

# Periods and Other End Marks

*Reteaching*Use a **period** after these sentences:

<b>DECLARATIVE SENTENCE</b>	The doctor will see you now.
<b>IMPERATIVE SENTENCE</b>	Wait in this room.
<b>INDIRECT QUESTION</b>	The doctor asked if anything hurt.

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

<b>EXCLAMATORY SENTENCE</b>	How lucky we are!
<b>STRONG INTERJECTION</b>	Hey!
<b>WORDS THAT EXPRESS A SOUND</b>	Crack!

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

<b>INTERROGATIVE SENTENCE</b>	How do you feel today?
<b>DECLARATIVE SENTENCE THAT ASKS A QUESTION</b>	She cut her finger?

Use a period with abbreviations and initials (Examples: Rd., Jr., 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: NATO); abbreviations pronounced letter by letter (Example: CIA); state names in postal addresses (Examples: CA, NH); or positions on a compass (N, S, E, W).

## Using Periods and Other End Marks

Add periods, question marks, and exclamation points as necessary in the following items.

1. Doctors have not always known as much about the human body as they know today
2. Disease was often thought to be caused by supernatural forces
3. Around AD 1600, Dr William Harvey of England experimented and discovered that the heart pumps blood throughout the body
4. What a breakthrough that simple idea was
5. Doctors realized that, to treat disease, they had to understand the body's structure
6. Also in the 1600s, another scientist, Anton van Leeuwenhoek, discovered tiny organisms that we call germs
7. Without knowledge of germs, do you think we would understand the enormous value of cleanliness
8. We can thank two US scientists, Crawford Long and William Morton, for discovering that ether gas could safely put patients to sleep during surgery
9. Ouch Just imagine any surgery without a painkiller
10. How will medical research change our lives in the future
11. I Epidemics in Europe during the Middle Ages
  - A Leprosy
  - B Black Plague
  - C Smallpox

**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. Wait You didn't say whether to phone at 9 AM or 9 PM
2. Rita, who has an MA in art history, works for PBS
3. Should I write *PA* or *Penn* on the envelope of a business letter
4. Is the NASA headquarters located in Washington, DC, or at Cape Canaveral, Florida
5. Her new address is PO Box 42, Mt Vernon, IL 62864
6. Wow What a ruthless character Lady Macbeth was
7. She asked what percentage of the student body belongs to SADD
8. Would you please return the enclosed form as soon as possible
9. The poet WH Auden was born in England but became a US citizen
10. Do you remember where you put the 500 ml beaker
11. Some theaters now charge \$750 for a movie ticket
12. Have you read George Orwell's novel *Keep the Aspidistra Flying*
13. You bet We'd love to attend the cookout
14. He wanted to know whether I planned to attend UCLA or MIT
15. Dr Florence Brown will speak to the JCWA about health conditions in Russia
16. Pardon I couldn't hear what you were saying
17. You threw out my favorite shirt What were you thinking
18. Bang What a loud sound the starting pistol makes
19. Reliable Couriers Ltd delivers all local packages on the same day they were sent
20. The following items on your home must be repaired:
  - 1 leaking gutters
  - 2 cracks in the sidewalk

**B. Using Periods in Outlines**

Add periods where they are needed in the following outline.

Medicine

- I History of medicine
  - A Medical progress in ancient Egypt
  - B Ancient Chinese medicine
  - C Medicine in ancient Greece and Rome
    - 1 Hippocrates
    - 2 Galen
- II Role of the doctor
  - A Diagnosis
  - B Treatment
    - 1 Medical treatments
    - 2 Surgery

# Periods and Other End Marks

*Application*

## A. Proofreading

Add periods, question marks, and exclamation points where necessary in the following paragraph. To insert a question mark or exclamation point, insert a caret ^ and add the needed punctuation mark above the caret. To insert a period, use this symbol @ at the appropriate place.

Itzhak Perlman, the violinist from Israel, is outstanding in at least two ways First, he is an incredible musical talent; and second, he copes every day with a severe disability His disability doesn't prevent him from doing what he loves to do—play the violin When Itzhak was only four years old, he contracted polio As a result of this disease, he lost use of his legs What a blow that must have been to his parents How did the family react to the tragedy They simply concentrated on making the most of Itzhak's strengths His most obvious strength was a prodigious musical ability When Itzhak was 13 years old, he appeared on the Ed Sullivan Show on US television Imagine how excited he must have been Suddenly, the whole world knew about Itzhak Perlman and his talent Since then, he has appeared with orchestras all over the world He is also spokesman for the disabled and a constant proof that being disabled shouldn't mean giving up your dreams

## B. Using End Marks in an Outline

If you were planning a trip to a distant country, such as India or Japan, what decisions and plans would you have to make? Which decisions should be made weeks or days before the trip, and which decisions would be made just prior to leaving? On the form below, outline your plans for a trip to a familiar or exotic location. 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

### Reteaching

Use commas after introductory words or mild interjections such as *no*, *yes*, *oh*, and *well*; after introductory prepositional phrases that contain additional prepositional phrases; after adverbial clauses or adverbs used as introductory elements; and after introductory infinitives or participial phrases.

No, I haven't heard the latest weather report.

From a report on the radio, I learned that a tornado has been sighted.

Although I know they are dangerous, I find tornadoes exciting.

To protect myself against the tornado, I went to the basement.

Listening to the roar of the wind, I began to get nervous.

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—and to separate a question tagged onto a sentence at the end.

By the way, Grace, you opened the windows a crack, didn't you?

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

My house, which doesn't have a basement, is newer than yours, an old colonial.

Use a comma before the conjunction that joins the two independent clauses of a compound sentence.

A tornado touched down, but it skipped over our neighborhood.

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

After the strong, unexpected storm, we surveyed our house, our yard, and our neighborhood.

### Using Commas Correctly

Insert commas where necessary in the following sentences.

- Braving the blinding snow and bitter cold I shoveled the driveway the sidewalk and the steps this morning.
- Light the candles Reece because we lost electricity.
- The schools are canceled today and they will probably be closed again tomorrow because of the snowstorm.
- Well we should consider ourselves lucky that the farm suffered only minor damage from the storm.
- Mr. Cafarella this blizzard was worse than the last one don't you agree?
- On the contrary this storm was mild compared to the ones I lived through when I was a boy.
- In the middle of the night I awoke because the wind was making so much noise.
- Looking out the window I began to suspect that this was no ordinary storm.
- The road crews which stand by when bad weather is predicted were busy all night.
- When the wind and snow finally stopped we all came out to survey the damage.

## Commas in Sentence Parts

*More Practice*

### A. Using Commas

Underline the words in each sentence that should be followed by a comma. If no commas are necessary, write **None** on the line.

1. To enjoy a period of quiet each morning Molly reads for an hour. \_\_\_\_\_
2. Mustering his courage Bill tried out for the school play. \_\_\_\_\_
3. Even wet tattered newspapers can be recycled. \_\_\_\_\_
4. My how you have grown! \_\_\_\_\_
5. Keep up the good work Brendan! \_\_\_\_\_
6. Increased use of paper products concern about pollution and scarcity of forest land have made recycling a necessity. \_\_\_\_\_
7. At work she has no time for chatting on the phone. \_\_\_\_\_
8. The diamond one of two crystalline forms of the element carbon can be produced synthetically. \_\_\_\_\_
9. Salty and fat-filled snacks of course should be avoided. \_\_\_\_\_
10. Abraham Lincoln's stepmother gave him the few books she owned but she herself had never been taught to read. \_\_\_\_\_
11. Sheila put her pet into its carrier and rushed it to the vet's office but she had to wait her turn. \_\_\_\_\_
12. The crossing guard at our street who is retired always has a friendly smile. \_\_\_\_\_
13. Yes we'd love to come over on Thanksgiving Aunt Alice. \_\_\_\_\_
14. Eventually all the runners made it to the finish line. \_\_\_\_\_

### B. Using Commas in Writing

Insert commas where they are needed the following paragraphs.

Oh blizzards can cause so much trouble! Some people think a blizzard is just a lot of snow but in a true blizzard the snow is also accompanied by very high winds. Having survived several blizzards in my lifetime I know quite a bit about the destruction they can cause. The high winds and heavy snow can knock down power lines branches and trees. It can take me several hours to shovel my driveway which is very long. After removing piles of heavy wet snow city crews often run out of places to put it all. While I was living in a city near the coast I learned that a blizzard usually causes ocean waves to reach much farther inland than usual. To escape the risk of floods many people must evacuate their homes during a blizzard. A blizzard my friend is one of the worst types of storms. Now when you hear about blizzards in another part of the country you won't just think of fun in the snow will you?

# Commas in Sentence Parts

## Application

### A. Writing with Commas

Add commas where they are needed in the following paragraph.

It is an understatement to say that tornadoes are dangerous storms. With their winds of over 300 miles per hour tornadoes can cause amazing destruction. Spreading over hundreds of yards tornadoes may travel over land for many miles before they lose speed. Tornadoes which are also called twisters and cyclones have reduced pressure in the center of the funnel. In fact in the path of a tornado homes schools and other buildings often explode because they are not well enough ventilated to adjust to the pressure difference. Frequently tornadoes which usually form in the springtime appear in intense small-scale storms. Yes tornadoes can form over water as well. These types of tornadoes by the way are usually called waterspouts. Whenever and wherever you see a tornado take it very seriously. It can cause real damage.

### B. Using Commas in Writing

Rewrite the sentences by following the directions in parentheses.

1. Joe's garage was filled with various items. (Include a series of items.)

\_\_\_\_\_

\_\_\_\_\_

2. Today was a perfect day to clean the garage. (Include two adjectives of equal rank that modify the same noun.)

\_\_\_\_\_

3. Joe carried everything into the driveway. (Add an introductory phrase or clause.)

\_\_\_\_\_

4. His mother said, "This isn't such a bad job." (Add a noun of direct address and a question tagged on the end of the sentence.)

\_\_\_\_\_

5. The family car couldn't even fit in the garage before. (Include a nonessential clause.)

\_\_\_\_\_

6. The job was finally done. It was time for dinner (Combine the sentences with a conjunction.)

\_\_\_\_\_

## Fixing Comma Problems

### Reteaching

Use a **comma** to separate words that might be misread.

Filmmakers, say many critics, should make their films more realistic.

Use a **comma** to replace an omitted word or words.

Many women enjoy films about relationships; men, about adventure.

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

Films, unlike plays, can be produced on location.

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

Production companies travel to distant locations, and sometimes they employ local extras.

### Using Commas Correctly

Insert commas where necessary in the following sentences.

1. Movies not plays have become the most-talked-about form of mass entertainment.
2. Very young children prefer animated movies with cartoon characters; adults movies with human actors.
3. Just after a recent movie release video stores were mobbed by teenage girls wanting a copy of the film, which featured the latest teen idol.
4. Alex enjoys watching movies about conspiracies and he also enjoys foreign films.
5. The new adventure movie's premiere in Los Angeles was hectic; in other cities much calmer.
6. During the tragic movie sobs filled the theater.
7. Movie buffs unlike casual moviegoers like to memorize all the lines from their favorite movies.
8. For aspiring bands performing on a movie soundtrack is a good way to gain exposure.
9. Films without sound to accompany the action were called silent movies but they were usually played with piano music.
10. In computer-generated movies special effects often appear amazingly realistic and complex.
11. Movies based on a book may follow the storyline of the book exactly or the screenwriters may make alterations.
12. Watching a movie at the movie theater not at home makes filmwatching a real event.
13. To produce their movies, major production studios spend millions of dollars; independent studios much less.
14. Besides those by Shakespeare old plays made into movies are not my favorites.

## Fixing Comma Problems

### More Practice

#### A. Using Commas Correctly

Add commas where necessary in the following sentences. Circle any commas that should be removed.

1. On her red lipstick looks too harsh.
2. Our refrigerator has been delivered but now it must be connected properly.
3. Bryan likes mystery stories; Carla science fiction.
4. Books unlike stories broadcast on television can be picked up or put down at your convenience.
5. Goldilocks found Papa Bear's bed to be too hard; Mama Bear's too soft.
6. *Iron John* was an immensely successful bestseller yet it had been rejected by many publishers, and viewed favorably by only two.
7. The knight continued his quest for it had become an obsession.
8. Listening to a story on the radio unlike seeing one on the television forces you to use your imagination in picturing characters and settings.
9. The *Titanic* was supposed to be unsinkable but it sank on its maiden voyage.
10. Beach vacations not trips to the mountains were his preference.
11. Firefighters and police officers say the authors face increased dangers in today's society.
12. For entertainment Mr. Allen chooses the opera; Mrs. Allen the hockey game.

#### B. Using the Comma in Paragraphs

Add commas and conjunctions where they are necessary in the following paragraphs. Use a caret ^ to show where the conjunction should be added.

In the movie industry motion pictures are divided into three types of films. The first two types, feature films and animated films, are usually released first to theaters. The third type, documentary films, are often premiered on television. Feature films and animation films unlike documentaries are usually fiction. Having a prepared soundtrack is often helpful for animators can draw characters that move simultaneously with the sound. Documentaries not feature films are often made on the less expensive 16 mm film. Documentary makers have the option of shooting on location, they can decide to assemble a film from previously recorded materials. Producers ensure that the movie receives financing, they are also responsible for hiring the key players in film production. Directors not producers are responsible for guiding the actors and production crew and for fulfilling the vision of the writers.



# Fixing Comma Problems

## 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. Insert conjunctions using a caret ^ as needed to avoid comma splices.

Drama is written, material meant to be performed. Drama is sometimes defined as the written script; theater as the performance. Originally, tragedy and comedy were separate categories of drama, William Shakespeare eventually inserted comedy into his tragedies. Tragedy unlike comedy has a serious tone, and covers profound issues. Tragedies usually end with the death of the main character, comedies end happily. "To delight and to instruct" Roman writer Horace said, was the purpose of a drama. All dramas contain both purposes. Some dramas seem to focus more on entertainment; others on instruction. Drama is a useful means of expression for a society, can use it to reflect on itself and its values and beliefs.

Perhaps early Greek playwrights had the greatest influence on drama. Aristotle divided the elements of drama into plot, character, thought, language, and spectacle; however, he considered the most important element to be plot. Nowadays unlike during the times of ancient Greece the balance of these elements may vary. Many writers prefer to emphasize character to allow actors to reveal their humanity in challenging roles. In that way the play can focus on a particular theme or issue.

### 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 by the revision you like best.

- 1. Vegetarians can eat a healthy diet, they must plan their diets carefully.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. The guide was quite knowledgeable, she called our attention to details in the painting.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Other Comma Rules

### Reteaching

Use a **comma** in these situations:

- to set off a personal title or a business abbreviation  
*Example:* Albert Vargo, Jr., is my cousin.
- in the salutation of a personal letter and the closing of any letter  
*Example:* Dear Uncle Jim,      Your niece,
- between the day of the month and the year, and, in a sentence, after the year  
*Example:* 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 (Do not use a comma between the state and the ZIP code)  
*Example:* I live at 1452 Bellfield Blvd., Columbus, Ohio, in the home my grandfather built.
- in numbers of more than three digits to denote thousands (except calendar years)  
*Example:* The distance to the sun from Earth is 93,000,000 miles.
- to set off a direct quotation from the rest of the sentence  
*Example:* The chef said, "This is a culinary masterpiece."

### Using Commas Correctly

Insert commas where necessary in the following sentences.

- Dear Aunt Regina  
My friends and I will be visiting London on October 10, and we were hoping you would have the time to accompany us to the Tower of London.  
Your niece
- "Lima was founded" the guide told us "at a site called Plaza de Armas in 1535."
- The site of the Boston Massacre, which occurred on March 5 1770 is a popular tourist spot today.
- Beijing is a densely populated city with a population of over 11000000 people.
- Historian Graham Richards Sr. often gives tours of New Orleans in his spare time.
- The residence of the prime ministers of Great Britain is 10 Downing Street London.
- St. Petersburg is the home of the Russian Revolution, which took place on October 24 and October 25 1917.
- "The Taj Mahal" my mother read "was built by Shah Jahan in memory of his wife, who died in 1631."
- Denver is called the Mile-High City because a spot on the Capitol steps is at 5280 feet above sea level.
- We left our house at 45 Scarlett Drive Albany New York this morning at 5 A.M.
- Our class visited the grounds where the Battle of Gettysburg took place on July 1-3 1863 and where President Lincoln gave his address on November 19 1863.
- By the end of the Battle of Gettysburg, the Union army had lost 23000 men, and the Confederate army had lost 25000 men.
- An entertaining place to visit is Mann's Chinese Theater on Hollywood Boulevard Los Angeles California, which displays the handprints and footprints of movie stars.

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

Add commas where necessary in the following sentences.

1. I live at 12900 Richland Lane Herndon VA 22071.
2. When she opened the letter, she read the closing, "Your former friend John."
3. On April 30 1789 George Washington was inaugurated.
4. The Consumers Union of U.S. Inc. at 256 Washington St. Mount Vernon NY 10553 researches and evaluates products for readers of its magazine.
5. When did you first learn that light travels at a speed of 186000 miles per second?
6. Address all inquiries to Frothingham Ltd. before May 5 1990.
7. Tom Ross Jr. M.D. has opened an office at 1448 Oak Street Cincinnati Ohio.
8. On average the sun is 93000000 miles from Earth.
9. "I'll send you the package or deliver it myself" Joyce promised.
10. "An area of high pressure will bring us fair weather" the forecaster predicted.
11. World War I ended on November 11 1918, a day that used to be called Armistice Day.
12. What famous event happened on July 20 1969?
13. Dear Aunt Harriet  
Thanks for the binoculars. They will come in handy on my hiking trip.  
Your nephew  
Ted
14. Has the population of Boston Massachusetts risen or fallen over the past decade?
15. "A fool and his money are soon parted" says an old proverb.

**B. Using the Comma in Paragraphs**

Add commas where they are necessary in the following paragraphs.

Dear Grandma

On August 17 I visited Plimoth Plantation in Plymouth Massachusetts. I learned that in 1620 colonists sailed over 3000 miles from England. Small groups of colonists looked for a good place to settle. On December 21 1620 one group landed in Plymouth. They decided to settle there. The people who work at Plimoth Plantation speak as the colonists did in the 1620s. They say "We wish thee a good morrow." Today we would just say "Good morning."

I have enjoyed this trip, but I can't wait to be back with you in Chicago Illinois.

Your grandson  
Russell

Name \_\_\_\_\_ Date \_\_\_\_\_

Lesson  
4

# Other Comma Rules

*Application*

## A. Proofreading for Comma Usage

Write an original story using at least five of the following phrases and abbreviations. Be sure to use commas correctly in your story.

- \$1350
- Keith Morelli, Jr.
- 6865000
- National Widget Corp.
- 1450 Main Street Pleasantville Ohio
- Dear Aunt Jeanie
- Yours truly
- July 4 2050
- He shouted
- Las Vegas Nevada

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## B. Writing with Commas

Write a personal narrative about a holiday you have celebrated or one that you imagine you could celebrate in the future. In your narrative, include the following situations where a comma is needed: a personal title, a date, a complete address, a number greater than 999, and a direct quotation.

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