

Underlining (Italics)

- 15a.** Use underlining (italics) for titles and subtitles of books, plays, periodicals, works of art, films, television series, and long musical compositions and recordings.

When you write the title of a book, a play, a movie, a magazine, a newspaper, or some other long creative work, underline the entire title. If you use a computer, set these titles in *italics*, letters that lean to the right. Do not underline titles that you have set in italics. Use underlining or italics, but not both.

ITALICS	<i>The Crucible</i> [play]	UNDERLINED	<u>The Crucible</u> [play]
	<i>The Miracle Worker</i> [movie]		<u>The Miracle Worker</u> [movie]
	<i>True Grit</i> [book]		<u>True Grit</u> [book]
	<i>Gilligan's Island</i> [television series]		<u>Gilligan's Island</u> [television series]
	<i>Peter and the Wolf</i> [long musical work]		<u>Peter and the Wolf</u> [long musical work]
	<i>National Geographic</i> [magazine]		<u>National Geographic</u> [magazine]

EXERCISE A In each of the following sentences, underline any title that should be in italics. Be sure to underline every word of the title.

Examples 1. In Ellen Raskin's book The Westing Game, the characters solve a puzzle. [*The Westing Game* is underlined because it is the title of a book.]

2. The movie To Kill a Mockingbird starred Gregory Peck. [*To Kill a Mockingbird* is underlined because it is the title of a movie.]

1. Have you ever seen *Gone with the Wind*? [What is the title of the movie?]
2. The musical *West Side Story* is based on a play by Shakespeare. [What is the title of the musical?]
3. We saw that musical after we read *Romeo and Juliet*.
4. I am reading *The Heart Is a Lonely Hunter*, by Carson McCullers.
5. My sister likes to watch re-runs of *The Brady Bunch*.
6. Almost everyone in the class has finished *The Red Badge of Courage*.
7. Many people are familiar with Edvard Munch's painting *The Scream*.
8. My mother and father always watch *Washington Week in Review*.
9. Jean Craighead George has written many books, including *Julie of the Wolves*.
10. I have seen *The Sound of Music* many times.

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15b. Use underlining (italics) for names of ships, trains, aircraft, and spacecraft.

EXAMPLES the space shuttle ***Discovery*** [spacecraft]
USS ***Forrestal*** [ship]
the Burlington ***Zephyr*** [train]
the ***Polar Star*** [airplane]

EXERCISE B In the following sentences, underline any word that should be set in italics.

Example 1. The name of Ferdinand Magellan’s flagship was Trinidad. [*Trinidad* is underlined because it is the name of a ship.]

11. We made sleeper car reservations on the Southwest Chief. [Which words make up the name of the train?]
12. Clipper ships like the Flying Cloud could sail across the Atlantic Ocean in less than two weeks.
13. The train called the Coast Starlight travels from Los Angeles to Seattle.
14. For my project, I built a model of the Santa Maria, one of Columbus’s ships.
15. The Soviet Union launched Sputnik, the first artificial satellite, in 1957.

15c. Use underlining (italics) for words, letters, and numerals referred to as such.

EXAMPLES Is this a ***3*** or is it a ***5***?
Mr. is the abbreviation for ***Mister***.
His ***4’s*** look like ***7’s*** to me.
The ***e*** comes before the ***i*** in words like ***neighbor***.

EXERCISE C In each of the following sentences, underline any words, letters, or numerals that should be underlined or set in italics.

Example 1. Is that word spelled with only one e? [The letter *e* is underlined because it is being referred to as a letter.]

16. I can’t tell if this number is a 5 or a 6. [Which numbers are being referred to as numbers?]
17. What does the abbreviation etc. mean?
18. How many times did I say well during my speech?
19. Some people cross their 7’s.
20. Change the y to i and add es.

Quotation Marks A

15d. Use quotation marks to enclose a *direct quotation*—a person’s exact words.

Be sure to place quotation marks both before and after a person’s exact words.

EXAMPLES Mike said, “I want to go to the movies.” [Mike’s exact words are surrounded by quotation marks.]

“What a beautiful painting!” exclaimed Ms. Flemming. [Ms. Flemming’s exact words are surrounded by quotation marks.]

NOTE Exclamation marks and question marks that are part of a direct quotation are placed inside the quotation marks. Also, a direct quotation usually begins with a capital letter.

EXERCISE A In the following sentences, place quotation marks wherever they are needed.

Example 1. Julie said, “I have a key for the door.” [Julie’s exact words are *I have a key for the door*.

Quotation marks surround Julie’s exact words.]

1. Kim said, Meet me at two o’clock. [What are Kim’s exact words?]
2. What time does the play start? asked Mary.
3. Richard said, I want a glass of water.
4. Miguel jumped up and shouted, Goal!
5. Do you think the plane will be on time? Rita asked her father.

When a person’s exact words are interrupted by an explanation of who is talking, just remember the rule about putting quotation marks before and after a person’s exact words.

EXAMPLES “Do you know,” Carla asked, “exactly where Kevin lives?” [Quotation marks surround all of Carla’s exact words, even though the quotation is broken into two sections. The *e* in *exactly* is lowercase because the second part of the quotation isn’t a complete sentence.]

“I know where he lives.” Ricky said. “He lives on 5th Street.” [Quotation marks surround all of Ricky’s exact words, even though the quotation is broken into two sections. The *H* in *He* is capitalized because the second part of the quotation is a complete sentence.]

EXERCISE B In the following sentences, place quotation marks wherever they are needed.

Examples 1. Albert said, “This printer is broken.” [Quotation marks surround Albert’s exact words.]

2. “My family,” said Maria, “has lived here for years.” [Quotation marks surround all of Maria’s exact words. *My family* and *has lived here for years* are separated by an explanation of who is talking.]

6. Ralph said, That book is not in our library. [What are Ralph’s exact words?]

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7. What is the answer, asked Mrs. Mitchell, to the second question? [Where are the two sections of Mrs. Mitchell's exact words?]
8. Can you list, asked Tina, the colors of the rainbow?
9. Bring a towel, said Karen. We might go swimming after the picnic.
10. Sam said, You can borrow my bike.
11. Please take out your books, said Mr. Jones, and turn to page 109.
12. My father said, Don't forget to lock the door.
13. It was really cold last night, said James. The roads were icy.
14. We can meet, said Nick, at my house.
15. My cat sleeps all day, said Anna, and plays all night.

Do not put quotation marks around *indirect quotations*. When you reword what another person said, you are using an indirect quote.

DIRECT QUOTATION Nina asked, "When is our test in Spanish I?" [The quotation marks surround Nina's exact words.]

INDIRECT QUOTATION Nina asked when we were having a test in Spanish I. [The sentence rewords what Nina asked. Nina did not actually say, *When we were having a test in Spanish I*, so no quotation marks surround these words.]

EXERCISE C Tell whether each of the following sentences has a direct quotation or an indirect quotation. On the line provided, write *D* for *direct quotation* or *I* for *indirect quotation*.

Example *I* 1. Michael said that he was competing at the track meet. [The sentence does not repeat Michael's exact words. Michael did not say the words, *that he was competing at the track meet*, so no quotation marks surround these words.]

- _____ 16. Chen said that he was also competing.
- _____ 17. "Mike and I are both in the relay," Chen continued.
- _____ 18. "When is the track meet?" asked Tracy.
- _____ 19. Michael replied, "It's next Thursday."
- _____ 20. Tracy said that she'd be there.

Quotation Marks B

15j. When you write dialogue (conversation), begin a new paragraph each time the speaker changes.

EXAMPLE

“Did you volunteer to help with the car wash on Saturday?” asked Ned.
 “Yes,” said Kimi. “I’ll be there. My brother Ted will probably help, too.
 What time does the car wash start?” [Kimi says several sentences in a row.
 Quotation marks are not needed around every sentence, but only at the
 beginning and end of her exact words. Kimi’s words are interrupted by
 an explanation of who is speaking, but all of Kimi’s exact words have
 quotation marks around them.]

“We should be there at ten o’clock.” [Ned is speaking again. The
 paragraph indentation tells the reader the speaker has changed, even
 though the speaker is not identified.]

EXERCISE A In the following sentences, put a caret (^) where a new paragraph should begin. Hint: A new paragraph should begin every time a different person talks.

Examples [1] “Do you want to see a menu?” the server asked. [2] “No, thank you,” said Jim.
 [3] “I already know what I want.” [The first sentence should be indented because the
 server is beginning a conversation. The second sentence needs to be indented because Jim
 is a new speaker. The third sentence should not be indented because Jim is still speaking.]

[1] “What can I get for you?” asked the server. [2] “I’d like an order of toast and the cantaloupe.
 I’d also like a glass of orange juice.” [3] “Do you want whole wheat, white, or rye toast? [4] Do
 you want a large glass of orange juice or a small glass?” [5] “Bring me a large glass of orange juice
 and whole wheat toast, please.”

15l. Use quotation marks to enclose titles and subtitles of short works such as short stories, poems, essays, articles, songs, episodes of television series, and chapters and other parts of books.

EXAMPLES “Jingle Bells” [song]
 “The Road Not Taken” [poem]
 “The Lady, or the Tiger?” [short story]
 “Monarch in Waiting” [TV show episode]

EXERCISE B In the following sentences, place quotation marks wherever they are needed.

Example 1. I just finished “The Elephant’s Child,” a story by Rudyard Kipling. [The title of the story is enclosed in quotation marks.]

6. The Raven is a poem by Edgar Allan Poe. [What is the title of the poem?]

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7. We learned to sing Follow the Drinking Gourd last year.
8. The article titled Tiger Sharks has some interesting information.
9. My favorite short story is The Gift of the Magi by O. Henry.
10. The name of that *Star Trek* episode was Resurrection.

15m. Use single quotation marks to enclose a quotation within a quotation or a title of a short work within a quotation.

In some conversations, a person may ask about or repeat something that someone else has said. When one quotation is inside another, use single quotation marks around the inside quote. Also, if the name of a short creative work is used in a quotation, place single quotation marks around the title of the short creative work.

EXAMPLES John asked, “Did Ms. Matthews say, ‘Bring two pencils?’” [John’s exact words are inside double quotation marks. John is also quoting something that Ms. Matthews said. Ms. Matthews’ words are in single quotation marks. Because John is the one who asked the question, the question mark is inside John’s double quotation marks.]

Mark said, “I didn’t know that ‘America the Beautiful’ had so many verses.” [The title of the song is in single quotes because it is inside Mark’s quoted statement.]

EXERCISE C In the following sentences, put single quotation marks wherever they are needed.

Example 1. Linda said, “I heard the announcer say, ‘The game is canceled.’” [The announcer’s exact words should be inside single quotation marks.]

11. Rita complained, “The high notes in The Star-Spangled Banner are too high for me!” [What song title is mentioned in the quoted sentence?]
12. Carol said, “I’ve read the story The Necklace three times.”
13. Cole asked, “Did the teacher say, Read all of chapter 12?”
14. “The counselor said, The deadline for the contest is next Thursday.” said Mr. Norman.
15. “I’m sure that Mom said, I’ll leave the key under the doormat.” said Steve.

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15q. To form the possessive case of some indefinite pronouns, add an apostrophe and an s.

Common Possessive Indefinite Pronouns

anyone's	everyone's	nobody's	one's
each other's	everybody's	no one's	somebody's

EXAMPLE **Somebody's** shoe is in the middle of the road. [The possessive form of *somebody* is formed by adding an apostrophe and an s.]

EXERCISE B Complete each of the following sentences by writing the possessive form of the word in parentheses.

Example (*No one*) 1. No one's car was damaged during the hail storm. [The possessive form of *No one* is *No one's*.]

(*she*) 6. Is my hair as long as _____? [Which possessive form of *she* is used when no noun follows?]

(*everybody*) 7. The manager will read _____ comments.

(*they*) 8. I have never been to _____ apartment.

(*you*) 9. Did you forget _____ lunch?

(*each other*) 10. They decorated _____ locker.

Apostrophes with Contractions

15r. To form a contraction, use an apostrophe to show where letters or numerals have been omitted.

A contraction is a shorter form of a word, a numeral, or a group of words. The apostrophe in a contraction shows where letters or numbers have been left out.

EXAMPLES I + have = **I've** that + is = **that's**
of + the + clock = **o'clock** 1955 – 1900 = **'55**

EXERCISE C Put apostrophes where they are needed in the following sentences.

Example 1. I'm going to the post office. [*I'm* comes from *I am*, so the apostrophe goes where the *a* has been left out of *am*.]

11. Dont forget to send me a postcard. [Which letter has been left out of the words *do not*?]

12. Whos going to the concert tonight?

13. Jeremy isnt feeling well today.

14. My uncle owns a 58 Chevy.

15. Why didnt you go to the basketball game?

Hyphens, Parentheses, Brackets, and Dashes

Hyphens

- 15u.** Use a hyphen with compound numbers from *twenty-one* to *ninety-nine* and with fractions used as modifiers.

When you write out compound numbers from *twenty-one* to *ninety-nine*, be sure to use a hyphen. When a fraction comes before the word it modifies, use a hyphen. If the fraction is used as a noun, do not use a hyphen.

EXAMPLES This name has **twenty-two** letters! [The compound number *twenty-two* is written with a hyphen.]

Put in **three-fourths** cup of water. [The fraction *three-fourths* is used to modify the noun *cup*. The fraction is hyphenated.]

I ate **one half** of the apple. [The fraction *one half* is not being used as a modifier. It is not written with a hyphen.]

- 15v.** Use a hyphen with the prefixes *all-*, *ex-*, *great-*, and *self-* and with the suffixes *-elect* and *-free* and with all prefixes before a proper noun or proper adjective.

When most prefixes and suffixes are added to words, no hyphen is necessary between the word and the prefix or the suffix. However, the prefixes and suffixes listed above always need a hyphen.

EXAMPLES **all-**knowing [The prefix *all-* always needs a hyphen.]

president-**elect** [The suffix *-elect* always needs a hyphen.]

mid-July [The prefix *mid-* needs a hyphen because it comes before the proper noun *July*]

EXERCISE A Insert hyphens where they are needed in the following word groups.

Examples 1. seventy-six trombones [Seventy-six is a compound number that always needs a hyphen.]

2. my great-grandmother [The prefix *great-* always needs a hyphen.]

- | | |
|------------------------------------------------------------------------------------|-----------------------------------|
| 1. one half teaspoon of salt [Does the fraction come before the word it modifies?] | 5. one and one half cups of flour |
| 2. self confidence [Does the prefix <i>self-</i> need a hyphen?] | 6. forty five red balloons |
| 3. all American | 7. mid June |
| 4. fifty two of my classmates | 8. eighty eight boxes |
| | 9. ex secretary |
| | 10. static free |

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Parentheses, Brackets, and Dashes

- 15x.** Use parentheses to enclose material that is added to a sentence but is not considered of major importance.

Parentheses are used to tell the reader that the information enclosed is not important but might be interesting or useful to know. Do not enclose important information in parentheses.

EXAMPLE On Independence Day (July 4), we celebrate our nation’s birthday. [The writer has included additional information inside parentheses. The information is not necessary to understand the statement.]

- 15y.** Use brackets to enclose an explanation or added information within quoted or parenthetical material.

EXAMPLES The mayor’s assistant announced, “He [Mayor Malone] will meet with the Governor tomorrow.” [The information in brackets tells who *He* is. The assistant did not speak the words Mayor Malone. The writer added the information.]

The first president of the company (Norma Kerr [1966–1972]) will be the guest of honor. [The information in brackets adds extra information to the information already in parentheses.]

- 15z.** Use a dash to indicate an abrupt break in thought or speech.

Dashes, like parentheses, are used to set off extra information. Dashes are usually considered stronger or more forceful than parentheses. When you want the reader to notice the additional information, use dashes instead of parentheses.

EXAMPLE This is the best—I mean the *very* best—soup I’ve ever tasted! [The writer interrupts the sentence to add additional information. The writer wants the reader to notice the additional information.]

EXERCISE B The following sentences need parentheses, dashes, or brackets. Correct each sentence by inserting the punctuation mark indicated.

Example *brackets* 1. The witness said, “I saw him [the accused man] run away from the building.” [The words *the accused man* were not part of the witness’s quoted statement. The writer added these words to explain who *him* is.]

parentheses 11. The construction took twelve years 1950–1962. [Which extra information is not required to understand the sentence?]

dashes 12. My favorite jacket I’ve had it for five years is ruined!

brackets 13. My report is about the poet E. E. Cummings (Edward Estlin Cummings 1894–1962).

parentheses 14. The green truck it’s old but comfortable is easy to drive.

dashes 15. I will be ready for the presentation I promise! next Tuesday.