

## Chapter 14: Punctuation (End Marks, Commas, Semicolons, and Colons), pp. 279–302

### Choices: Examining Punctuation Marks, p. 279

Choices activities are designed to extend and enrich students' understanding of grammar, usage, and mechanics and to take learners beyond traditional classroom instruction. To use the Choices worksheet, have each student pick an activity that interests him or her. In some cases, you may wish to assign an activity to a particular student or group of students. You may also want to request that students get your approval for the activities they choose. Establish guidelines for what constitutes successful completion of an activity. Then, help students plan how they will share their work with the rest of the class.

Choices activities can be scored with a pass-fail grade or treated as bonus-point projects. Those activities that require students to research or create a certain number of items might be graded in a traditional manner.

### End Marks, p. 280

#### EXERCISE

1. Do you know where Sanibel Island is?
2. Sometimes you can see manatees off the coast.
3. Did you know they are endangered?
4. Please give me that book about endangered species.
5. What wonderful photos it contains!
6. I'd like to learn more about endangered species.
7. Will you teach me what you've learned?
8. What an exciting book this is!
9. I have learned a lot about animals from this book.
10. Can you recommend some other good books?

### Abbreviations, p. 281

#### EXERCISE A

1. Mrs. Walsh is the principal of Westdale Elementary School.

2. Have you met Dr. Richards?
3. Zechariah Hoyt, Jr., wrote the prize-winning essay on ocelots.
4. Mr. and Mrs. Bertinot are joining us for dinner tonight.
5. Mr. A. D. Mannion will be playing drums with the band tonight.

#### EXERCISE B

- |         |         |
|---------|---------|
| 6. oz   | 11. tsp |
| 7. lb   | 12. cm  |
| 8. yd   | 13. CIA |
| 9. NASA | 14. IRA |
| 10. PBS | 15. ft  |

### End Marks and Abbreviations, p. 282

#### EXERCISE A

1. What a wonderful day this is!
2. Watch out for that hole, Mr. Willis!
3. The meeting is at 2:00 this afternoon.
4. Is Dr. Winston in today?
5. James Koenecke, Sr., is speaking to our class.
6. Have you read anything by F. Scott Fitzgerald?
7. How magnificent the dove's wings are!
8. Did Mrs. Evans once work for the FBI?
9. The plane is about to take off, so hurry up!
10. Our class did research on the life of John F. Kennedy, Jr.

#### EXERCISE B

11. Will Mr. and Mrs. Walton be coming to the play?
12. Watch out for that car!
13. Are we going to hear Ms. Sills sing again?
14. They were advised to speak with a specialist in internal medicine.
15. What lovely roses Mrs. Greene grows!

### Commas with Items in a Series, p. 283

#### EXERCISE A

*Optional commas are underscored.*

1. He examined, studied, and took notes on the history of paper money.

2. On U.S. bills are portraits of Washington, Lincoln, and Hamilton.
3. I read a well-written, interesting article about the designs on the corners of bills.
4. At the mint, Tony watched the complicated, intricate process of the taking bills off the assembly line and packing the money.
5. He doesn't know who determines when money is too old to use, where it goes, or how it is replaced.

#### EXERCISE B

Optional commas are underscored.

[6] Mr. Carrillo took an interesting, adventurous trip to Europe. [7] He flew to France, traveled overland to Spain, and took a boat to England. [8] He traveled in the air, by land, and on the water. [9] Visiting cathedrals, eating pastries, and seeing palaces were his favorite activities. [10] The trip was educational, enjoyable, and memorable.

#### Commas with Compound Sentences, p. 284

##### EXERCISE A

1. The books were informative, but I learned even more in my science class.
2. Big speakers called woofers make low sounds, and small speakers called tweeters make high sounds.
3. Sound comes from something moving, yet you can't always see the movement.
4. Air carries vibrations to your ears, and then you hear sounds.
5. Most hearing-impaired people can hear some sounds, and they can feel the vibrations.

##### EXERCISE B

6. I wrote a short book about butterflies, and Joshua drew the illustrations.
7. If possible, Salim will meet Beula on Tuesday, or he will meet her on Friday.

8. Field hockey is an exciting team sport, but soccer is my all-time favorite sport.
9. I couldn't make it to the scout meeting, so I called the troop leader to tell him.
10. I submitted my best paintings and drawings to the annual art contest, but another student in my class won first prize.

#### Commas with Interrupters A, p. 285

##### EXERCISE

The phrase in item 6 may also be considered essential.

1. The United States' mix of ideas and cultures, <sup>NE</sup> which come from all over the world, has helped to make this nation diverse and interesting.
2. The contributions <sup>E</sup> made by immigrants have included inventions and business ideas.
3. One group <sup>E</sup> that has contributed a great deal is Hispanic Americans.
4. Hispanic Americans, <sup>NE</sup> many of whom are bilingual, have roots in various countries.
5. This group, <sup>NE</sup> one of the fastest-growing minorities, has enriched this nation.
6. Many Mexican Americans, <sup>NE</sup> answering the United States' call for migrant workers, arrived several decades ago.
7. These workers, <sup>NE</sup> who were paid poorly, strengthened the U.S. economy.
8. Unions <sup>E</sup> that they later formed helped them earn better wages.
9. Studying diversity, <sup>NE</sup> which one can find in abundance in the United States, is helpful in understanding sociological trends within a country.
10. Many Americans <sup>E</sup> who are bilingual are able to get better-paying jobs than those who speak only one language.

## Commas with Interrupters B, p. 286

### EXERCISE

1. Dr. Phillips, should I make an appointment with you next week?
2. The race, therefore, was equally challenging to all the contestants.
3. Are you going to join us for tea, Mrs. Collins?
4. The rowers, of course, were exhausted after the three-hour race.
5. Small dogs, for example, can be great pets for the elderly.
6. The students, generally speaking, enjoy a great deal of variety in the lesson plans.
7. Have you read this article yet, Janet?
8. Mrs. Wyatt, is this painting yours?
9. Those antiques, by the way, are mostly forgeries.
10. The mayor, on the other hand, disagreed with the committee's decision.

## Commas with Introductory Elements, p. 287

### EXERCISE A

1. No, the Egyptians were not just farmers.
2. Concerned with the afterlife, Egyptian rulers built great tombs for themselves.
3. Built for monarchs and nobles, many great stone tombs contained supplies for use in the afterlife.
4. While he was alive, the king had his picture painted.
5. On the wall of his tomb, a picture shows the king hunting.
6. Well, it shows how the king once hunted.
7. When I saw the jewels, I thought the kings were rich.
8. Why, they believed they could take jewels to the next life.
9. Based on things found in tombs, the assumption can be made that they believed they could take almost everything!
10. C

### EXERCISE B

[11] Known as the beeward, the village beekeeper kept the hives. [12] Before sugar was readily available, the only sweetener people had was honey. [13] By supplying beeswax, the beewards also met another key need of that time—they provided a raw material for making wax candles. [14] For most people in those days, cheaper candles were made from tallow. [15] Extracted from animal fat, tallow was also used to make soap.

## Using Commas, p. 288

### EXERCISE

*Optional commas are underscored.*

1. We brought sandwiches, fruit, and drinks to the picnic.
2. The cold, humid weather took everyone by surprise.
3. I studied all week for the test, yet I didn't feel prepared.
4. Oh, I should mention that we finished the project last night.
5. The jurors, on the other hand, did not understand the testimony.
6. The coach made a list of drills, posted them on the bulletin board, and asked her team members to practice the drills daily.
7. John joined the baseball team, Marta joined the soccer team, and Juanita joined the basketball team.
8. It was a long, slow climb to the top of the mountain, but we made it.
9. Keeping an eye out for danger, the squirrel nibbled on sunflower seeds.
10. My best friend, who is from Tacoma, is the first violinist in our band.

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### Conventional Uses of Commas, p. 289

#### EXERCISE

*Optional commas are underscored.*

18 Varnum Street

Charlottesville, VA 22901

January 29, 2001

Dear Angela,

I was delighted to read your last letter, and I'm happy to know that you are doing well. Things are going well here in good old Charlottesville, Virginia, and I miss you.

Last month, on Friday, December 16, our class went to the National Air and Space Museum in Washington, D.C. On the way, we stopped in Manassas, Virginia, for a snack and stretch break.

At the museum, we saw an exhibit on the history of flight, and I learned about the first member of the Caterpillar Club, Harold Harris. He bailed out of a plane at McCook Field, Dayton, Ohio, and became the first member of a club that is made up of people saved by a parachute! The exhibit was all so interesting.

I remember you asked me for Mrs. DeLillo's address. She is at Sunnybrook Nursing Home, Greystone Road, Blacksburg, VA 24060. She went there sometime in November 2000. I guess you know that she is scheduled for surgery on Tuesday, February 7. I know she would be happy to hear from you. You could tell her about your vacation in Paris, France. Her birthday is February 23, 1933. Did you know that she was born in Biloxi, Mississippi? I hope to hear from you soon.

Your friend,

Yoko

### Comma Review A, p. 290

#### EXERCISE

*Optional commas are underscored.*

1. The costly, fragile items will be moved first.
2. In a box under the coffee table, you will find the books that you requested.
3. Well, I'm not sure I would go on that trip if I were you.
4. The audience members, by the way, have never seen a musical production like this one.
5. Dr. Gravatz, are you ready for your next patient?
6. The singers learned the music, memorized the words, and rehearsed the songs daily.
7. We asked how to solve the problem, how to indicate the answer, and where to print the results.
8. Joanna Killeen was born on November 10, 1961.
9. Jeffrey Hellmer, a world-class pianist, studied in Rochester, New York.
10. Barney doesn't play trombone, nor does he play trumpet.

### Comma Review B, p. 291

#### EXERCISE

*Optional commas are underscored.*

1. The amusement park had roller coasters, carousels, and pony rides.
2. I'm not sure if I would like this music, so I will make a decision later.
3. I went to see the opera *Madama Butterfly*, but I didn't understand everything.
4. The book you're reading, by the way, is by my favorite author.
5. Craig moved to 3145 Palmer Avenue, Knoxville, Tennessee.

6. Marcos, did you hear my question?
7. Having stayed up most of the night, the boys were very tired in the morning.
8. We planted the seeds, watered them daily, and watched them grow.
9. Kenneth Rutter, who is my first cousin, teaches horseback riding.
10. Katerina, on the other hand, is a skilled, graceful skater.
11. We will be in Lima, Ohio, for one day, and then we go on to New York.
12. Is it true, Vinnie, that you've already finished your research paper?
13. I looked all over the living room, dining room, and kitchen for the cat's toy.
14. I'm leaving, so why don't you leave with me?
15. Jason, don't forget to reserve the room.
16. Trisha and Karen are in the same classes for English, Spanish, and math.
17. It was a slim, green leather volume.
18. Dear Kathryn,
19. While you clear the table, I'll start washing the dishes.
20. I'll always remember June 10, 2000, as the day we moved into our new house.

### Semicolons A, p. 292

#### EXERCISE

1. Wool is a great fabric for cold weather; it keeps me warm even when it gets wet.
2. My wool sweater is soft, warm, and comfortable; it was hand-knit in Norway.
3. Wool must be cut from the sheep, carded, spun, and dyed; nevertheless, the result is worth the effort.
4. I like to wear wool for skating, sledding, and hiking; however, my sister, who is allergic to wool, never wears it at all.

5. I also like to wear rayon and other synthetic materials; therefore, I buy many different types of fabrics.
6. Nylon is a strong material; however, I always seem to get runs in my nylon hose.
7. Some people prefer to wear cotton; my father thinks it's the most comfortable material.
8. I like denim; in fact, several of my jackets are made of denim.
9. I have bought wool sweaters for my brother, my mom, and my grandfather; and my grandmother, a lady with excellent taste, once sent me a wool vest for my birthday.
10. I have learned a lot about fabrics; I will be able to make better decisions about what kinds of material to buy.

### Semicolons B, p. 293

#### EXERCISE

1. The sports banquet began an hour late; the delay was due to the storm.
2. Some roads were flooded; consequently, people had to detour.
3. Sanjay was in charge of the program; his expression showed concern.
4. Marielle, the coordinator, was eager to begin the speeches, awards presentations, and banquets; but the guest speaker, who was flying in from Chicago, had not arrived.
5. The guest, our sponsor, and Coach Zeff were late; all three were to present awards.
6. Umeko's dad had planned to leave early; nevertheless, he agreed to lead a discussion.
7. Spring storms can cause a lot of destruction; indeed, homes have been washed away.
8. Finally, our guest of honor arrived; he was soaked but smiling.
9. The applause was deafening; it sounded like a roar of thunder!
10. After the speeches, Ms. Weinberg brought out the awards; the coach presented them to all the participants in athletic programs.



## Colons, p. 294

### EXERCISE

1. Our teacher introduced Mr. Burkhardt: “It is my honor and my pleasure to introduce Mr. Steve Burkhardt. He is a close friend, a mentor, and an accomplished scientist. Please welcome him.”
2. Mr. Burkhardt told us something important: We must save the elephants.
3. He also told me the following items are valued by some people: elephant meat, elephant tusks, elephant hides, and elephant hair.
4. I read this fact: The elephant is on the world’s endangered species list.
5. Is the elephant mentioned in Genesis 1:24?
6. My concerns are as follows: The herds are disappearing, illegal killing is continuing, and the rural people of Africa still need these elephants to survive.
7. I always remember what is written in Leviticus 19:17–18.
8. We will listen to a lecture at 8:30 P.M.
9. My father always taught me this: Respect life in every form.
10. We will learn more about elephants in tomorrow’s lecture, which begins at 9:00 A.M.
10. My aunt just took a research job at Plastic Innovations, Inc.
11. My VCR was mailed from Boston last Friday.
12. The CIA offered Mr. Lemoine a job in data security.
13. What an amazing film that was!
14. Did Dr. Cameron write this article about spiders?
15. Watch out for that motorcycle!
16. Save the postcard from Memphis for the scrapbook.
17. Robert Corley, Sr., will be the new advisor for our school’s college-bound program.
18. Was the order mailed to Worthy Collections Ltd.?
19. How precious that baby looks today!
20. Is Mr. Cambridge still scheduled for 2:45 this afternoon?

## Review A: End Marks and Abbreviations, p. 295

### EXERCISE

1. Was the letter addressed to 3212 Willis Drive?
2. I received a package from St. Louis this morning.
3. Are you meeting with Ms. Wilkinson this afternoon?
4. How beautiful that song was!
5. Did you hear the speech by T. J. Townsend?
6. William McLean, Jr., is my guitar teacher.
7. We’ll see you for lunch tomorrow.
8. Please send the money order as soon as possible.
9. Are Mr. and Mrs. Gutierrez coming to the celebration?
5. My mother usually packs oranges, apples, or peaches with our lunches.
4. We copied our notes over, made study cards, and called out questions to each other.
5. After getting busy signals for nearly an hour, the customer gave up trying to call.
6. Looking in every place he could think of, the young boy continued to search for his baseball glove.
7. Our family moved from Tempe, Arizona, to San Diego, California.

## Review B: Commas, p. 296

### EXERCISE

*Optional commas are underscored.*

8. I asked the salesclerk which computer I should buy, which printer was best, and which monitor would be most practical.
  9. The coach was not upset about the loss, nor was he discouraged.
  10. Siamack is a composer of classical music, and Shekoufeh is a jazz pianist.
  11. Should we stay home and clean, go shopping for clothes, or mow the lawn?
  12. Glover Gill, a composer of modern classical music, celebrated his forty-second birthday on March 20, 2000.
  13. Yes, Janelle says that she enjoys the long, warm summers in Pensacola, Florida.
  14. Kendra will be visiting us this summer, I believe.
  15. The children were quite tired, for they had played kickball for several hours.
  16. We sent my aunt's gift to 302 Main Street, Port Allen, Louisiana.
  17. The author brainstormed, made an outline, and then wrote her essay.
  18. After we put the dishes away, Irena showed us photographs from her trip to Los Angeles, California.
  19. I went walking in the dark, cold, moonless night.
  20. My best friend from kindergarten, Joanna, still lives in my neighborhood.
- Review C: Semicolons and Colons, p. 297**
- EXERCISE**
1. Indira wanted to become an engineer; nevertheless, she continued to study literature.
  2. Terrence, the captain, flew the plane; and Robert, the first officer, contacted the control tower for landing instructions.
  3. The pastor explained Zechariah 9:9 to our study group.
  4. Our teacher grew up in Wyoming; however, she studied in Montana.
  5. My grandfather's rule of thumb was this: Treat others fairly, honestly, and respectfully.
  6. The movie doesn't start until 3:30 P.M.; nevertheless, it's a good idea to arrive early.
  7. María is the best tennis player in our class; in fact, she is the best in our entire school.
  8. We read scary stories for half the night; as a result, we were too frightened to sleep.
  9. At 8:00 P.M., the guests will arrive; we should get ready to greet them.
  10. Carmen hopes to become a veterinarian; consequently, she is studying hard in science class.
  11. The clouds are beginning to move off to the east; perhaps the afternoon will be sunny.
  12. For a pleasant train ride, remember to bring the following items: a good book, some healthful snacks, and a small pillow.
  13. Nakai is a serious swimmer; you can find him at the pool almost every morning.
  14. The mayor made her priorities quite clear: "I will not rest until this city's traffic problems have improved. I will not stop for breath until we have doubled the size of our police department. I will not let up until our schools are no longer in crisis."
  15. The letter began, "Dear Ms. Kimball: Thank you for your prompt response to our inquiry."
  16. The book is titled *Great Danes: A Complete Breed Profile*; it contains helpful information on nutrition, training, and temperament.
  17. Already the drought has affected three states: Texas, Oklahoma, and Kansas.
  18. Justin lined up the ingredients for his salad: lettuce, radishes, tomatoes, and onion.
  19. Edwina is driven by a great dream: She hopes to one day pilot a space shuttle.
  20. Lunch will be served at 1:00; the menu includes chicken enchiladas, Spanish rice, and fajitas.

**Review D: End Marks, Abbreviations, Commas, Semicolons, and Colons, p. 298**

**EXERCISE**

*Optional commas are underscored.*

[1] Have you ever visited Gettysburg, Pennsylvania? [2] This place is the scene of one of the greatest battles of the Civil War; consequently, many people have heard of Gettysburg. [3] Defending their beliefs and their honor, the soldiers of the North and the South fought one of the bloodiest battles in history there. [4] They fought for their generals, their fellow soldiers, and their way of life.

[5] Visiting the battlefield today, one is struck by the calm, peaceful atmosphere; however, on the three days of July 1, 2, and 3, 1863, it was different. [6] What a scene of suffering it was! [7] On this beautiful expanse of green, soldiers fought, were wounded, and gave their lives.

[8] General Robert E. Lee, who was known as a great military strategist, seems to have failed at Gettysburg. [9] He positioned Pickett's brigade across an open field from the Union Army. [10] The brigade was defenseless; and the Union Army, positioned on a hill with many trees, had its cannons ready. [11] Marching courageously across that field, most of Pickett's fifteen thousand troops fell.

[12] Some people blame this loss on two commanders: General J. E. B. Stuart, who was in charge of the cavalry, and General Longstreet, who was Lee's second in command. [13] Involved in skirmishes for supplies, General Stuart and the cavalry did not reach Gettysburg on time. [14] Because the cavalry

was needed to back up the foot soldiers, the cavalry's failure to arrive contributed to the loss. [15] Others blame the defeat on General Longstreet; they say he was indecisive and ineffective.

[16] People continue to study this battle to this day; indeed, it is one of the most interesting battles of the war. [17] Enthusiasts also stage reenactments of this and other Civil War battles. Will it ever end?

[18] If you are interested, you can visit Gettysburg. [19] For information about this historic site, you can write to Gettysburg National Military Park, Gettysburg, PA 17325. [20] Go there someday: It will be well worth the trip.

**Proofreading Application: Invitation, p. 299**

Friends,

Break out the face paint, dust off those sequins, and find that old rainbow-colored wig! Dress up as an elephant, a rock star, a head of lettuce, or an elf! We will have live music, plenty of food, and contests! Yes, that's right; we're having contests.

If you have always dreamed of being a rock star, this party could be your big break! We are having a karaoke contest; contestants will be singing their favorite songs on stage.

The following fabulous prizes will be offered: a genuine live goldfish, an authentic 45 RPM record, and an original sculpture by my five-year-old sister.

Be at 9746 W. Santana Ave. on Saturday, July 12. The fun starts at 11:00 A.M., but it's got to end at 3:00 P.M.



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**Literary Model: Novel, pp.300–301****EXERCISE A**

- Use commas to separate words in a series.
- Use commas to separate phrases in a series.
- Use commas to separate clauses in a series.
- Use commas to separate two or more adjectives that come before a noun.
- Use commas to set off nonessential subordinate clauses.
- Use commas to set off nonessential participial phrases.

**EXERCISE B**

*Answers will vary. Sample responses are given.*

It is an efficient way of writing. I can learn a lot about a character in one paragraph, and it gives me background information that might explain the character's actions later.

It is confusing to have to read so many details about a character in only one paragraph. I would prefer to be told about the character's qualities gradually, or maybe become aware of some of those qualities by reading descriptions of his or her actions.

**EXERCISE C**

*Answers will vary. A sample response is given.*

Alicia O'Donnell had the reddish-orange hair, green eyes, and pale freckles of the classic image of an Irish girl. It wasn't any surprise since her dad's parents, who both died last year, had come to Chicago from Dublin when they were young. Deep down, though, Alicia felt a much stronger, much more intimate connection with the Guatemalan blood that ran through her veins. Gazing at her image in the mirror, she'd asked herself a thousand times, "Why didn't I come out looking like my mother?"

**EXERCISE D**

*Answers will vary. Samples responses are given.*

1. The writing would be too complicated and confusing. The reader would have to read the description several times to capture what the author was saying. That kind of writing is not inviting and does not motivate the reader to want to continue reading.
2. I used commas with phrases in a series, a nonessential clause, two adjectives preceding a noun, and a participial phrase. I did not use so many commas that my writing would be confusing to a reader. I did not use any unnecessary commas.

**Writing Application: Letter, p. 302**

Writing Applications are designed to provide students immediate composition practice in using key concepts taught in each chapter of the *Language and Sentence Skills Practice* booklet. You may wish to evaluate student responses to these assignments as you do any other writing that students produce. To save grading time, however, you may want to use the following scoring rubric.

**Scoring Rubric**

The desired items are clearly and specifically identified in the list.

1      2      3      4      5

The series are punctuated clearly with commas.

1      2      3      4      5

The writing has a happy tone and is organized.

1      2      3      4      5

The assignment is relatively free of errors in grammar, usage, mechanics, and spelling.

1      2      3      4      5

**Total Score** \_\_\_\_\_

5 = highest; 1 = lowest