high school spoke very kindly to us boys.
5. The price asked is entirely satisfactory and you will hear from us very soon.
6. John often makes unusually high grades for he always prepares his lessons very thoroughly.
7. He acted rather strangely for he walked slowly one minute and the next minute rapidly.
8. She always did her work faithfully therefore she quickly became an efficient secretary.
9. I came home early to meet our guests however they did not arrive until the late afternoon.
10. Our chapel speaker Dr. Brown the minister talked most earnestly to us yesterday.

### **Exercise 34**

1. The children listened intently as Miss Smith their teacher told them stories.
2. Speaking slowly and distinctly John appealed earnestly to the vast audience.
3. Although he was dressed poorly he quickly made friends among all classes of people.
4. You read too fast Albert said Miss Sibs the teacher try to read more slowly.
5. If you do not locate our representative quickly please write us immediately.
6. You have too many ands buts and ifs in your themes Jack.
7. We rode slowly through the mountains to Lander Wyoming.
8. Your excuse is very unsatisfactory replied Mr. Smith the principal.
9. The following boys will report tomorrow Roy Ben Joe Ed and Buff.
10. My father looked at me and asked angrily Why are you late.

### **Exercise 35**

1. The girl baking bread hopes to take advanced course in cooking next summer.
2. He refused to comment on the action taken by Miss Green the retiring secretary.
3. Miss Black who graduated from college last June expects to teach dancing next year.
4. Flowing water is never known to stagnate said Mr. Sams our boy scout master.
5. Skating is an excellent exercise to strengthen the body and it is a grand sport.
6. I don't expect to excel in spelling said Bob but my grades are above the average.
7. The girl standing by the window is ready to go with her class to Charlotte North Carolina.
8. The blazing sun beat down on us all day and we were very glad to get home once more.
9. I would like to take dancing said Ruth but I have too many other things to do.
10. The man driving the car hopes to reach Fresno California within the next three days.

### **Exercise 36**

1. The girl writing letters would like to correspond with boys in Chicago Boston and Philadelphia.
2. I am happy to know that you are more interested in service than in making money.
3. I like to hear bands playing children laughing and dogs barking said Mr. Long the mayor.
4. Thelma who is my best friend hopes to win a letter in swimming while she is at camp.
5. I wish to congratulate John Howard and James for playing so well in the football game.
6. We were unable to get near the roaring waterfall but we could see it from a distance.
7. The boys painting their boat plan to go rowing in Lake Itasca this afternoon.
8. By running as fast as we could Ted Sam and I were able to reach school just in time.

9. Blushing with embarrassment Roy my roommate tried to explain why he fell asleep during class.

10. Hearing a familiar voice I opened the door to greet Roy one of my old college friends.

### **Exercise 37**

1. Miss Jones who is our science teacher tried to silence the whispering students.

2. Although it was too cold to swim in the freezing lake we enjoyed every minute of our trip.

3. I would like to go skating with you Dorothy but I have some letters to write this afternoon.

4. Looking through a telescope I was able to see the boys climbing up the steep mountain.

5. If I had to choose between hiking and riding I would choose hiking said Dan my cousin.

6. Concealed in the tall grass Tom my cat was able to surprise and catch the red bird.

7. The old man sitting on the porch has invited Arthur Charlie and me to visit him

8. Because of rolling boulders the boys found it to be extremely dangerous to climb the mountain.

9. Shivering with cold from the blinding snow the boys were glad to get to a fire.

10. I was happy to hear of your winning the race Harold said Mr. Ellis our high school coach.

### **Exercise 38**

1. The full moon shining in a cloudless sky enabled us to find our way through the dense woods.

2. Driving over icy roads is something I always try to avoid said Mrs. Dillard our neighbor.

3. Helen's missing the signal caused our team to lose the championship game by one point.

4. The girls sitting in the library are Sue Edna and Ruth my three sisters

5. I am surprised at his winning the race for he didn't train seriously.

6. She likes to sing dance swim dive and hike said John my cousin.

7. The boys standing in the yard are Bill Sam Boy Jack Ed and Tom.

8. Writing themes requires much time but I enjoy writing said Alice.

9. The girl playing tennis goes to camp near Maryland Tennessee.

10. We hoped to go fishing today but we had to run errands for our mothers.

### **Exercise 39**

1. Mr. Green who is our councilman does not wish to ban the picture for he is opposed to all censoring.

2. I hope to meet Charlie John Sam and Jack in Panama City Florida next week.

3. Studying hard assures Helen of good grades the respect of her teachers and membership in several honor clubs.

4. Having secured a good position Fred my cousin went to Kansas City Missouri to work.

5. His hobby collecting stamps old coins and rare books gave him great satisfaction.

6. This highway runs through five states Florida Georgia Alabama Mississippi and Louisiana.

7. Borrowing pencils pens and paper from his classmates was perhaps his worst habit.

8. He did not wish to disappoint the men women and children who were waiting to see him.

9. Gathering the cotton corn and peanuts kept the farmer busy until very late in the fall.

10. The best seats were on the ground floor however Ed Bill and I decided to sit in the balcony.

### **Exercise 40**

1. I do not like to lend my radio set to every Tom Dick and Harry said Bob my cousin.

2. The weather being very cold Jim Ted and I decided not to go to Baltimore Maryland today.

3. We appreciate your lending us your boat oars and fishing tackle for the day Louis.

4. The boy driving the new car is Donald the oldest son of Mr. James the banker.

5. The houses across the small lake were old dilapidated unpainted and uninhabited.

6. I will try to prepare my history latin algebra and science lessons during the afternoon.



7. Recognizing Mary Martha and Mildred three of her classmates Bertha ran to meet them.

8. He came to see Elizabeth however she had gone to visit some friends in Omaha Nebraska.

9. The man talking with Ruth Edna and Francis is Mr. Hood the principal of the high school.

10. To visit Richmond Willington Chattanooga Charleston and Savannah is always a pleasure.

#### **Exercise 41**

1. Preparing his history french and algebra lessons consumed the rest of the afternoon.

2. To be honest courteous dependable and popular is my greatest desire said Ed my cousin.

3. In all the rooms were chairs beds books and radios but there were no rugs on the floors.

4. He however had no idea that Jane Grace Margaret and I were at the county fair.

5. His avocation fishing hunting and trapping gave him the greatest pleasure of his life.

6. She went to buy a hat a coat and a pair of shoes however she did not find a coat that suited her.

7. He lives on Belmont Road however he has gone to Akron Ohio for a few days.

8. They arrested the man driving the car for he did not have a driver's license.

9. Playing his piano violin or banjo is his favorite amusement when he is at home.

10. She asked to borrow my books pen and ink however I could not spare them at that time.

#### **Exercise 42**

1. Swimming the river was a more difficult task than James John and I had contemplated.

2. He will arrive early in the morning however he will have to leave late tomorrow night.

3. The man reading the newspaper is Mr. Albert the father of Hubert Bob and Joe my friends.

4. I hope to visit Alice Edith Dorothy and Betty when I go to Lexington

Kentucky next week.

5. Miss Brown who is our teacher told us to use clear crisp and concise English at all times.

6. We expected them to be at the post office we found them however in a grocery store.

7. Over the mountain is a small town in a beautiful valley.

8. The girl wearing a green dress is Sue a sister of Anne my classmate.

9. He came at 6 20 oclock this morning but he left before noon.

10. The teacher sent for the following girls Grace Edna Betty and Jane.

### **Exercise 43**

1. When we go down south we expect to visit Nashville Birmingham Charleston Atlanta and Miami.

2. What you say may be true John but the boys in your class do not believe you.

3. We know that the candy nuts and raisins are hidden in the closet said Joe my little brother.

4. Whenever you come Howard you will find James Jack and me in the office building.

5. The hat coat and shoes which you lost Paul are lying under the big tree in the park.

6. Mount Vermont the home where Washington lived and died stands on a bluff above the Potomac River.

7. On our right was a beautiful stream which our guide told us was noonday creek.

8. Wherever Mary goes she makes friends of all classes of people said Mrs. Jones our teacher.

9. We will wait in the city park until Carrie Florence Ellen Jack Walter Bob and George come.

10. The boy whom we met in Seattle Washington has moved to San Francisco California.

### **Exercise 44**

1. At last we went to the city clerk who gave us the information that we wished.

2. We saw the island where Columbus first set foot on the new continent said Tom.

3. We waited for Harry Grover and David at the post office as long as we could.

4. Mr. Smith who owns a drug store gave credit to Frank Homer Clarence and me today.

5. He was in the barber shop this morning but he was gone when Alvin and I arrived.

6. Whatever you do will be entirely satisfactory to all the employees Mr. Smith.

7. The boy who collects stamps old coins and arrow heads is in the next room.

8. Since I have prepared all my lessons I will go to the theater this afternoon.

9. When I was in Portland Oregon last spring I went on a trip to Mount Hood.

10. The boy sitting on the bench in the park is the one that we saw there yesterday.

#### **Exercise 45**

1. Because he was afraid of being tardy Roy ran all the way to school this morning.

2. I will stay in my room until you get here Layman said Lee one of my classmates.

3. Although he had no money he succeeded in working his way through Princeton University.

4. My father who was an orphan boy worked hard to help his mother brothers and sisters.

5. A young man whom I did not know tried to sell me some magazines said Sally my sister.

6. Although the house is very small the furniture in its rooms is expensive and beautiful.

7. When the television set arrived we immediately placed it in a corner of the living room.

8. If we walk faster we can get to school before the last bell rings Ruth.

9. Well to make a long story short Mr. Smith the principal didn't accept our excuses.

10. When I entered school last fall I made a resolution to study all my lessons every night.

#### **Exercise 46**

1. The boys arrived early this afternoon and we went to the ball park immediately.

2. That Tim will be elected captain of the football team next year is a certainty.

3. I was at the post office this morning when I saw Tom Fred and Joe pass by.

4. When the twelve o'clock whistle blew all the laborers went into the factory restaurant.

5. You will be sent to the office unless you behave better said Miss Black our teacher.

6. People stood crowded together on the sidewalks and some of them waved at us.

7. When morning came at last we found that we had wandered into a dense forest.

8. The boy whom you met in Louisville Kentucky is here.

9. I am sure that I asked the following boys Fred Sam and Harold.

10. The fight was over but the crowd refused to leave Anna said Tom my cousin.

### **Exercise 47**

1. Henry walked into my office took off his hat sat down and glanced over the newspaper.

2. The basket on the table was filled with the following fruits apples peaches and oranges.

3. A committee composed of Alice Ruth Sam and Bob made arrangements for the class party.

4. The library a beautiful building of Vermont marble is his latest gift to the town.

5. He looked like a person who has seen much poverty disappointment tragedy sorrow and evil.

6. John walked down the road slowly his school books hanging by a strap from his shoulder.

7. He came before six o'clock this morning and he stayed until three o'clock this afternoon.

8. I have not seen Ann and Henrietta since yesterday however they must be at home.

9. Henry who is my twin brother looks exactly like me but he does not like to be reminded of it.

10. In his garden are found three kinds of flowers roses pansies and violets.

### **Exercise 48**

1. The battle of Gettysburg which was fought in Pennsylvania was a victory for the north.
2. Within a few days Roy we shall go to Columbia which is the capital of South Carolina.
3. At the restaurant where I ate dinner I talked with David Charlie Harry Sam and Joe.
4. During the war Mr. White who lives on our street was a major in the infantry.
5. Yes Ben the dog which you bought from the farmer chased our cat up a tree.
6. When you go to Atlanta Georgia Tom look up Alice Mary and Sue on Peachtree Street.
7. Because Ben my cousin was ill of fever he spent ten days in the central hospital.
8. Although he fell into the river Clarence my brother was able to swim to an island.
9. I do not agree with him nevertheless I have great respect for his opinions.
10. No one came except John however we went across the street and talked with Mary and Martha.

### **Exercise 49**

1. Frank whom I met in Boise Idaho last June has moved to Pueblo Colorado.
2. Yes Mrs. Brown Sarah your daughter is with Lucy her cousin in the library.
3. Yes said the speaker I believe in the old saying a stitch in time saves nine.
4. Mother I should like for you to meet Edna Ruth and Jane my three college friends.
5. I registered for the following courses science latin mathematics and history.
6. Because of extremely bad weather our hunting trip must be postponed until next week.
7. This secret is between you and me John for no one except us has heard of it.
8. He walked down the path to the spring then he climbed up the mountain to the cabin.

9. I would like to sail around the world and live like the sailors of old times said Tad.

10. Despite our advice David tried to skate on thin ice and fell into the water.

### **Exercise 50**

1. Over the river from Boston is Cambridge the home of Harvard University.

2. Yes Ben Roy Sam Herbert and I drove across town to Oak Street to see some of our friends.

3. Bertha who is the youngest sister of Clara my roommate looks like her mother.

4. Below the mountain we could see Albert George and Harry fishing in the lake.

5. The train is three hours behind schedule therefore we shall have to wait for a long time.

6. Let us pass over the river and rest in the shade of the trees were the last words of Stonewall Jackson the great general.

7. Although he promised to be on time he kept us waiting for hours.

8. I am looking for the following boys Sam John Bill and Joe.

9. No one but Frank went to Milwaukee Wisconsin for the rest of us remained in Chicago Illinois.

10. I caught five fish in the lake today and Lewis my roommate caught eight.

### **Exercise 51**

1. That James Roy Barrow and Pat have gone to Denver Colorado is a fact.

2. I shall wait for you in the library if you will come within a reasonable time Fred.

3. Neither Jack nor Charlie was able to go with the class to Williamsburg Virginia.

4. The child looks as if he were ill therefore we shall take him into the house.

5. Either Frances or Eve will I am sure go with us to the post office Elizabeth.

6. I must hurry to the grocery store for my mother wishes to cook dinner soon.

7. James and John came today but Sarah Stella and Barbara will not come until next Tuesday.

8. Both the brother and the sister are spending a few days in Atlantic City New Jersey.

9. The natives of the jungle were neither hostile nor friendly they paid no attention to us.

10. The principal of the high school is popular for he is kind and just to every boy and girl

### **Exercise 52**

1. The hike through the mountains was tiresome but we enjoyed the beautiful scenery.

2. He came before nine o'clock and he left after dinner had been served said Nellie my sister.

3. We could not find the pen ink and paper either in the desk or on the table.

4. Only David Frank and Bill were absent at school this morning when the roll was called.

5. He looked carefully for the letter for he thought he had it in his pocket

6. Helen was too ill to go to school today but she was well enough to go shopping.

7. Harry worked hard in order that he might finish his work in time to go to the ball game.

8. He won the first prize but he was not entirely satisfied with his medal.

9. John came to the picnic after the rest of us had gone home laughed Laura my cousin.

10. Alice as well as Dorothy is in the library but neither of them is studying.

### **Exercise 53**

1. They will help you with your work if you will let them know that you need help.

2. Harold came after we had gone to school this morning but he left after dinner.

3. Neither Charles nor Henry was at the post office but we met Eva Dorothy and Ellen.

4. He sat down on a park bench and read his letters magazines and newspaper.

5. I will ride in your car Ruth in order that I may show you the way to the library.

6. The long walk through the woods had made us hungry and we

enjoyed our coffee eggs and toast.

7. He laughed at me yesterday yet I like him very much replied Jean my roommate.

8. We waited at the entrance of the cabin but no person knew that we were there.

9. On this map all landmarks are indicated national parks battlefields mountains and rivers.

10. I would like to talk to you longer Tom but my mother is waiting for the telephone.

#### **Exercise 54**

1. Clarence went to Buffalo New York yesterday but he did not see Dan his friend.

2. Ted raked hay from the barn loft and Joe fed the horses sheep cows and calves.

3. He was a leader in the classroom and he enjoyed playing baseball football and tennis.

4. Be a good sport Frank and laugh with others at your mistakes said Miss Smith our teacher.

5. I study the following courses in high school biology latin algebra and science.

6. I must go now for my father is waiting for me at the post office said Lucy.

7. Harry was one of the boys who volunteered but he will not go into service immediately.

8. The guests came early this morning and stayed until after midnight.

9. Mr. Smith who is our employer believed that his employees were loyal and honest

10. He sat down at his desk but he was too tired to study his lessons for awhile.

#### **Exercise 55**

1. Are you sure Thurmond that Roy Ben and Ted have a way to get home from town.

2. How beautiful the sun the sky the trees the flowers the grass and the streams are.

3. Come for Bertha Ruth Edna and me not later than nine o'clock in the morning Joe.

4. I hoped to see Betty tomorrow but she is visiting in Jacksonville



Florida.

5. Flowers that bloom in the desert are often beautiful but they are not seen by many people.

6. Yesterday afternoon Jewell Marjorie and I saw an interesting picture at the theater.

7. Mr. Holt the principal could not understand why Roy Ed and I were late this morning.

8. The boys like algebra physics and mechanics but the girls prefer history latin and french.

9. Are you sure that they heard you when you knocked at their door today Frank.

10. I want to see you boys study in order to make better grades the rest of the year.

### **Exercise 56**

1. I spoke to Margaret Jennie and Ethel this morning but they did not hear me.

2. No word has been received from any of the boys who left for Columbus Ohio.

3. All through the forests of his large estate were trees from many different lands.

4. Harvard University is in Cambridge Mass. and Yale University is in New Haven Conn.

5. Many houses trees and telephone poles were blown down during the great storm.

6. The employer is in conference today therefore we will be unable to see him

7. Although our football team is good it is not the best team in the entire state.

8. The children sang danced and played for their parents relatives and friends.

9. Will you come home with us or shall we not see you again until in the morning.

10. The boy who came here from Lincoln Nebraska is moving to Casper Wyoming.

### **Exercise 57**

1. The girls are busy writing letters reading stories and listening to the radio.

2. The girl whom you met in Chicago is in town but she will go home this afternoon.

3. As I passed through their neighborhood this morning I saw Jack Sam and Joe.

4. The plan was daring even to rashness but it won the battle for the south.

5. The dog which you gave me last fall is a favorite of all the family now Tom.

6. Alice cheered and Jack David and Henry danced until they were out of breath.

7. When daylight came we saw that our cabin was built of stone brick and cement

8. The teacher asked the boy a question but he had not prepared his lesson.

9. Robert and James his brother swept the floors washed the windows and cut the grass.

10. Why he failed to study algebra science and mathematics we do not know.

### **Exercise 58**

1. Is the doll that I gave your little sister last Christmas still cherished.

2. A boy whom I did not know waved at me this morning and I waved at him.

3. It was Roy who shouted that we must all get off the highway immediately

4. When I was a little boy Mr. Smith our neighbor let me ride one of his horses.

5. Elsie likes to live in the mountains but Eve her cousin prefers the seashore.

6. He left as the sun was rising he returned after dark.

7. Hubert and Herbert study to recite and enjoy mathematics science and history.

8. Colorado is bounded by Oklahoma New Mexico Utah Wyoming Nebraska and Kansas.

9. Each of the boys wished to go to see the big football game to be played on Saturday.

10. There go Joann Elsie Lillie and Jessie with their books tennis rackets and skates.

### **Exercise 59**

1. Every one of the apples peaches bananas oranges and plums in the basket was spoiled.
2. Were you at Sunday school at the beginning of the study period this morning Ruth.
3. There are five people on the committee to encourage the beautification of the town.
4. Yes Mary and John have been invited to spend a few weeks with their friends in Maine.
5. One of the visitors at the home of Mr. Smith our neighbor has been very ill.
6. Either Betty or Barbara will sweep the floor wash the dishes and dust the furniture.
7. Everybody in town is greatly interested in the contest to be held soon.
8. The captain together with his team was determined to win all the games this year.
9. To make a long story short our friends coming to visit us today have been delayed.
10. A vase containing some roses violets and other flowers was on my desk this morning.

### **Exercise 60**

1. The horses cows and sheep grazing in the pasture near the lake were sold today.
2. Many titles for the themes short stories and poems have already been suggested.
3. He went to his room this morning wrote some letters and read the newspapers.
4. Swiftly smoothly and quietly flows the tiny spring at the foot of the mountain.
5. Here come the principal the superintendent and the truant officer to see me.
6. While shopping this morning Alton bought the following a hat a suit of clothes and a pair of shoes.
7. These books articles and supplies you must have in order to do your best work.
8. At ten o'clock this morning Fred my roommate awoke dressed shaved and went to town.
9. Spread out in the vast farm lands before them were fields of cotton corn and wheat.

10. The rain hail and sleet followed by strong winds greatly damaged our shade trees.

### **Exercise 61**

1. This book with its pictures charts and personal accounts gives a true story of the war.

2. The trip by airplane from Portland Oregon to Portland Maine was very exciting.

3. In the late afternoon Harry Charlie and I built a fire near the spring in the woods.

4. A noted speaker from Fort Worth Texas will deliver the principal address.

5. There are many books magazines and newspapers in the library of our high school.

6. We will however need the following a typewriter a pack of paper and several envelopes.

7. With his money influence personality and friends he should be very successful.

8. There go Clarence Homer and Bill my three cousins to visit the central park zoo.

9. Everybody in the country the villages and the cities knows the name of our candidate.

10. At the swimming pool this morning Bill Bob and Dan dived floated and swam.

11. In his garden grew roses pansies violets and lilies.

12. Many people were waiting for their mail at the post office.

13. The principal called for the following boys Ed Sam Joe and Bob.

14. My brothers as well as my sisters parents and friends came.

15. I saw Harry the captain of our football team yesterday.

**II. Correct the errors in the following paragraphs supplying necessary punctuation. The number in parentheses at the end of the paragraph indicates how many errors you should find.**

**1. A** CHILDREN face years of ill-health because they are not active enough, researchers say. Scientists claim there is an epidemic of mini couch potatoes at risk of chronic health problems in later life. (4)

**B** Professor Kamlesh Khunti of leicester university who led the study said the need for obesity prevention measures was a major target for the Government and health experts. (3)

**C** This study shows that overall the physical activity levels in inner city school children are very low said professor Khunti. (3)

**D** Children of parents who suffer from these conditions were also at extra risk of developing them as a result of inactivity Dr Mike Knapton of the british Heart Foundation, welcomed the study, saying this “research like this will help us to better tailor health care and health education to todays multicultural UK.” (6)

**2. A** The disheveled American detective played by Peter Falk first appeared in a TV movie before the first series of Columbo began in 1971. His apparent absent mindedness and shambolic style lulled his suspects into a false sense of security but he was always quick to guess who the culprit was. With each episode unfolding from the criminals point of view we saw them trying to cover their tracks as the net closed in on them. (6)

**B** Columbo was a huge success and a host of famous names appeared in cameo roles including Janet Leigh, Faye Dunaway Dick Van Dyke and Johnny Cash while Steven Spielberg directed an episode of the first series. (4)

**C** Though she often seemed to be nothing more than a gossipy old woman miss Marple was quicker to get information out of suspects than local copper inspector Slack, and her willingness to put herself in dangerous situations meant that she always caught the criminal (4)

**D** This fussy Belgian sleuth first appeared in Agatha Christie’s novel *The Mysterious Affair At Styles* in 1920. Christie didn’t like her character, describing him as an egocentric little creep but when David Suchet brought him to life in TV’s *Poirot*, the detective found a whole new audience and gained fans across the world. (3)

**E** Starting life as a policeman Poirot retired and became a private investigator in England where he met Hastings, who narrated his most successful cases the most famous being *Murder On The Orient Express*.

Although Christie killed Poirot off, his popularity outlived him and he returned to our tv screens in 2006 with four new stories. (4)

**3. A** Microlights are technically mini-airplanes and should not be confused with hang gliders which rely solely on air currents for direction and altitude. But in truth they have more in common with the pioneers of flight than modern-day aircraft. Vulnerable to the elements they are as close as we can get to understanding what Louis Blériot and the wright brothers first felt and why they had to fly. (4)

**B** Microlighting took off in the late 1970s and the craft are intended to carry up to two people, to a maximum weight of 992 lb. There are two main types. The first the three axis is much closer to a conventional plane it has an enclosed cockpit and is controlled by a joystick, rudder and ailerons. (4)

**C** Dont expect to be comfortable in a weightshifter. Passengers sit in the rear, slightly raised above the pilot and should you bank too steeply your body will be telling you you're going to fall out This is amply compensated for though. Swooping over king Arthur's castle in Cornwall, the sea is an inviting azure blue 2,000ft below. The jagged cliffs dropping down into white sand bays are stunning and as you bank through a wisp of cotton wool cumulus you inhale a cloud for the first time in your life. (6)

**D** With the sun above the wing you cast a shadow over Tintagel's keep. What would merlin the magician who had visions of transforming himself into a bird make of this strange circling overhead (4)

**E** Engine switched off you descend in a spiral. A passing seagull pauses to admire this big and now silent bird, turning and swooping chattering away until you touch down. (2)

**4. A** WHAT exactly makes a smart phone so clever At first glance very little. Yes they come packed with nifty software applications designed to enhance your life. (3)

**B** When they first appeared a few years ago smart phones were marketed as the swiss Army knife of personal communications, combining the versatility of a hand-held computer with connectivity of a mobile phone What set them apart from standard mobile phones was their ability to download and run a broad range of third party software applications. (4)

**C** Companies such as scanbuy in New York and NeoMedia Technologies in Fort Myers Florida have taken the technology a step further by enabling the camera to act as a barcode scanner. In Japan, people use this feature to sneakily check the price of books and cds in shops. (3)

**D** In the next year or so such services will creep their way into Europe and the United States letting passers by book film tickets or sample songs from a new album, simply by scanning the QR code with their smart phone. (3)

**E** Smart phones are also finding use as biometric devices. Omron an electronics firm based in Kyoto has developed face-recognition software which uses a phone's camera to capture its owner's face and ensure that they can use the device. (3)

**5. A ISLE of GIGHA  
DINNER BED BREAKFAST  
FROM ONLY £ 45 pp (3)**

**B** The community-owned isle of Gigha (Gaelic: god's Island) is known as The Jewel of the Inner Hebrides. The Atlantic's crystal clear waters surround this six mile long magical isle, and lap gently on to its white sandy beaches creating an aura of peace and tranquility. The Gigha hotel caters admirably for the discerning holidaymaker with comfortable accommodation and first class cuisine, including fresh local seafood. There are also holiday cottages available. A must for any visitor is a wander around the famous sub-tropical Achamore Gardens, where palm trees and many other exotic plants flourish in Gigha's mild climatic conditions. Other activities on offer include organized walks, bird watching sea fishing, a nine hole golf course and alternative therapies. (10)

**6. A -** Hey Robert! We bet you can't believe you got to star in The Goblet of Fire

- It was great but I didn't really know what was involved cause I hadn't seen the other films. (5)

**B -** You must be the only one! What was your first day like

- On my first day we filmed the maze sequence from the end of the film. It was quite intimidating. On the first day we had to hit each other it was really strange punching Harry Potter Those first weeks were the most exciting part of the shoot. But I was so nervous. (4)

**C -** Any funny stories from the set?

- In one scene Michael Gambon who played Dumbledore couldn't remember character's names! He'd be like, Ron Potter It was really funny. (6)

**D -** Have you had any run ins with crazy fans yet?

- No and I went to a convention the other day and the fans were all really nice. But if anyone asks for my autograph I get really shy and feel like an idiot. (3)

**E** - Did you get to hang out with Harry, Hermione and Ron in between filming

- Well they had five hours of tutoring a day so I was hanging out by myself They're really nice, though. (5)

**F** - Fess up what is Daniel Radcliffe really like?

- He's a very cool guy he's very talented and he's really intelligent, too. I wouldn't have been able to handle all of the stuff that's happened the way that he has. (4)

**G** - Do you think Ron and Hermione will ever get together?

- I think that Harry and Hermione will get together then Ron will find out and kill Harry, ha ha (4)

**7. A** The hedgehog population in Britain has been halved in recent years a disturbing survey has found. Numbers have dropped from around 1.5 million to 750 000 over a six year period, leading to concerns about the mammals long-term future. Road death, attacks by badgers and new farming practices are being blamed for the rapid decline. intensive farming presents one of the greatest threats, with larger fields destroying foraging areas and pesticides killing off food supplies. (6)

**B** Wildlife experts from the people's trust for endangered species have now launched a national survey to find out where hedgehogs are managing to survive in a bid to reverse the trend. The project is being co-ordinated by Royal Holloway university in London and funded by the PTES and British Hedgehog Preservation society. Dr Paul Bright, of Royal Holloway, said 'It is vital to know where hedgehogs are still present and determine why their numbers appear to be falling. This will not only help us safeguard an endearing favourite of the British garden but also many other species with similar needs. (5)

**C** The survey is simple to complete and very importantly letting us know if you haven't seen hedgehogs is just as important as letting us know that you have. Hedgehogs have been around for 20 million years we want to ensure they will be around in the next century.' (4)

**8. A** Relationships make the world go round everyone is seeking someone who will love and understand them. And that's just as true of friendship as it is of romantic relationships. In many countries especially in tribal cultures friendship is revered and marked by rituals from blood



brotherhood to blessed ‘marriages’ between friends – that formalize an unbreakable bond (5)

**B** Friendship can so often happen by the purest chance but what is it that makes you compatible with one person and not another It may lie in the stars your zodiac sign can reveal the type of friend you are and who might be a suitable best friend. (4)

**C** Certainly with your very best friend you can feel that you are soul mates and in such cases, you can be sure that your friendship goes beyond your shared taste in music! (3)

**D** Historically, friendship has been regarded far more highly than it is today as time has passed and societys emphasis has shifted from friendship to romantic partnerships the formality surrounding our relations with friends has diminished. Friendship is very often seen as secondary to relationships between lovers. (4)

**E** The greeks and romans celebrated Classical friendships – platonic relationships with many of the hallmarks of modern day love. In Greek mythology for example famous friendships existed between male heroes such as Achilles and Patroclus. (5)

**F** Later, during the renaissance this type of friendship made a reappearance in the form of Romantic friendship. In these relations it was not usual for friends to set up home together as husband and wife though without any sexual element involved. (4)

**G** Many of the sentimental things we see lovers doing today writing poems, holding hands carving each others initials on tree trunks would then have been practised by close friends. These Romantic friendships existed between women only into the early part of the 20<sup>th</sup> century but something of their intensity still survives between best friends today. (4)

**9. A** As Helena muir signs to her 13 year old daughter Sarah the special bond between them is obvious. (3)

**B** Sarah has kid syndrome an extremely rare disorder that affects the eyes, ears and skin and can cause deafness and blindness. (3)

**C** Determined that Sarah who has been deaf since birth and children like her should have a good quality of life Helena has thrown herself into making things better for deaf children. (2)

**D** It was Sarah who nominated her mum for our awards.

My Mum works hard to make sure deaf children can do the same things as hearing children Sarah wrote to us. (3)

**E** A school governor Helena teaches hearing children deaf awareness.

She also works with the Hertfordshire Deaf Childrens Society and noticing that when deaf children were not at school that they really missed their friends has set up a youth club for deaf children to attend in the holidays which is now based in watford and continues to grow. (4)

**F** To help fund the club she recently climbed ben nevis, raising £1,000. 'Everything I do is for Sarahs benefit so it doesn't actually feel that I'm doing anything special' Helena says. In fact I always think that I could do a lot more. (5)

**10. A** Recently, scientists digging in a hot desert region of Venezuela called Urumaco 250 miles west of Caracas found some large fossilised bones. At first they had no idea what kind of creature they had found. When they found the jaw however they realised that they had found a rodent 10 times bigger than any on earth today when they examined the almost complete skeleton more closely, they realised that they had a caviomorph, exactly the same kind of creature as the modern guinea pig.

Today, there are around 5.000 kinds of mammal and about 2.000 of these are rodents. (8)

**B** Rodents are animals whose teeth never stop growing, like the guinea-pig, squirrel mouse or rat. They eat tough food like strong grasses or hard nuts. The largest rodent alive today is the capybara. This can grow up to two metres long and weigh 35 kilos the guinea-pig a favourite childrens pet can weigh up to 1kg and reach 20cm in length. The fossil which has just been found was 3m long, weighed about 700kg and stood 1.3m high at the shoulder. (4)

**C** The scientists who made the discovery have named the animal *Phoberomys Pattersonim* meaning *Patterson's frightening mouse* professor Brian Patterson was an american scientist who was the first to study the area where it was found. When *Phoberomys* lived in Urumaco it was very different. Instead of desert, it had a tropical climate with rivers filled with enormous crocodiles, turtles and catfish. There was plenty of thick grass to eat on the river banks. *Phoberomys* was probably equally at home in water and on land. (7)

### III. Self-assessment

Take the test. Select the most appropriate version.

#### Test 1

##### Question 1

- a) Dr Pinner added: “The crew ate rats and the fish they caught.”
- b) Dr Pinner added, “The crew ate rats and the fish they caught.”

##### Question 2

- a) Dan said that it was the worst outbreak of measles ever in Kent.
- b) Dan said “that it was the worst outbreak of measles ever in Kent.”

##### Question 3

- a) Did Malcolm say, “4 cheese-and-onion pasties?”
- b) Did Malcolm say, “4 cheese-and-onion pasties”?

##### Question 4

- a) She yelled: “I have already seen “Phantom of the Opera” twice.”
- b) She yelled: “I have already seen ‘Phantom of the Opera’ twice.”

##### Question 5

- a) Over 50,000 bacteria were found on the “clean” surface.
- b) Over 50,000 bacteria were found on the so-called “clean” surface.

#### Test 2

##### Question 1

- a) “His question was: Did his mates left him to freeze in the doorway?”  
Mary said.
- b) Mary said, “His question was: ‘Did his mates left him to freeze in the doorway?’”

##### Question 2

- a) The lawyer claimed: “Simon screamed ‘I was not speeding’ three times.”
- b) The lawyer claimed: “Simon screamed, “I was not speeding” three times.”

### Question 3

- a) Did she actually say, “Don’t call us. We’ll call you?”
- b) Did she actually say, “Don’t call us. We’ll call you”?

### Question 4

- a) “This is not a library. If you’re not going to buy it, leave it”: she snarled.
- b) “This is not a library. If you’re not going to buy it, leave it”, she snarled.

### Question 5

- a) She said, “This is not a library; if you’re not going to buy it, leave it.”
- b) She said: “This is not a library. If you’re not going to buy it, leave it”.

## Test 3

### Question 1

- a) He turned and shouted, “She is in the taxi!”
- b) He turned and shouted, “she is in the taxi!”

### Question 2

- a) I travel in the North on Mondays.
- b) I travel in the north on Mondays.

### Question 3

- a) Do not drink water from the taps in the Gymnasium.
- b) Do not drink water from the taps in the gymnasium.

### Question 4

- a) He sat at the top of Nelson’s Column for 3 hours.
- b) He sat at the top of Nelson’s column for 3 hours.

### Question 5

- a) The aliens will probably attack in Winter.
- b) The aliens will probably attack in winter.

## Test 4

### Question 1

- a) The horse was finally found in Ashton Under Lyne.
- b) The horse was finally found in Ashton under Lyne.

### Question 2

- a) The shark kept circling; however we knew we were.
- b) The shark kept circling; however, we knew we were.

### Question 3

- a) The company motto used to be: "Make a customer not a sale."
- b) The company motto used to be: "make a customer not a sale."

### Question 4

- a) Start heading south once you spot the green zone along the river.
- b) Start heading South once you spot the green zone along the river.

### Question 5

- a) We value all our Clients' opinions.
- b) We value all our clients' opinions.

## Test 5

### Question 1

- a) The rooms were comparable to the ones in Ceasars Palace in the 80s.
- b) The rooms were comparable to the ones in Ceasars palace in the 80s.

### Question 2

- a) It was summer's last attempt to ripen the grapes.
- b) It was Summer's last attempt to ripen the grapes.

### Question 3

- a) What did Jack think of Liam's performance in *Phantom of the Opera*?
- b) What did Jack think of Liam's performance in *Phantom Of the Opera*?

### Question 4

- a) Lucy was pleased when the police returned her stolen car from Ipswich. However, she was less impressed the following week when she received a bill for its recovery and storage.

- b) Lucy was pleased when the police returned her stolen car from Ipswich, however, she was less impressed the following week when she received a bill for its recovery and storage.

#### Question 5

- a) The mansion was converted into a girl's school.
- b) The mansion was converted into a girls school.
- c) The mansion was converted into a girls' school.

### Test 6

#### Question 1

- a) It's going to be a hot day.
- b) Its going to be a hot day.

#### Question 2

- a) The fines could run into billions of euro's.
- b) The fines could run into billions of euros.

#### Question 3

- a) The job calls for skills in the following areas: proofing, editing, and database administration.
- b) The job calls for skills in the following areas, proofing, editing, and database administration.

#### Question 4

- a) An art director searched North Africa; I went to the Canary Islands.
- b) An art director searched North Africa, I went to the Canary Islands.

#### Question 5

- a) Jack who was shivering, wrapped the towel around his waist.
- b) Jack, who was shivering, wrapped the towel around his waist.
- c) Jack, who was shivering wrapped the towel around his waist.

### Test 7

#### Question 1

- a) Lots of people, who are adopted, want to know where they come from.
- b) Lots of people who are adopted want to know where they come from.

### Question 2

- a) Brands of coffee that are well-known in Britain.
- b) Brands of coffee that are well known in Britain.

### Question 3

- a) Many schools offer summer supply teaching to newly appointed staff.
- b) Many schools offer summer supply teaching to newly-appointed staff.

### Question 4

- a) The proposal is to set-up a local lettings agency in the town centre.
- b) The proposal is to set up a local lettings agency in the town centre.

### Question 5

- a) They think it's a good idea (I don't).
- b) They think it's a good idea, I don't.

## Test 8

### Question 1

- a) I will call the police, no, I'd better call the ambulance first.
- b) I will call the police – no, I'd better call the ambulance first.

### Question 2

- a) Have you read Martin Eden by J. London?
- b) Have you read “Martin Eden” by J. London?

### Question 3

- a) Is this article from The Guardian?
- b) Is this article from *The Guardian*?

### Question 4

- a) Recently I've met Professor Smith in the centre of the town.
- b) Recently I've met professor Smith in the centre of the town.

### Question 5

- a) She shouted, “I hate you!”
- b) She shouted, “I hate you.”

## Test 9

### Question 1

- a) Dear colleagues, I'll considerably raise your salary next month.  
[Loud applause]
- b) Dear colleagues, I'll considerably raise your salary next month.  
(Loud applause)

### Question 2

- a) What does the word "clairvoyant" mean?
- b) What does the word – clairvoyant – mean?

### Question 3

- a) I was at my desk at 5,30 that afternoon.
- b) I was at my desk at 5:30 that afternoon.

### Question 4

- a) – Will we win? – It's a 50/50 chance.
- b) – Will we win? – It's a 50:50 chance.

### Question 5

- a) I called her after the light went off, she didn't reply.
- b) I called her after the light went off ... She didn't reply.

## Test 10

### Question 1

- a) There are too many *and*'s in this paragraph, Peter.
- b) There are too many *ands* in this paragraph, Peter.

### Question 2

- a) Auntie Polly and cousin John arrive tomorrow.
- b) My auntie Polly and Cousin John arrive tomorrow.

### Question 3

- a) Geography and English were my favourite subjects in high school.
- b) My favourite subjects in High school were geography and English.

### Question 4

- a) We got very tired. Nevertheless we walked 10 more miles.
- b) We got very tired; nevertheless, we walked 10 more miles.

### Question 5

- a) Could you show me the way to the William and Kates?
- b) Could you show me the way to the William & Kate's?

*You can find the right answers on Page 110.*



**ДОДАТОК А. РОБОЧА ПРОГРАМА НАВЧАЛЬНОЇ  
ДИСЦИПЛІНИ «Теорія і практика писемного англійського  
мовлення: пунктуація»**

**1. Опис навчальної дисципліни**

Найменування показників	Галузь знань, напрям підготовки, освітньо-кваліфікаційний рівень	Характеристика навчальної дисципліни	
		денна форма навчання	заочна форма навчання
Кількість кредитів - 2	Галузь знань 0203 Гуманітарні науки (шифр і назва)	Нормативна (за вибором)	
	Напрямок підготовки  Філологія 6.0203030204  _____ (шифр і назва)		
Модулів – 2	Спеціальність (професійне спрямування):  Англійська мова та література	<b>Рік підготовки:</b>	
Змістових модулів – 1		3-й	____-й
Індивідуальне науково-дослідне завдання  _____ (назва)		<b>Семестр</b>	
Загальна кількість годин - 54	Освітньо-кваліфікаційний рівень:  бакалавр	6-й	____-й
Тижневих годин для денної форми навчання:  аудиторних – 1 самостійної роботи студента – 2,5		<b>Лекції</b>	
		10 год.	____ год.
		<b>Практичні, семінарські</b>	
		6 год.	____ год.
		<b>Лабораторні</b>	
		____ год.	____ год.
		<b>Самостійна робота</b>	
38 год.	____ год.		
<b>Індивідуальні завдання: ____ год.</b>			
Вид контролю: Залік			

## 2. Мета та завдання навчальної дисципліни

**Мета:** Допомогти студентам розвинути критичне розуміння основних правил пунктуації сучасної англійської мови; сформувати в них практичні навички та вміння правильно вживати пунктуаційні знаки в текстах різних типів і жанрів.

**Завдання:** Забезпечити студентів необхідними знаннями з предмету вивчення та сформувати в них практичні вміння, які вони зможуть застосувати як у навчанні, так і в професійній діяльності вчителя/викладача англійської мови та літератури.

У результаті вивчення навчальної дисципліни студент повинен **знати:**

- Мету та завдання курсу
- Типи пунктуаційних знаків
- Правила вживання основних знаків пунктуації
- Винятки з правил вживання пунктуаційних знаків
- Базову термінологію англійського синтаксису

**вміти:**

- Узагальнювати отримані теоретичні знання
- Ілюструвати правила вживання знаків пунктуації в англійській мові
- Застосувати на практиці основні правила англійської пунктуації
- Самостійно виконувати тестові завдання майстерності
- Аналізувати письмові завдання виконані колегами на предмет наявності помилок у вживанні пунктуаційних знаків
- Надавати рекомендації колегам щодо вживання тих чи інших знаків пунктуації в текстах різних типів і жанрів.
- Пояснити учням/студентам правила вживання основних пунктуаційних знаків

## 3. Програма навчальної дисципліни

**Змістовий модуль 1.** Основні принципи англійської пунктуації

**Тема 1.** Мета і завдання курсу, його важливість. Правила вживання великої/малої букви та курсиву: в реченні, прямій мові, листі, вірші, цитаті, при переліченні, у плані роботи та протоколі; з власними іменниками, прикметниками та їх скороченнями; у заголовках, званнях і титулах; у медичних, військових і наукових термінах; у торгових марках і брэндах; інші випадки вживання великої/малої букви та курсиву.

**Тема 2.** Правила вживання лапок: у прямій мові, на позначення термінів і слів, які використані у стилі відмінному від оригінального, у визначеннях і

тлумаченнях явищ/понять, у заголовках і цитатах; інші випадки вживання подвійних і одинарних лапок.

Правила вживання коми: у прямій мові та різнотипних реченнях; при переліченні та звертанні; для виділення вигуків, дат, географічних назв, звань і титулів вжитих із власними іменами; інші випадки вживання коми.

**Тема 3.** Правила вживання двокрапки: при цитуванні та переліченні; для окреслення часу, цифрових посилань у тексті, позначення співвідношення у формулах; для виділення пояснень і узагальнень; у заголовках книг; інші випадки вживання двокрапки.

Правила вживання крапки з комою: у реченнях з сурядним, підрядним, сполучниковим і безсполучниковим зв'язком; інші випадки вживання крапки з комою.

**Тема 4.** Правила вживання апострофу: на позначення присвійності; опущення слова у реченні та скорочення слова чи числа; множини чисел, букв чи слів.

Правила вживання крапки: у розповідних реченнях; для позначення абрєвіатури слова, незакінченої думки в прямій мові чи цитаті (три крапки).

Правила вживання знаку питання: у питальних реченнях; для позначення сумніву; для позначення питання, що є частиною розповідного речення, серії запитань тощо.

Правила вживання знаку оклику: в окличних реченнях; для позначення наказу, здивування чи сильного почуття; в емпатичних та іронічних реченнях; інші випадки вживання знаку оклику.

**Тема 5.** Правила вживання тире: для позначення раптової зміни думки висловлювання через сумнів, вагання мовця чи інші обставини, що перешкоджають його закінчити; для узагальнення висловленого; для підсилення ефекту неочікуваного тощо.

Правила вживання круглих дужок: для виділення матеріалу, що віддалено стосується думки речення; для позначення математичної точності; з цифрами при переліченні; для пояснення поняття, в т.ч. абрєвіатури, що міститься в основній частині речення; для позначення посилання на рисунок, таблицю, додаток тощо; у складних формулах.

Правила вживання фігурних дужок: для позначення набору чисел у математиці.

Правила вживання квадратних дужок: для позначення вставки в реченні – редакторської/репортерської після тексту; слова (його частини), якого не було в оригінальному (цитованому) тексті чи яке було частково змінене; у складних формулах.

Правила вживання дефісу: у складних словах; при переносі слів; для позначення протяжного чи емоційного (напр., схлипування, заїкання) вимовляння слова; прочитання його по буквах; для позначення морфеми слова; афіксального творення слова від абрєвіатури.

Правила вживання косої риски: для позначення співвідношення; альтернативи; замість сполучника *and* та ряду прийменників; для розділення елементів в абрєвіатурі та даті; розділення рядків вірша, поданого у формі тексту.

Правила вживання амперсанду: замість сполучника *and* – у назвах неурядових установ, фірм і компаній.

Правила вживання три крапки: для позначення пропущених елементів у цитованому реченні; незакінченої думки речення; пропущеного рядка вірша (рядок крапок); довгих пауз, раптового закінчення висловлювання, спричинених заїканням, хвилюванням чи розгубленістю мовця; як стилістичний прийом для привернення уваги читача.

Правила вживання маркера вертикального позначення переліку: для привернення уваги читача до важливої інформації в документі.

#### 4. Структура навчальної дисципліни

Назви змістових модулів і тем	Кількість годин											
	денна форма						заочна форма					
	усього	у тому числі					усього	у тому числі				
		л	п	лаб	інд	с.р.		л	п	лаб	інд	с.р.
1	2	3	4	5	6	7	8	9	10	11	12	13
<b>Модуль 1</b>												
<b>Змістовий модуль 1. Основні правила англійської пунктуації</b>												
Тема 1. Правила вживання великої/малої букви, курсиву.		2	1			8						
Тема 2. Правила вживання лапок і коми.		2	1			8						
Тема 3. Правила вживання двокрапки і крапки з комою.		2	1			8						
Тема 4. Правила вживання апострофу, крапки, знаків питання та оклику.		2	1			7						
Тема 5. Правила вживання тире,		2	2			7						

круглих, фігурних і квадратних дужок, косої риски, дефісу, амперсанду, три крапки, маркера вертикального позначення переліку												
Разом за змістовим модулем 1												
<b>Усього годин</b>	54	10	6			38						
<b>Модуль 2</b> Залік												
<b>Усього годин</b>	54	10	6			38						

### 5. Теми практичних занять

№ з/п	Назва теми	Кількість годин
1	Вживання великої/малої букви, курсиву, лапок, коми	2
2	Вживання двокрапки, крапки з комою, апострофу, крапки, знаків питання та оклику	2
3	Вживання тире, круглих, фігурних і квадратних дужок, косої риски, дефісу, амперсанду, три крапки і маркера вертикального позначення списку	2

### 6. Самостійна робота

№ з/п	Назва теми	Кількість годин
1	Підготовка до практичного заняття №1. Виконання тестів майстерності №№1, 2, 3	6
2	Підготовка до практичного заняття №2. Виконання тестів майстерності №№4, 5, 6	6
3	Підготовка до практичного заняття №3. Виконання тестів майстерності №№7, 8	6
4	Підготовка до заліку. Виконання вправ: Частина 2.1, №№1-61; Частина 2.2, №№1-10 (див. п. 10); Частина 3	20
	Разом	38

## 7. Методи навчання

Мозковий штурм, презентація, пояснення, тренування, обговорення, пірамідальна дискусія, «біжучий диктант», редагування; індивідуальні, парні та групові форми роботи.

## 8. Методи контролю

Колоквіум, диктант, експертна оцінка, самоконтроль, тести.

## 9. Розподіл балів, які отримують студенти

Поточне тестування та самостійна робота						Сума
Змістовий модуль №1					Модуль 2	
T1	T2	T3	T4	T5	Залік	
15	15	15	15	15	25	

Теми 1–5. Усне опитування – 5 балів; тест майстерності – 10 балів.

## Критерії оцінювання

Система контролю знань студентів здійснюється через:

- **поточний контроль** – (1) усне опитування на лекціях і практичних заняттях; (2) тести майстерності, які мають на меті перевірити рівень теоретичних знань з теми заняття та практичних навичок вживання знаків пунктуації в англійському писемному мовленні;
- **підсумковий контроль** – залік: тестові завдання, які охоплюють матеріал змістового модуля 1.

**Усне опитування** реалізує поточний облік успішності студентів на основі чотирибальної шкали оцінок за виконання того чи іншого виду завдання. Так,

- **5 балів** студент отримує за вичерпну бездоганну відповідь із наведенням двох і більше прикладів на підтвердження теоретичного положення, яке розглядається.
- **4 бали** – за повну відповідь із наведенням двох і більше прикладів проте з однією-двома змістовими неточностями.
- **3 бали** – за неповну правильну відповідь, або таку, що містить ряд змістових неточностей чи невірно наведені приклади або їх відсутність.
- **2 бали** – за часткову, з грубими недоліками відповідь, або за її неадекватність завданню чи відсутність взагалі.

**Тест майстерності** складається з 10 завдань, виконання яких передбачає вживання студентами пунктуаційних знаків у запропонованих реченнях відповідно до теми, що розглядається на семінарському занятті. Правильно

виконане завдання оцінюється в 1 бал; таке, що виконане вірно частково – 0,5 балів кожне. Невірно виконане завдання, його відсутність – 0 балів.

**Заліковий тест** складається з 25 завдань формату «множинний вибір», виконання яких демонструє рівень теоретичних знань та сформованості у студентів практичних навичок та вмінь вживання пунктуаційних знаків. Правильний варіант відповіді оцінюється в 1 бал. Виправлений з неправильної на правильну – 0,5 бала. Нерозбірливо написана, невірна відповідь, її відсутність – 0 балів.

### **Зразок завдання тесту майстерності**

**Supply all the necessary punctuation marks in the sentences (1-10) below:**

1. Henry the bankers son dont mention this to anyone often gambles whispered sue.
  2. By this time next year June 15 Dan Sam Joe and i will be in Akron Ohio.
  3. I waited for three hours more or less before Betty Dorothy and Sarah arrived
  4. Four presidents stand out in us history Washington Jefferson Lincoln and Roosevelt.
  5. the sailor told me as was to be expected that Helen knew nothing about the sea.
- .....
10. These books pamphlets stamps and maps are not worth forty dollars \$40.00 said Tom.

### **Зразок завдання залікового тесту**

Each of the following sentences (1-25) contains an underlined expression. Decide which of the suggested answers (A, B, C or D) is correct. Write your answers on the separate answer sheet.

- (1) “Dear old Pete,” began the letter from my Cousin Harvey, “You’ll probably be surprised to get this letter.”
- A Correct as is
  - B “Dear Old Pete,” began the letter from my cousin.
  - C “Dear old Pete,” began the letter from my cousin.
  - D “Dear Old Pete,” began the letter from my Cousin.
- .....
- (25) He expects to enter the College of the City of New York next autumn.
- A Correct as is
  - B the College of the city of New York next autumn.
  - C the College of the City of New York next autumn.
  - D the College of the city of New York next Autumn.

## Перелік питань, які виносяться на залік

1. Мета і завдання курсу, його важливість.
2. Правила вживання великої/малої букви.
3. Правила вживання курсиву (підкреслення).
4. Правила вживання лапок.
5. Правила вживання коми.
6. Правила вживання двокрапки.
7. Правила вживання крапки з комою.
8. Правила вживання апострофу.
9. Правила вживання крапки.
10. Правила вживання знаку питання.
11. Правила вживання знаку оклику.
12. Правила вживання тире.
13. Правила вживання круглих дужок.
14. Правила вживання фігурних дужок.
15. Правила вживання квадратних дужок.
16. Правила вживання дефісу.
17. Правила вживання косої риски.
18. Правила вживання амперсанду.
19. Правила вживання три крапки.
20. Правила вживання маркера вертикального позначення списку.

## Шкала оцінювання: національна та ECTS

Сума балів за всі види навчальної діяльності	Оцінка ECTS	Оцінка за національною шкалою	
		для екзамену, курсового проекту (роботи), практики	для заліку
90 – 100	<b>A</b>	відмінно	зараховано
80 – 89	<b>B</b>	добре	
70 – 79	<b>C</b>		
60 – 69	<b>D</b>	задовільно	
50 – 59	<b>E</b>		
26 – 49	<b>FX</b>	незадовільно з можливістю повторного складання	не зараховано з можливістю повторного складання
0-25	<b>F</b>	незадовільно з обов'язковим повторним вивченням дисципліни	не зараховано з обов'язковим повторним вивченням дисципліни

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## APPENDIX B. PUNCTUATION REVISION SHEET

Punctuation Mark	Use to...
( . ) Period	End a sentence: <i>Dinner was delicious.</i>
( ? ) Question Mark	End a sentence and denote inquiry: <i>What time is it?</i>
( ! ) Exclamation Point	End a sentence and denote excitement or emphasis: <i>Watch out for that tree!</i>
( , ) Comma	Denote a break within a sentence or direct address of a person or group: <i>Mary, listen to me.</i> Separate any of the following: - Two or more adjectives: <i>He is a charming, attentive listener.</i> - Items in a list: <i>Please buy eggs, milk, butter and flour.</i> - The name of a city from the name of a state: <i>I live in Salt Lake City, Utah.</i> - Two independent clauses: <i>The waiter still hasn't taken our order, and the play starts in five minutes.</i> - Direct quotations: <i>Quoth the raven, "Nevermore."</i>
( ; ) Semicolon	Separate two related but independent clauses: <i>I asked Anne to look at my computer; she has a knack for them.</i> Separate a series of items that already contain commas: - <i>For our wedding colors, I chose white, the color of innocence; red, the color of passion; and yellow, the color of lemons.</i> - <i>I have lived in Detroit, Michigan; Paris, France; and Sydney, Australia.</i>
( : ) Colon	Introduce a list. <i>For Christmas, I would like the following presents: a hula hoop, a hippopotamus, and my two front teeth.</i> Introduce a statement that expands upon the clause before the colon. <i>And so, my fellow Americans: ask not what your country can do for you—ask what you can do for your country.</i>
( - ) Hyphen	Add a prefix: <i>Trans-Atlantic flights are costly.</i> Create compound words: <i>Spider-Man is my favorite superhero.</i> Write numbers as words: <i>I have lived in this house for thirty-three years.</i>

(– or —) Dash	Make a brief interruption within a sentence or a parenthetical phrase: <i>Johnny asked me—with a straight face, I might add—if he could borrow the car for the weekend.</i>
( “ ) Double Quotation	Enclose a direct quotation: <i>“If you pick up a starving dog and make him prosperous, he will not bite you. This is the principal difference between a dog and a man.”</i>
( ‘ ) Single Quotation	Denote a quotation within a quotation: <i>He told me just last week, “I do enjoy this monogrammed pen. My wife said, ‘Allen, it isn’t like people go around mistaking your pens for theirs all day.’”</i>
( ‘ ) Apostrophe	Denote possession: <i>I believe that is Allen’s pen.</i> Denote contraction: <i>I know it’s his because of the distinct monogram.</i>
( ( ) ) Parentheses	Indicate clarification: <i>Please bring home some real butter (as opposed to margarine).</i> Indicate an afterthought or personal commentary: <i>Anyone can edit Wikipedia (not that there’s anything wrong with that).</i>

## APPENDIX C. TIPS on GOOD WRITING

### TIPS:

- In formal writing, try to avoid excessive use of question marks and exclamation points. Most of your sentences should be declarative statements.
  - Some very easy things to do are think like you're talking for real, if someone says "I want to do something let's go right now" you would put an exclamation mark at the end of the sentence, because you're enthused. And put a comma (,) at the end of "something" and before "Let's go" so that proper would be "I want to do something, let's go!" See? Easy!
  - If you decide against the serial comma in your work, make sure that the meaning of the sentence can stand without its use. Think about the classic example of a sentence in which the serial comma is needed: "My heroes are my parents, Mother Teresa and the Pope."
  - Although dashes and parentheses have similar uses, remember that parentheses indicate a stronger "side notion" than dashes.
  - Dashes are usually considered to be informal. You might want to replace the use of a dash with a set of parentheses, or even commas. Similarly, limit the frequency of dash use in your writing; they should be reserved to emphasize a couple of important points.
  - Never be afraid to have short sentences in your writing by splitting up long sentences that contain several points. Your reader will appreciate writing that is clear and concise with briefer statements, as opposed to a one-page paragraph with twenty words per sentence.
  - The placement of punctuation marks before or after a closing quotation mark varies.

American English always places periods (full stops) and commas inside the quotation marks, "like so." British English generally places the periods (full stops) and commas after the quotation marks, "like so".

Semicolons and colons always go outside the quotation marks, "like so";

Question marks and exclamation marks vary depending upon the context: If the whole sentence is a question and the quotation is a word or phrase at the end of the sentence, the question mark goes outside the quotation marks. If the whole sentence is a statement and the quotation is a question, the question mark goes inside the quotation marks. E.g. Do you like to watch "The Office"? He shouted, "Where do you think you're going?"

- Many grammar experts believe that parentheses and commas are often interchangeable when setting off information. While this is sometimes true, there are some cases where a set of parentheses might be more suitable, such as in indicating one’s personal thought.
- There are exceptions to the hyphen-dash rule. In making compound words, when one of the words is itself composed of two words, use an *en dash* ( – ) rather than a hyphen, as in, “He took the Paris–New York route.” En dashes are also used between numbers, as in page numbers or years, to denote a range. (“A discussion on personal finance is found in pages 45–62.”)
- If you write in a professional capacity, be sure to follow any guidelines or style guides provided by your employer. In some cases, their rules can be at odds with what you read here or elsewhere, but their rules always take precedence. For example, some companies use serial commas (a, b, and c) and others do not (a, b and c).
- If you find that a sentence seems to drag on, find a way to add a comma or two, so that it is easier on the reader’s eyes. If a sentence becomes too long, then consider splitting it into two or more sentences.

**WARNINGS:**

- While using English punctuation appropriately may help your writing to flow much more smoothly, generally creating a more “intelligent” appearance, don’t overdo it. It’s best to err on the side of omission than to add several superfluous apostrophes and commas.
- Try to distinguish between the punctuation rules of different languages, so that you do not use punctuation incorrectly. And keep this in your mind that punctuation should be followed according to the sense of sentences.
- DO NOT use punctuation just because it seems more intellectual.

## APPENDIX D. TIPS FOR THE CLASSROOM

### Punctuation Detective

**You are going to use your skills to tell me exactly what punctuation you can find in these sentences. You will set your work out like this:**

In this sentence I have found two commas, a semi-colon and an exclamation mark.

Mark went to the shop; then the park to meet Gary, Paul, Bob and Spot (but he wouldn't share his sweet's).

Commas	Semi-colons	Colons	Dashes	Question Marks
Hyphens	Quotation Marks	Apostrophes	Exclamation Marks	

**You are looking for all the punctuation marks listed in the box above. Good Luck!**

- “What a brilliant joke!” said Peter
- She said nervously, “I’m just a harmless pupil. Why are you trying to confuse me with all this grammar?”
- “The cabin’s on fire! The ship’s going to –“Abruptly, all fell silent.
- My Granada keeps ferrets; my grandmother poisonous snakes.
- At yesterday’s assembly, Mrs Farrall said that she was particularly pleased with the table manners at lunchtime; that the school had won their netball match and that the behaviour in the yard had improved.
- Mr Pitchford was pleased that all the class were up-to-date.
- Many workers were late this morning: the fog caused delays on the road.

### Extension

You have to write a passage from a story (about anything you want.)

Your work will be marked according to the number of punctuation marks you use correctly in your passage.

## APPENDIX E. PUNCTUATION IS FUN

An English Professor wrote the words:  
**“A woman without her man is nothing”**  
on the chalkboard and asked his students  
to punctuate it correctly.

All of the males in the class wrote:  
**“A woman, without her man, is nothing.”**

All of the females in the class wrote:  
**“A woman: without her, man is nothing.”**

**Punctuation is powerful.**

*I have spent most of the day putting in a comma and the rest of the day  
taking it out.*

*Oscar Wilde*

### Key to the tests on Pages 91–96

Question	Test									
	1	2	3	4	5	6	7	8	9	10
1	b	b	a	b	b	a	b	b	a	a
2	a	a	a	b	a	b	b	a	a	b
3	a	b	b	a	b	b	b	b	b	a
4	b	b	a	a	a	a	b	a	a	b
5	a	a	b	b	c	b	a	a	b	b

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**Романишин Ігор Михайлович**

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