

Periods and Other End Marks

Teaching

Use a **period** after these types of sentences:

| | |
|-----------------------------|--|
| Declarative sentence | My birthday is June 3. |
| Imperative sentence | Blow out the candles. |
| Indirect question | Andy asked what my favorite kind of cake is. |

Use an **exclamation point** after these groups of words:

| | |
|-----------------------------------|---------------------------------|
| Exclamatory sentence | What a beautiful morning it is! |
| Strong interjection | Surprise! |
| Words that express a sound | Bang! |

Use a **question mark** after these types of sentences:

| | |
|--|---------------------------|
| Interrogative sentence | How old are you? |
| Declarative sentence that asks a question | You celebrated yesterday? |

Use a period with abbreviations and initials (*Examples*: St., Sr., hr., min., ft., in.) and after each number or letter in an outline or list.

Do **not** use periods with metric measurements (*Examples*: cm, kg), acronyms (*Examples*: NASA, SEATO), abbreviations that are pronounced letter by letter (*Example*: NCAA), state names in postal addresses (*Examples*: TX, NE), or points on a compass (N, S, E, W).

Using Periods and Other End Marks

Add end marks after each sentence and periods after abbreviations as necessary in the following items.

1. What a party that was for Chuck's birthday
2. Do you think I'm exaggerating when I say that his stack of invitations was at least five inches high
3. Even Mr Johnston, Sr, received one
4. The party began at 7:00 PM, didn't it
5. All of the birthday invitations included an RSVP
6. The invitation of Leo White, Jr, with the address 545 Wilberforce Dr, South Bend, IN was returned
7. His parents debated whether to hold the party at the Jones Bros Party Center or at their E Main Ave home
8. Chuck's favorite gift was an official college football
9. I gave him an 8-oz bottle of cologne
10. Be sure to film Chuck opening that huge gift
11. There was plenty of pizza from T J Rossi's Italian Restaurant on Adams Blvd
12. What an enormous cake we had (one yd by two ft)
13. I Party decorations
 - A Red and white streamers
 - B One hundred eighty balloons

Periods and Other End Marks

More Practice

A. Using End Marks

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

1. Is the IRS office open after 5:00 PM on Friday
2. Help I can't turn off the water
3. Dr Williams and Dr Thomas are both excellent surgeons
4. I mailed the letter to 29 Randolph St, Meadville, PA 16335
5. Kim asked if she could come with us
6. The ambulance sped down Grove Dr and turned onto Highland Ave in moments
7. Have you ever seen a live squid I have
8. Does Prof Winters have a class scheduled in Rm 222
9. Lyndon B Johnson initiated the War on Poverty
10. Faith poured 3 ml of water into the beaker
11. Wait Don't leave before I finish my homework for US history
12. Good heavens How did that dog get in here
13. What a ridiculous story
14. UNICEF and UNESCO are both agencies of the United Nations
15. Report to the principal's office on your way out
16. Did I understand correctly You think I forgot your birthday Impossible
17. Does the sign on the door of the detective agency say "Lost and Found Corp"
18. Your shopping list is short, with only two items:
 - 1 milk
 - 2 bread

B. Using Periods in Outlines

Add periods where they are needed in the following outline.

Birthdays of Famous Americans

I October

A Oct 1 to Oct 7

- 1 William Boeing, founder of an airplane company, Oct 1, 1888
- 2 Jimmy Carter, 39th President of the US, Oct 1, 1924

B Oct 8 to Oct 15

- 1 Eleanor Roosevelt, First Lady and UN delegate, Oct 11, 1884
- 2 Dwight D Eisenhower, 34th President of the US, Oct 14, 1918

II November

A Nov 1 to Nov 8

- 1 Daniel Boone, explorer, Nov 2, 1724
- 2 John P Sousa, bandleader and composer, Nov 6, 1854

Periods and Other End Marks

Application

A. Proofreading

Below is a first draft by a columnist writing quickly just to get her ideas down on paper. Occasionally, she neglected to use periods and end marks correctly. Read her first draft below and add periods, question marks, and exclamation points where necessary. To insert a question mark or exclamation point, insert a caret and write in the needed punctuation mark above the caret. To insert a period, use this symbol ~~at~~ the appropriate place.

The fourth month of the year is filled with the birthdays of famous Americans Did you know that four presidents were born in April Two of them were from Virginia: Thomas Jefferson, born on Apr 13 in Albemarle County, and James Monroe, born Apr 28 in Monrovia James Buchanan, the 15th president, and Ulysses S Grant, the 18th president, were also April babies Nineteenth-century naturalist, John Burroughs, and ornithologist and painter, John James Audubon, claim this month as well (What detailed paintings of birds Audubon drew) Were other famous Americans born in April, or in your birthday month Check in any encyclopedia under the name of your birth month A few surprises await you

B. Using End Marks in an Outline

If you were planning a party, what decisions and plans would you have to make? Which decisions should be made weeks or days before the party, and which issues must be attended to just before the guests arrive? On the form below, outline your plans for a party you could give someday—either to celebrate a holiday or a special event in someone’s life. Give the outline a title, and identify two major divisions, for example, long-range planning and short-range details. Then suggest three main ideas under each division. Be sure to punctuate correctly.

Title:

I _____

A _____

B _____

C _____

II _____

A _____

B _____

C _____

Commas in Sentence Parts

Teaching

Use commas after introductory words or mild interjections such as *oh*, *yes*, *no*, and *well*; after an introductory prepositional phrase that contains additional prepositional phrases; after verbal phrases, adverb clauses, and adverbs used as introductory elements; and after an introductory infinitive or participial phrase.

Well, I have never ridden in a sailboat.

In a little boat on the ocean, you can get away from daily stresses.

Usually, that pleasure is out of my reach.

To understand the joy of sailing, you must try it yourself.

Feeling adventurous, I decided to try the sport.

Use commas to set off words of direct address, such as names and titles. Use commas to set off parenthetical expressions—words that interrupt the flow of thought in a sentence such as these: *however*, *therefore*, *for example*, *I suppose*, *moreover*—and to separate a question tagged onto the end of a sentence.

By the way, David, you have sailed before, **haven't you?**

Use commas to set off nonessential clauses and participial phrases, and nonessential appositives and appositive phrases.

The instructor, **who is also a friend of mine**, showed me his boat, **Fancy-Free**.

Use a comma before a conjunction joining two independent clauses of a compound sentence.

He was an experienced sailor, **but** this was my first time on a sailboat.

Use a comma after every item in a series of three or more except the last one. Use a comma between two or more adjectives of equal rank that modify the same noun.

On a **cool, windy** day we sailed past other **boats, the docks, and the lighthouse**.

Using Commas Correctly

Insert commas where necessary in the following sentences.

1. We sailed past two ore freighters a speedboat and several water-skiers when we ventured outside the harbor.
2. Our craft glided by the lighthouse which has guided ships into the harbor for years.
3. Yes skill is needed to sail a sloop on a windy day.
4. To monitor the weather most sailors carry a shortwave radio on board their boats.
5. Tipping over dangerously close to the water our sailboat became unstable until Paul shifted his weight and slacked off on the mainsail.
6. You did remember to pack the extra life jackets didn't you?
7. You can move the mainsail to catch the breeze or I will start the engine to take us back to port.
8. In the well-stocked galley on our little boat I can prepare simple or elaborate meals while you sail.
9. The spinnaker sail is usually made of strong elastic nylon.

Lesson
2

Commas in Sentence Parts

More Practice

A. Using Commas

Insert commas where they are needed in each sentence. If no commas are necessary, write **None** on the line.

1. Please buy bread lettuce milk and orange juice at the grocery store. _____
2. The abandoned rustic barn is no longer sound enough to use. _____
3. Do you know Brian why the North Pole has such a cold climate? _____
4. Yes it is because the sun never rises far above the horizon there. _____
5. Naturally the bus left early on the only day I was running late. _____
6. Kurt likes to ski because it is good exercise because he likes to be outdoors and because he enjoys moving quickly. _____
7. After school we stopped at the library. _____
8. The security guard who stands inside the bank was a high school athlete. _____
9. To stay under budget our class decided against an expensive band for the prom. _____
10. Marissa is a conscientious helpful assistant. _____
11. The United Nations, which meets in New York City, is now in session. _____
12. Before the children's parents left they gave Chandra the telephone number where they could be reached. _____
13. This excellent movie I suppose will be nominated for an award. _____
14. Lisa looked up the number and made the call. _____
15. The cat having been left alone all weekend complained loudly when its owners returned. _____

B. Using Commas in Writing

Insert commas where they are needed in the following paragraphs.

Hunting whales seems unthinkable to us doesn't it? Well earlier in the history of our country whaling was an important industry. In the 1600s the colonists hunted right whales off the Atlantic coast. By the end of the 1700s right whaling had declined and sperm whaling had expanded throughout the Atlantic and into the South Pacific. Sperm whales produced three valuable products: sperm oil a fuel for lamps; spermaceti an ingredient in candles; and ambergris the base for expensive perfumes. Whaling was a profitable respectable business.

The 19th century saw a change in whaling. Lured by the dream of striking it rich in the California goldfields young men who had formerly signed up for whaling crews headed west. During the Civil War many whaling ships were sunk by the Confederate forces. Finally with the rise of the U.S. petroleum industry in the late 1800s whaling declined even further. Today, Americans no longer hunt whales but instead work to protect them.

CHAPTER 9

Commas in Sentence Parts

Application

A. Writing with Commas

Add commas where they are needed in the following paragraph.

The sleek beautiful clipper ship is perhaps the best-known sailing ship built in the 1800s. Prized for its speed the clipper ship had a slender hull and up to six rows of sails on each mast. Its name was a derivation of *clip*, meaning "to move swiftly." Indeed it could move at a top speed of 20 knots. Clipper ships carried tea from China wool from Australia and passengers and supplies to the goldfields in California. From New York on the East Coast the clipper ships could sail around the tip of South America and dock at San Francisco in about 100 days. The greatest designer of these ships was Donald McKay a Canadian. At his shipyard in East Boston, Massachusetts McKay constructed over 30 ships. One of them *Great Republic* was the largest such boat ever built. Sailing on such a ship would be quite an adventure don't you think?

B. Using Commas in Writing

Rewrite the sentences by following the directions in parentheses.

1. The crew leader picked up a large toolbox. (Include a series of items.)

2. Together, the crew members were going to repair the house. (Include two adjectives of equal rank that modify the same noun.)

3. The crew set to work. (Add an introductory clause.)

4. The crew leader said, "This kind of work is rewarding." (Add a noun of direct address and a question tagged on the end of the sentence.)

5. The owners were grateful for the help with their house. (Include a nonessential clause.)

6. The crew had a late dinner. They planned what they would do tomorrow. (Combine the sentences with a conjunction.)

Using Commas for Clarity

Teaching

Use a comma to separate words that might be misread.

The Internet is useful, for researchers can find what they need there.

Use a comma to replace an omitted word or words.

Some people use the phone to communicate; others, the Internet.

Use a comma with antithetical phrases that make a contrast by using words such as *not* or *unlike*.

The Internet, unlike magazines, contains up-to-date information.

Use a comma before a coordinating conjunction (*and*, *but*, *or*) to avoid a comma splice, an error that occurs when you use a comma to separate two main clauses. Other ways to eliminate a comma splice are to use a period or a semicolon to separate the clauses.

People who enjoy the Internet can almost become addicted to it, and they sometimes spend most of their day going from one Web site to the next.

Using Commas Correctly

Insert commas where necessary in the following sentences.

1. I use my laptop to access the Internet; my friend his full-sized PC.
2. Marla bought a book over the Internet and it was delivered to her the next day.
3. The first hyperlink not the second takes you to the singer's Web page.
4. Before the Internet information was not as readily available.
5. At home, I use the Internet to look for information about my favorite bands but at school I use it to research my project.
6. Jonathan buys his airline tickets via the Internet; his brother by phone.
7. Before on-line banking bills were always being misplaced at home.
8. Now customers can access their accounts easily and they can pay bills electronically.
9. The on-line course I am taking-unlike regular classes lets me read the lecture at any time.
10. I am grateful for the Internet is easy to use with a minimum of training.
11. All it takes is a little experience not an expensive course.
12. This radio station unlike its competitors broadcasts its shows over the Internet.
13. Without the Internet finding articles for my research papers would be more time-consuming.
14. The author's Web site not the publisher's page announces her book signing dates.
15. When we logged on the Internet service provider told me I had new mail.
16. Jonas used to go to the record store every week to buy new CD's but now he shops on-line and he can even listen to the CD's before he buys them.
17. Before I found this search engine finding information about gardening was very difficult.
18. Erik uses the phone book to find phone numbers; Joshua the Internet directories.

Using Commas for Clarity

More Practice

A. Using Commas Correctly

Add commas where necessary in the following sentences.

1. In short steps have been taken to remedy the situation.
2. The whale and the dolphin unlike other ocean animals are mammals.
3. The cats were yawling by the back yard fence and Alicia could not concentrate.
4. President Reagan was a Republican; President Clinton a Democrat.
5. Harry Truman believed that the atomic bomb would end the war; conventional forces prolong it.
6. Jackie Robinson was an outstanding hitter but he was also a great runner and base-stealer.
7. Some people enjoy listening to classical music; others jazz.
8. Although my aunt is a cook at a restaurant, it was my mother not my aunt who won the baking contest.
9. Helen plays the piano; Sarah the violin.
10. Quilts are warm bed covers but many are also fine examples of folk art.
11. This room in contrast to the white walls of the rest of the house is painted blue.
12. To Lola Marie was her best friend and always would be.
13. The tiny mouse not the great lion turned out to be the hero of the story.
14. After coloring my little sister put away her crayons and coloring books.
15. The thunderstorm caused many power outages and some people were without electricity for days.
16. The contestants say eyewitnesses, were coached before the quiz show.

B. Using the Comma in Paragraphs

Add commas where they are necessary in the following paragraphs.

The people who developed the Internet never imagined it would be used by so many and they are surprised by the variety of uses people have devised for it. For example people use the Internet to communicate because unlike the Postal Service the Internet can transmit information within seconds. Using their computers users can order many different kinds of products. The Internet unlike most stores is always open. When students need up-to-date information some turn to libraries; others the Internet. Once logged on students can access Web sites that will provide the information they need. People in all walks of life depend on the Internet and people of all ages use it. Business people and political leaders are logging on; likewise senior citizens and young children. The Internet has changed the world of communication.

Lesson 3

Using Commas for Clarity

Application

A. Proofreading for Comma Usage

Insert this proofreading symbol ↗ to add commas where they are needed. Cross out any commas that are not necessary. Use an X or this delete symbol ↶.

Turning on her computer Brooke first checks her e-mail. She has two messages. One is from her cousin; the other a forward. Her cousin wants Brooke to attend the same school as she. Brooke unlike her twin sister, Gina does not know which college she will attend after she graduates from high school. The message from her cousin not the requests from her sister prompts Brooke to look at colleges on-line.

Many of her friends want to go to colleges that are nearby but Brooke thinks she would like to see another part of the country. The Internet is a great tool for Brooke can find schools that offer programs, in International Affairs. The bigger schools not the smaller ones tend to have the programs she likes. But the big schools usually have very large classes; the small schools smaller classes.

Since Brooke is interested in schools, that are far away, she cannot visit them all. Brooke unlike her friends who toured nearby schools decides to take virtual tours, of the schools on-line. Within a click she can see pictures of each of the buildings on the campuses. Many of the colleges are attractive but they are also very expensive. Brooke uses the computer all afternoon to research colleges; after that scholarships.

B. Writing with Commas

Correct each of these comma splices in three different ways, that is, by splitting the sentence into two sentences, by using a semicolon, and by adding a conjunction. Write your revised sentence or sentences on the line. Draw a star or asterisk by the revision you think is best in each set.

- 1. Basketball players run almost constantly during a game, they must have stamina.

- 2. The bus driver saw me waving, he didn't even slow down.

CHAPTER 9

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Other Comma Rules

Teaching

Use a comma in these situations:

- to set off a personal title or a business abbreviation
Michael Brown, Sr., is my father.
- in the salutation of a personal letter and the closing of any letter
Dear Grandmother, Your grandson,
- between the day of the month and the year, and, in a sentence, after the year
Carla was born in Chicago on February 17, 1987, and moved here last year.
- to separate the street, city, and state in addresses and names of places
The company is located at 3596 Monticello Blvd., South Euclid, Ohio, in a brick building.
- in numbers of more than three digits to denote thousands
The trip odometer registered 1,215 miles.
- to set off a direct quotation from the rest of the sentence
"Come right in," the manager said.

Using Commas Correctly

Insert commas where necessary in the following sentences.

1. "Meet me at the movie theater in an hour" Katie said.
2. On October 20 1998 my sister celebrated her twenty-first birthday.
3. "Play your best" the coach told us.
4. The new car our family bought cost \$15000.
5. The letter was addressed to Jacob Edward Beethe Jr. at my home address.
6. Dear Mr. Graham Sr.
I enjoyed meeting with you last week. Our discussion was most enlightening. I look forward to the next time we meet.
Yours sincerely
7. My work address is 41 Orchard Drive Lexington Massachusetts and is only a block from the grocery store.
8. Pablo joined a health club on June 15 1996 and has worked out every week since.
9. There are 5280 feet in a mile.
10. The candidate said "I will be the next president of the United States."
11. Harold Lacy Ph.D. is the winner of the Nobel Prize for Chemistry.
12. Mei's parents were married July 28 1986 and she was born exactly four years later.
13. The new shopping mall will be built at 1500 Wilson Court Lincoln Iowa but won't be completed till next year.
14. Brendan runs almost 1100 miles a year, training for the cross-country team.
15. My grandfather is James Tyler Sr. and my father is James Tyler Jr.

Other Comma Rules*More Practice***A. Using Commas Correctly**

Add commas where necessary in the following sentences.

1. Hawaii became a state on August 21 1959.
2. Claire Robertson M.D. will speak at the conference next week.
3. Our house at 319 March Circle Arlington West Virginia has a spiral staircase.
4. The library has our local newspaper on microfilm from January 1 1922 to the present.
5. Michael Jordan was the second player to score over 3000 points in a season.
6. My favorite clothing store has moved to 125 South Street Portland Indiana.
7. Dear Maria
My family is moving to your area. Our new address is 1977 Union Blvd. Silver Spring Maryland. We will be able to see each other more often now.
Your friend
8. The drama coach announced "Kayla will play the lead in the school play."
9. In the mayoral race, John Carson garnered 13500 votes, and Kirsten Watson received 24000 votes.
10. The law firm just promoted Alastair Browning Sr. to partner.
11. On August 4 1987 the hotel at 500 Lincoln Street Worcester Massachusetts was torn down.
12. "This concert will be the biggest event of the year" said the radio deejay.
13. Dad's college graduated its first class on June 11 1904 when there was only one building on campus.
14. The house at 1313 Hollow Avenue Salem Wisconsin is where they filmed the new horror movie.
15. Jackson and Leigha were born February 2 1992 in the middle of a blizzard.

B. Using Commas in Paragraphs

Add commas where they are necessary in the following paragraph.

The great inventor Thomas Alva Edison was born on February 11 1847 in Milan Ohio. Largely self-schooled, he went to school for only three months in Port Huron Michigan. And yet this energetic man is responsible for some of the most useful inventions ever made for example the electric light bulb and the phonograph. When quite young Edison learned how to work the telegraph and armed with that skill landed a job in Boston Massachusetts. Selling his first invention an improved stock ticker earned him the whopping sum of \$40000. With that money, he was able to open his own laboratory in Menlo Park New Jersey; he later moved his lab to West Orange New Jersey. On November 20 1877 Edison made history. He shouted "Mary had a little lamb." Why were those words so significant? He said them into a funnel on a primitive phonograph marking the first time sound had ever been recorded and reproduced. All in all Edison patented over 1000 inventions. The "Wizard of Menlo Park" died on October 18 1931 in West Orange New Jersey.

Other Comma Rules

Application

A. Proofreading for Comma Usage

Insert this proofreading symbol \blacktriangle to add commas where they are needed.

We would like to think that invention is easy and spontaneous. The truth is much less romantic. Indeed, the process of invention usually involves hard work and years of experimentation. Wilhelm Conrad Roentgen Ph.D. a physics professor, had been investigating cathode rays for quite a while. Although he made other important discoveries, he is best remembered for his November 8 1859 accidental discovery of X-rays. Similarly, Charles Goodyear, after working for years in New Haven Connecticut to find a substitute for rubber, accidentally dropped sulfurized rubber onto a hot stove. The resulting compound turned out to be what he had been looking for all along. You might say "It was just luck." But was it luck or was it hard work that made these discoveries possible?

B. Writing with Commas

Write a news article about an imaginary interview with an eccentric inventor. In your article, include the following situations where a comma is needed: a personal title, a date, a complete address, a number of more than 999, and a direct quotation.
