

Punctuation

End Marks, Abbreviations, and Commas

Diagnostic Preview

Correcting Sentences by Adding Periods, Question Marks, Exclamation Points, and Commas

Write the following paragraphs, adding periods, question marks, exclamation points, and commas where necessary.

EXAMPLE [1] Computers therefore are not my cup of tea
1. *Computers, therefore, are not my cup of tea.*

[1] Although TV commercials tell you otherwise computers are not for everyone [2] One day in the showroom of a computer store I stared at a personal computer for more than half an hour but I was still unable to locate the on-off switch [3] The demonstrator Pearl Rangely PhD. tried her best to be helpful [4] A computer consultant she quickly explained the functions of various switches buttons and boxes [5] She pressed keys she flashed words on the screen and she pushed around the mouse very quickly [6] I was confused and puzzled and frustrated yet I was also fascinated

[7] Dr Rangely who had often encountered confused consumers before told me that I had a “terminal” phobia [8] With a frown I asked her what that meant [9] She replied grinning broadly that it was the fear that bits and bytes can actually bite [10] What a comedian she was [11] Totally disenchanted I left the store

[12] I headed straight for the library to check out everything that I could find about computers: books magazines catalogs and pamphlets

[13] For example I read *The Soul of a New Machine* a fascinating book written by Tracy Kidder [14] When I had finished the book I knew about input output high-level languages and debugging [15] Armed with this knowledge I confidently returned to the store on Friday March 13 [16] Well the same demonstrator was there smiling like a Cheshire cat [17] I rattled off several technical questions that I think must have surprised her [18] By the end of a single afternoon Dr Rangely had taught me something about every computer in the store [19] I left however without asking one simple embarrassing question [20] Could you please tell me where the on-off switch is

End Marks

Sentences

End marks—periods, question marks, and exclamation points—are used to indicate the purpose of a sentence.

11a. A statement (or declarative sentence) is followed by a period.

EXAMPLES Nancy López won the golf tournament.
What Balboa saw below was the Pacific Ocean.
Flora wondered who had already gone.

NOTE Notice in the third example that a declarative sentence containing an indirect question is followed by a period. (An **indirect question** is one that does not use the speaker’s exact words.) Be sure to distinguish between a declarative sentence that contains an indirect question and an interrogative sentence, which asks a direct question.

INDIRECT QUESTION I wondered what makes that sound. [declarative]
DIRECT QUESTION What makes that sound? [interrogative]

11b. A question (or interrogative sentence) is followed by a question mark.

EXAMPLES Do you know American Sign Language?
Why don’t you ask Eileen?
Who wrote this note? Did you?

STYLE

TIP

As you speak, the tone and pitch of your voice, the pauses in your speech, and the gestures and expressions you use all help make your meaning clear. In writing, marks of punctuation, such as end marks and commas, show readers where these verbal and nonverbal cues occur.

Punctuation alone won’t clarify the meaning of a confusing sentence, however. If you have trouble punctuating a sentence, check to see whether rewording it would help express your meaning more clearly.

Reference Note

For information about how **sentences** are **classified according to purpose**, see Chapter 2.

STYLE

TIP

Sometimes declarative and interrogative sentences show such strong feeling that they are more like exclamations than like statements or questions. In such cases, an exclamation point should be used instead of a period or a question mark.

EXAMPLES

Here comes the bus!
Can't you speak up?

STYLE

TIP

An interjection is generally set off from the rest of the sentence by a comma or an exclamation point.

EXAMPLES

Well, I guess so.
Ouch! That hurt.

Reference Note

For more about **interjections**, see page 33.

STYLE

TIP

Sometimes a command or request is expressed as if it were a question. The meaning, however, may be imperative, in which case a period or exclamation point is used.

EXAMPLES

May I say a few words now.
Will you leave me alone?

A direct question may have the same word order as a declarative sentence. Since it is a question, it is followed by a question mark.

EXAMPLES You know American Sign Language?

You're not asking Eileen?

11c. An exclamation (or exclamatory sentence) is followed by an exclamation point.

EXAMPLES Hurrah! The rain stopped!

Ouch!

Look out!

11d. A command or request (or imperative sentence) is followed by either a period or an exclamation point.

When an imperative sentence makes a request, it is generally followed by a period. When an imperative sentence expresses a strong command, an exclamation point is generally used.

EXAMPLES Please answer my question. [request]

Turn off your radio. [command]

Answer me right now! [strong command]

Exercise 1 Using Periods, Question Marks, and Exclamation Points

Write the following sentences, adding periods, question marks, and exclamation points where they are needed. Identify each sentence as *declarative*, *imperative*, *interrogative*, or *exclamatory*.

EXAMPLE 1. Are you familiar with lacrosse, a field game
1. Are you familiar with lacrosse, a field game?—
interrogative

1. Do you know how to play lacrosse
2. On TV last night there was a segment on teams playing lacrosse
3. What a rough sport lacrosse must be
4. Did you know that North American Indians developed this game
5. Before Columbus came to the Americas in A.D. 1492, the Iroquois were playing lacrosse in what is now upper New York State and Canada
6. Do you realize that this makes lacrosse the oldest organized sport in America

7. Lacrosse is played by two opposing teams
8. Use a stick to catch, carry, and throw the ball
9. The name of the game comes from *la crosse*, French for a bishop's staff, which the lacrosse stick resembles
10. Lacrosse is especially popular in Canada, the British Isles, and Australia, and it is played in the United States, too

Abbreviations

11e. Use a period after certain abbreviations.

An **abbreviation** is a shortened form of a word or word group. Notice how periods are used with abbreviations in the examples in this part of the chapter.

Personal Names

Abbreviate given names only if the person is most commonly known by the abbreviated form of the name.

EXAMPLES Ida **B.** Wells **T. H.** White **M.F.K.** Fisher

Titles

(1) Abbreviate social titles whether used before the full name or before the last name alone.

EXAMPLES **Mr.** Tom Evans **Ms.** Jody Aiello **Mrs.** Dupont
Sr. (Señor) Cadenas **Sra.** (Señora) Garza **Dr.** O'Nolan

(2) You may abbreviate civil and military titles used before full names or before initials and last names. Spell such titles out before last names used alone.

EXAMPLES **Sen.** Kay Bailey Hutchison **Senator** Hutchison
Prof. E. M. Makowski **Professor** Makowski
Brig. Gen. Norman Schwarzkopf **Brigadier General** Schwarzkopf

(3) Abbreviate titles and academic degrees that follow proper names.

EXAMPLES Hank Williams, **Jr.** Peter Garcia, **M.D.**

STYLE

TIP

Only a few abbreviations are appropriate in the text of a formal paper written for a general audience. In tables, notes, and bibliographies, abbreviations are used more freely in order to save space.

STYLE

TIP

Leave a space between two initials, but not between three or more.

HELP

If a statement ends with an abbreviation, do not use an additional period as an end mark. However, do use a question mark or an exclamation point if one is needed.

EXAMPLES

Mrs. Tavares just received her Ph.D.

When did she receive her Ph.D.?

NOTE Do not include the titles *Mr.*, *Mrs.*, *Ms.*, or *Dr.* when you use a professional title or degree after a name.

EXAMPLE Dr. Joan West or Joan West, **M.D.** [not Dr. Joan West, M.D.]

Agencies and Organizations

An **acronym** is a word formed from the first (or first few) letters of a series of words. Acronyms are written without periods. After spelling out the first use of the names of agencies and organizations, abbreviate these names and other things commonly known by their acronyms.

EXAMPLE My older sister works for the **National Institute of Mental Health (NIMH)**. She is compiling data for one of **NIMH's** behavioral studies.

AMA American Medical Association	USAF United States Air Force
HUD (Department of) Housing and Urban Development	UN United Nations
CPU Central Processing Unit	NEA National Endowment for the Arts
RAM random-access memory	FM Frequency Modulation

NOTE A few acronyms, such as *radar*, *laser*, and *sonar*, are now considered common nouns. They do not need to be spelled out on first use and are no longer capitalized. When you're not sure whether an acronym should be capitalized, look it up in a recent dictionary.

Geographical Terms

In text, spell out names of states and other political units whether they stand alone or follow other geographical terms. Abbreviate such names in tables, notes, and bibliographies.

TEXT On our vacation to Canada, we visited Victoria, the capital of British Columbia.

CHART

London, U.K.	Tucson, Ariz.
Victoria, B.C.	Fresno, Calif.

FOOTNOTE ³The Public Library in Annville, Mich., has an entire collection of Smyth's folios.

BIBLIOGRAPHY ENTRY "The Last Hurrah." Editorial. *Star-Ledger* [Newark, N.J.] 29 Aug. 1991: 30.

NOTE Include the traditional abbreviation for the District of Columbia, *D.C.*, with the city name *Washington* to distinguish it from the state of Washington.

In text, spell out every word in an address. Such words may be abbreviated in letter and envelope addresses and in tables and notes.

TEXT We live at 413 West Maple Street.

ENVELOPE 413 W. Maple St.

NOTE Two-letter state abbreviations without periods are used only when the ZIP Code is included.

EXAMPLE Cincinnati, **OH** 45233

Time

Abbreviate the frequently used era designations *A.D.* and *B.C.* The abbreviation *A.D.* stands for the Latin phrase *anno Domini*, meaning "in the year of the Lord." It is used with dates in the Christian era. When used with a specific year number, *A.D.* precedes the number. When used with the name of a century, it follows the name.

EXAMPLES In **A.D.** 476, the last Western Roman emperor, Romulus Augustulus, was overthrown by Germanic tribes.

The legends of King Arthur may be based on the life of a real British leader of the sixth century **A.D.**

The abbreviation *B.C.*, which stands for "before Christ," is used for dates before the Christian era. It follows either a specific year number or the name of a century.

EXAMPLES Homer's epic poem the *Iliad* was probably composed between 800 and 700 **B.C.**

The poem describes battles that probably occurred around the twelfth century **B.C.**

STYLE TIP

In your reading, you may come across the abbreviations *C.E.* and *B.C.E.* These abbreviations stand for *Common Era* and *Before Common Era*. These terms are sometimes used in place of *A.D.* and *B.C.*, respectively, and are written after the date.

EXAMPLES
752 **C.E.**
1550 **B.C.E.**

STYLE

TIP

Do not use the words *morning*, *afternoon*, or *evening* with numerals followed by *A.M.* or *P.M.*

INCORRECT

The next bus for Roanoke leaves at 1:30 P.M. in the afternoon.

CORRECT

The next bus for Roanoke leaves at **1:30 P.M.** (or **one-thirty in the afternoon**).

In regular text, spell out the names of months and days whether they appear alone or in dates. Both types of names may be abbreviated in tables, notes, and bibliographies.

TEXT Please join us on Thursday, March 21, to celebrate Grandma and Grandpa's anniversary.

NOTE Thurs., Mar. 21

Abbreviate the designations for the two halves of the day measured by clock time. The abbreviation *A.M.* stands for the Latin phrase *ante meridiem*, meaning "before noon." The abbreviation *P.M.* stands for *post meridiem*, meaning "after noon." Both abbreviations follow the numerals designating the specific time.

EXAMPLE My mom works four days a week, from 8:00 **A.M.** until 6:00 **P.M.**

Units of Measurement

Abbreviations for units of measurement are usually written without periods. However, do use a period with the abbreviation for *inch* (*in.*) to prevent confusing it with the word *in*.

EXAMPLES mm, kg, ml, tsp, doz, yd, ft, lb

In regular text, spell out the names of units of measurement whether they stand alone or follow a spelled-out number or a numeral. Such names may be abbreviated in tables and notes when they follow a numeral.

TEXT The speed limit here is fifty-five **miles per hour** [not *mph*].

The cubicle measured ten **feet** [not *ft*] by twelve.

TABLE

1 tsp pepper	97° F
12 ft 6 in.	2 oz flour

Exercise 2 Using Abbreviations

Rewrite the following sentences, correcting errors in the use of abbreviations.

EXAMPLE 1. Hillary Clinton was born in Chicago, IL.
1. *Hillary Clinton was born in Chicago, Illinois.*

1. The flight for Montevideo departs at 11:15 A.M. in the morning.

- Julius Caesar was assassinated in the Roman Forum in B.C. 44.
- Harun ar-Rashid, whose reign is associated with the Arabian Nights, ruled as caliph of Baghdad from 786 to 809 A.D.
- The Mississippi River flows from Lake Itasca, MN, all the way to the Gulf of Mexico at Port Eads, LA.
- I will be leaving soon to visit Mr. Nugent on Elm St. in New Paltz, NY.
- The FBI. is the chief investigative branch of the U.S. Department of Justice.
- The keynote speaker was Dr. Matthew Villareal, Ph.D.
- We will meet at 4:00 P.M..
- I wrote "56 in" in the blank labeled "height."
- G. Washington was the first president of the United States.

Review A Correcting Sentences by Adding Periods, Question Marks, and Exclamation Points

Write the following sentences, adding periods, question marks, and exclamation points as needed.

EXAMPLE 1. Does Josh come from Chicago?
1. *Does Josh come from Chicago?*

- What a great car that is
- Whose car is that
- We asked who owned that car
- Roman troops invaded Britain in 54 BC.
- By AD. 809, Baghdad was already an important city
- Dr Edward Jenner gave the first vaccination against smallpox in 1796
- Why do so many children enjoy using computers
- Please explain why so many children enjoy using computers
- When did Alan Keyes run for president
- Terrific Here's another coin for my collection

Commas

If you fail to use necessary commas, you may confuse your reader.

CONFUSING The friends I have invited are Ruth Ann Jerry Lee Derrick Martha and Julie. [How many friends?]

CLEAR The friends I have invited are Ruth Ann, Jerry Lee, Derrick, Martha, and Julie. [five friends]



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STYLE

TIP

Because using the final comma is never wrong, some writers prefer always to use the comma before the *and* in a series. Follow your teacher's instructions on this point.

Items in a Series

11f. Use commas to separate items in a series.

Notice in the following examples that the number of commas in a series is one fewer than the number of items in the series.

- EXAMPLES** All my cousins, aunts, and uncles came to our family reunion. *[words in a series]*
- The children played in the yard, at the playground, and by the pond. *[phrases in a series]*
- Those who had flown to the reunion, who had driven many miles, or who had even taken time off from their jobs were glad that they had made the effort to be there. *[subordinate clauses in a series]*

When the last two items in a series are joined by *and*, the comma before the *and* is sometimes omitted if the comma is not necessary to make the meaning clear.

- | | |
|---------------------------------|---|
| CLEAR WITH
COMMA OMITTED | The salad contained lettuce, tomatoes, onions, cucumbers, carrots and radishes. |
| NOT CLEAR WITH
COMMA OMITTED | Our school newspaper has editors for news, sports, humor, features and art. <i>[How many editors are there, four or five? Does one person serve as a features and art editor, or is an editor needed for each job?]</i> |
| CLEAR WITH
COMMA INCLUDED | Our school newspaper has editors for news, sports, humor, features, and art. <i>[five editors]</i> |

NOTE Some words—such as *bread and butter*, *rod and reel*, *table and chairs*—are used in pairs and may be considered one item in a series.

- EXAMPLE** Our collection includes pop, reggae, mariachi, **rhythm and blues**, and hip-hop music.

(1) If all items in a series are joined by *and*, *or*, or *nor*, do not use commas to separate them.

- EXAMPLES** I need tacks **and** nails **and** a hammer.
- Sam **or** Carlos **or** Yolanda will be able to baby-sit tomorrow.
- Neither horses **nor** elephants **nor** giraffes are carnivorous.

(2) Short independent clauses may be separated by commas.

- EXAMPLE** The engine roared, the wheels spun, and a cloud of dust swirled behind the sports car.

NOTE Sentences that contain more than one independent clause are **compound** or **compound-complex sentences**.

- | | |
|------------------|--|
| COMPOUND | The Wilsons grow organic vegetables, and they sell them at the farmers' market. |
| COMPOUND-COMPLEX | When the weather is bad, the dog hides under the bed, and the cat retreats to my closet. |

(3) Use commas to separate two or more adjectives preceding a noun.

- EXAMPLE** Are you going to that hot, crowded, noisy mall?

When the last adjective in a series is thought of as part of the noun, the comma before the adjective is omitted.

- EXAMPLES** I study in our small **dining room**.

Let's have our picnic under that lovely, shady **fruit tree**.

Compound nouns like *dining room* and *fruit tree* are considered single units—the two words act as one part of speech.

NOTE If one of the words modifies another modifier, do not separate those two words with a comma.

- EXAMPLE** Do you like this **dark blue** sweater?

Exercise 3 Correcting Sentences by Adding Commas

Write each series in the following sentences, adding commas where needed.

- EXAMPLE** 1. Rita plays soccer volleyball and softball.
1. soccer, volleyball, and softball
1. Dr. Charles Drew worked as a surgeon developed new ways of storing blood and was the first director of the Red Cross blood bank program.
2. I am going to take English science social studies and algebra.
3. The loud insistent smoke alarm woke us just before dawn.

Reference Note

Independent clauses in a series can be separated by semicolons. For more about this use of **semi-colons**, see page 298.

Reference Note

For more information about **compound** and **compound-complex sentences**, see page 109.

Reference Note

For more information on **compound nouns**, see page 4.

TIPS & TRICKS

When two or more adjectives precede a noun, you can use two tests to determine whether the last adjective and the noun form a unit.

TEST 1

Insert the word *and* between the adjectives. If *and* fits sensibly between the adjectives, use a comma.

EXAMPLE

A juicy, tangy apple makes a good snack.
[Juicy and tangy makes sense, so the comma is correct.]

TEST 2

Change the order of the adjectives. If the order of the adjectives can be reversed sensibly, use a comma.

EXAMPLE

The quiet, polite girl sat next to her mother.
[Polite, quiet girl makes sense, so the comma is correct.]

- Please pass those delicious blueberry pancakes the margarine and the syrup.
- My twin sister can run faster jump higher and do more push-ups than I can.
- Where is the nearest store that sells newspapers magazines and paperbacks?
- Horns tooted tires screeched a whistle blew and sirens wailed.
- Steel is made from iron other metals and small amounts of carbon.
- The clown wore a long blue raincoat; big red plastic gloves; and floppy yellow tennis shoes.
- Robert Browning says that youth is good that middle age is better and that old age is best.

Exercise 4 Using Commas Correctly in Series

Your school's new counselor wants to get to know the students better. He has developed the following personality questionnaire, and today he has given a copy to all the students in your class. Answer each question by writing a sentence that includes a series of words, phrases, or clauses. Use commas where needed in each series.

- EXAMPLE**
- What do you consider your most outstanding traits?
1. *I am considerate, thoughtful, and loyal.*

Personality Questionnaire

- What do you consider your most outstanding traits?
- What qualities do you admire most in a person?
- Who are the people who have influenced you most?
- What are your favorite hobbies?
- What famous people would you like to meet?
- What countries would you most like to visit?
- For what reasons do you attend school?
- What are your favorite subjects in school?
- What things about the world would you most like to change?
- What goals do you hope to achieve during the next ten years?

Independent Clauses

11g. Use a comma before *and*, *but*, *for*, *nor*, *or*, *so*, or *yet* when it joins independent clauses.

EXAMPLES

Hector pressed the button, **and** the engine started up.

She would never argue, **nor** would she complain to anyone.

Are you going to the football game, **or** do you have other plans for Saturday?

He is an accomplished actor, **yet** he's very modest.

Do not be misled by compound verbs, which can make a sentence look like a compound sentence.

SIMPLE SENTENCE Mara **cleared** the table and **did** the dishes.
[one subject with a compound verb]

COMPOUND SENTENCE **Mara cleared the table, and Roland did the dishes.** [two independent clauses]

NOTE

The comma joining two independent clauses is sometimes omitted before *and*, *but*, *or*, or *nor* when the independent clauses are very short and when there is no possibility of misunderstanding.

CLEAR The dog barked and the cat meowed.

AWKWARD Bill bathed the dog and the cat hid under the bed.
[confusing without comma]

CLEAR Bill bathed the dog, and the cat hid under the bed.

Exercise 5 Correcting Sentences by Adding Commas Between Independent Clauses

Where a comma should be used, write the word preceding the comma, the comma, and the conjunction following it. If a sentence is already correct, write C.

EXAMPLE

- Accident-related injuries are common and many of these injuries can be prevented.

1. *common, and*

- It is important to know first aid for an accident can happen at almost any time.
- More than 83,000 people in the United States die in accidents each year and many millions are injured.

Reference Note

For more about **compound sentences**, see page 109. For information on **compound subjects** and **compound verbs**, see page 52.

STYLE

TIP

For clarity, some writers prefer always to use the comma before a conjunction joining independent clauses. Follow your teacher's instructions on this point.

Reference Note

For more information about **subordinate clauses**, see page 99. For more about **participial phrases**, see page 79.

- Many household products can cause illness or even death but are often stored where small children can reach them.
- Biking accidents are common wherever cars and bicycles use the same road so many communities have provided bicycle lanes.
- Car accidents are the leading cause of childhood fatalities but seat belts have saved many lives.
- Everyone should know what to do in case of fire and different escape routes should be tested.
- If you need to escape a fire, you should stay close to the floor and be very cautious about opening doors.
- Holding your breath, keep low and protected behind a door when opening it for a blast of superheated air can be fatal.
- An injured person should not get up nor should liquid be given to someone who is unconscious.
- Always have someone with you when you swim or you may find yourself without help when you need it.

Nonessential Clauses and Phrases

11h. Use commas to set off nonessential subordinate clauses and nonessential participial phrases.

A **nonessential** (or **nonrestrictive**) clause or participial phrase adds information that is not necessary to the main idea in the sentence.

NONESSENTIAL CLAUSES Eileen Murray, **who is at the top of her class**, wants to go to medical school.
Texas, **which has the most farms of any state in this country**, produces one fourth of our oil.

NONESSENTIAL PHRASES Tim Ricardo, **hoping to make the swim team**, practiced every day.
The Lord of the Rings, **written by J.R.R. Tolkien**, has been translated into many languages.

Omitting each boldface clause or phrase in the preceding examples does not change the main idea of the sentence.

EXAMPLES Eileen Murray wants to go to medical school.

Texas produces one fourth of our oil.

Tim Ricardo practiced every day.

The Lord of the Rings has been translated into many languages.

When a clause or phrase is necessary to the meaning of a sentence—that is, when it tells *which one(s)*—the clause or phrase is **essential** (or **restrictive**), and commas are not used.

Notice how the meaning of each of the following sentences changes when the essential clause or phrase is omitted.

ESSENTIAL CLAUSE All students **whose names are on that list** must report to Ms. Washington this afternoon. [All students must report to Ms. Washington this afternoon.]

ESSENTIAL PHRASE A Ming vase **displayed in the museum** was once owned by Chiang Kai-shek. [A Ming vase was once owned by Chiang Kai-shek.]

Depending on the writer's meaning, a participial phrase or clause may be either essential or nonessential. Including or omitting commas tells the reader how the clause or phrase relates to the main idea of the sentence.

NONESSENTIAL CLAUSE LaWanda's brother, who is a senior, works part time at the mall. [LaWanda has only one brother. He works at the mall.]

ESSENTIAL CLAUSE LaWanda's brother who is a senior works part time at the mall. [LaWanda has more than one brother. The one who is a senior works at the mall.]

NOTE An adjective clause beginning with *that* is usually essential.

EXAMPLE Was Hank Aaron the first major league baseball player **that** broke Babe Ruth's home run record?

Exercise 6 Correcting Sentences with Essential and Nonessential Clauses by Adding or Deleting Commas

The following sentences contain essential and nonessential clauses. Add or delete commas as necessary to punctuate each of these clauses correctly. If a sentence is already correct, write C.

EXAMPLE 1. My mother who is a Celtics fan has season tickets.
1. My mother, who is a Celtics fan, has season tickets.



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MEETING THE CHALLENGE

Write a one-page short story on any topic you like. In your story, use two nonessential subordinate clauses and three nonessential participial phrases. Be sure to punctuate the phrases and clauses correctly.

1. *Jump Start* which is my favorite comic strip makes me think as well as laugh.
2. Ms. Lopez, who teaches social studies and gym will leave at the end of the year.
3. The amusement rides that are the most exciting may be the most dangerous.
4. Many of the first Spanish settlements in California were founded by Father Junípero Serra who liked to take long walks between them.
5. People, who carry credit cards, should keep a record of their account numbers at home.
6. Amy Kwan who is our class president plans to go to Yale after she graduates from high school.
7. A town like Cottonwood which has a population of five thousand seems ideal to me.
8. All dogs that pass the obedience test get a reward; those that don't pass get to take the test again later.
9. Have you tried this pemmican which my mother made from an old Cree recipe?
10. "The Gift of the Magi" is a story, in which the two main characters who are deeply in love make sacrifices in order to buy gifts for each other.

Exercise 7 Correcting Sentences with Participial Phrases by Adding or Deleting Commas

Add or delete commas as necessary to punctuate the following sentences correctly. If a sentence is already correctly punctuated, write C.

- EXAMPLE**
1. Our dog startled by the noise began to bark.
1. *Our dog, startled by the noise, began to bark.*
 1. People, visiting the reservation, will be barred from burial sites, which are considered holy by American Indians.
 2. Players breaking training will be dismissed from the team.
 3. Students, planning to go on the field trip, should bring their lunches.
 4. When Tony holding up a parsnip asked whether parsnips are related to carrots, I said, "Well, they certainly look alike."
 5. Joe told me that kudzu introduced into the United States in the 1800s now grows in much of the South.
 6. Elizabeth Blackwell completing her medical studies in 1849 became the first female doctor in the United States.

7. Pressure and heat acting on the remains of plants and animals turn those remains into gas or oil or coal.
8. Every child, registering for school for the first time, must present evidence of certain vaccinations.
9. The astronauts living in the space station studied the effects of weightlessness.
10. Windsor Castle built during the reigns of Henry III and Edward III stands twenty-one miles west of London.

Review B Correcting Sentences with Nonessential Clauses and Participial Phrases by Adding Commas

Some of the following sentences contain clauses and phrases that need to be set off by commas. If a sentence is incorrect, add the necessary comma or commas. If a sentence is already correctly punctuated, write C.

- EXAMPLE**
1. Hanukkah which is also called the Feast of Lights is a major Jewish celebration.
1. *Hanukkah, which is also called the Feast of Lights, is a major Jewish celebration.*
 1. The picture on this page shows a part of the Hanukkah celebration that is very beautiful.
 2. The girl following an ancient custom is lighting the menorah.
 3. The menorah which is an eight-branched candlestick symbolizes the original festival.
 4. Hanukkah which means "dedication" celebrates the rededication of the Temple of Jerusalem in 165 B.C.
 5. This event followed the Jewish people's victory over Syria, which was led by a pagan king.
 6. During the first Hanukkah, according to traditional lore, the Jews had a one-day supply of lamp oil that lasted for eight days.
 7. Today celebrating the memory of this miraculous event modern Jews light one candle on the menorah each day of the eight-day festival.
 8. Hanukkah starts on the twenty-fifth day of the Hebrew month of Kislev which is usually in December on the Gregorian calendar.



9. The festival celebrated all over the world is a time of feasting, gift giving, and happiness.
10. During Hanukkah, children play a game with a dreidel which is a four-sided toy that is like a top.

Review C Correcting Sentences by Adding Commas

Add commas where they are needed in the following sentences. If a sentence does not require any commas, write C.

- EXAMPLE** 1. The emu is a large flightless bird from Australia.
1. *The emu is a large, flightless bird from Australia.*
1. The students sold crafts used books and baked goods at the bazaar.
 2. John Wayne whose real name was Marion Morrison won an Academy Award for *True Grit*.
 3. Add flour mix the ingredients and stir the batter.
 4. People who come to the game early will be allowed to take pictures of the players.
 5. *Exiles* written by James Joyce will be performed by the Grantville Community Players and will run for three weeks.
 6. The float in the homecoming parade was covered with large pink rose petals and small silvery spangles.
 7. Members of the committee met for three hours but they still have not chosen a theme for the dance.
 8. Helium which is used by balloonists deep-sea divers and welders is an inert gas.
 9. An eclipse that occurs when the earth prevents the sun's light from reflecting off the moon is called a lunar eclipse.
 10. In one month our little town was hit by a tornado and a flood and a fire yet we managed to survive.

Introductory Elements

11i. Use commas after certain introductory elements.

(1) Use a comma to set off a mild exclamation such as *well*, *oh*, or *why* at the beginning of a sentence. Other introductory words such as *yes* and *no* are also set off with commas.

- EXAMPLES** **Why**, you're Andy's brother, aren't you?
Yes, she's going to the cafeteria.

(2) Use a comma after an introductory participial phrase.

- EXAMPLES** **Switching on a flashlight**, the ranger led the way down the path to the caves.
Disappointed by the high prices, we made up a new gift list.
Given a choice, I would rather work in the yard early in the morning.

(3) Use a comma after two or more introductory prepositional phrases or after a long one.

- EXAMPLES** **Near the door to the garage**, you will find hooks for the car keys.
Inside the fence at the far end of her property, she built a potting shed.
By the time they had finished, the boys were exhausted.

NOTE One short introductory prepositional phrase does not require a comma unless the comma is necessary to make the meaning clear.

- EXAMPLES** **At our house** we share all the work.
At our house, plants grow best in the sunny, bright kitchen. [The comma is necessary to avoid reading *house plants*.]

(4) Use a comma after an introductory adverb clause.

- EXAMPLES** **After Andrés Segovia had played his last guitar concert**, the audience applauded for more than fifteen minutes.
If you see smoke, you know there is a fire.

NOTE An adverb clause in the middle or at the end of a sentence is generally not set off by a comma.

- EXAMPLES** Miranda, please remember to phone me **when you get home this evening**. [No comma is necessary between *me* and *when*.]
We stayed a long time **because we were having fun**. [No comma is necessary between *time* and *because*.]

Reference Note

For information on **participial phrases**, see page 79. For information on **prepositional phrases**, see page 70.

Reference Note

For information on **adverb clauses**, see page 104.



Exercise 8 Correcting Sentences with Introductory Elements by Adding Commas

Add commas where they are needed after introductory elements in the following sentences. If a sentence is already correct, write C.

- EXAMPLE**
- When Marco Polo visited China in the thirteenth century he found an advanced civilization.
 - When Marco Polo visited China in the thirteenth century, he found an advanced civilization.

- Although there was a great deal of poverty in China the ruling classes lived in splendor.
- Valuing cleanliness, Chinese rulers took baths every day.
- Instead of using coins as currency the Chinese used paper money.
- After marrying a Chinese woman usually lived in her mother-in-law's home.
- After one Chinese emperor had died he was buried with more than eight thousand statues of servants and horses.
- Respected by their descendants elderly people were highly honored.
- Built around 200 B.C. the main part of the Great Wall of China is about four thousand miles long.
- Why until modern freeways were built, the Great Wall was the world's longest construction.
- In the picture on this page you can see that Asian landscapes look different from those created by Western artists.
- In Asian art people are often very small and are usually shown in harmony with nature.

Interrupters

11j. Use commas to set off elements that interrupt the sentence.

Two commas are used around an interrupting element—one before and one after.

- EXAMPLES**
- His guitar, **according to him**, once belonged to Bo Diddley.
- Mr. Gonzales, **my civics teacher**, encouraged me to enter my essay in the contest.

Sometimes an “interrupter” comes at the beginning or at the end of a sentence. In such cases, only one comma is needed.

- EXAMPLES**
- Nevertheless**, you must go with me.

I need the money, **Josh**.

(1) Nonessential appositives and nonessential appositive phrases should be set off with commas.

A **nonessential** (or **nonrestrictive**) **appositive** or **appositive phrase** provides information that is unnecessary to the basic meaning of the sentence.

- EXAMPLES**
- Their new parrot, **Mina**, is very gentle. [The sentence means the same thing without the appositive.]

Elizabeth Peña, **my favorite actress**, stars in the movie I rented. [The sentence means the same thing without the appositive phrase.]

An **essential** (or **restrictive**) **appositive** or **appositive phrase** adds information that makes the noun or pronoun it identifies more specific.

- EXAMPLES**
- My friend **Tamisha** lost her wallet. [The writer has more than one friend. *Tamisha* identifies which friend. The meaning of the sentence changes without the appositive.]

He recited the second stanza of “Childhood” by the poet **Margaret Walker**. [The appositive *Margaret Walker* identifies which poet.]

We **art club members** made the decorations. [The appositive phrase *art club members* explains who is meant by *We*.]

Exercise 9 Correcting Sentences with Appositives and Appositive Phrases by Adding Commas

Correctly use commas to punctuate the appositives in the following sentences. If a sentence needs no commas, write C.

- EXAMPLE**
- My cousin consulted Dr. Moniz an allergy specialist about the harmful effects of pollution.
 - My cousin consulted Dr. Moniz, an allergy specialist, about the harmful effects of pollution.

- Ecology* an obscure word forty years ago is now a popular term.
- The word *ecology* comes from *oikos*, the Greek word meaning “house.”

Reference Note

For more information on **appositives** and **appositive phrases**, see page 89.

3. Ecology is the study of an enormous “house” the world of all living things.
4. Ecologists study the bond of a living organism to its environment the place in which it lives.
5. Humans one kind of living organism affect their environment in both beneficial and harmful ways.
6. My twin sister Margaret Anne is worried about the future of the environment.
7. She and many of her friends attended Earth Day a festival devoted to ecology.
8. An amateur photographer my cousin prepared a slide show on soil erosion in Grant Park.
9. One of many displays at the Earth Day Festival my cousin’s presentation attracted wide attention and won a prize.
10. The mayor a member of the audience promised to appoint a committee to study the problem.

(2) Words used in direct address are set off by commas.

EXAMPLES Linda, you know the rules.

I did that exercise last night, Ms. Ryan.

Sir, are these your keys?

Your room, Bernice, needs cleaning.

Oral Practice **Correcting Sentences with Words in Direct Address by Adding Commas**

Read the following sentences aloud, and say where commas are needed.

EXAMPLE 1. Annabella when will you be at the station?
1. Annabella, when will you be at the station?

1. Dad why can’t I go to the movies tonight?
2. As soon as you’re ready Virginia we’ll leave.
3. Yes Mom I washed the dishes.
4. What we need Mayor Wilson is more playgrounds.
5. Will you answer the last question Jim?
6. Rex fetch the ball!
7. I think ma’am that my piano playing has improved this year.

8. We left some for you Bella.
9. José how far from here is the teen recreation center that has the heated swimming pool?
10. May I help you with the gardening Grandma?

(3) Parenthetical expressions are set off by commas.

Parenthetical expressions are side remarks that add information or relate ideas.

Commonly Used Parenthetical Expressions

after all	generally speaking	nevertheless
at any rate	however	of course
consequently	I believe	on the contrary
for example	in the first place	on the other hand
for instance	moreover	therefore

EXAMPLES Of course, I am glad that he called me about the extra movie tickets.

She is, in fact, a dentist.

You should try out for quarterback, in my opinion.

Some expressions may be used either parenthetically or not parenthetically. Do not set them off with commas unless they’re truly parenthetical.

EXAMPLES Sandra will, I think, enjoy the program. [parenthetical]
I think Sandra will enjoy the program. [not parenthetical]

However, Phuong Vu finished her report on time. [parenthetical]

However did Phuong Vu finish her report on time? [not parenthetical—similar to “How did she finish?”]

To tell the truth, he tries. [parenthetical]

He tries to tell the truth. [not parenthetical]

After all, we’ve been through this situation before. [parenthetical]

After all we’ve been through, we need a vacation. [not parenthetical]

Reference Note

For information on using **parentheses** and **dashes** to set off parenthetical expressions, see Chapter 15.

NOTE A contrasting expression introduced by *not* is parenthetical and should be set off by commas.

EXAMPLES The divisor, **not the dividend**, is the bottom number of a fraction.

The coach and I believe the winner of the long jump will be Rachel, **not her**.

Exercise 10 Correcting Sentences with Parenthetical Expressions by Adding Commas

Correctly punctuate the parenthetical expressions in the following sentences.

- EXAMPLE**
- In my opinion my little sister Iona has great taste in music.
 - In my opinion, my little sister Iona has great taste in music.*
- For instance her favorite collection of songs is called *Gift of the Tortoise*.
 - Performed I believe by Ladysmith Black Mambazo, the lyrics of the songs are a blend of English and Zulu words and phrases.
 - The South African performers in fact sing a cappella (without musical instruments accompanying them).
 - Not surprisingly their powerful style of music is known by millions of people worldwide.
 - Fudugazi by the way is the storytelling tortoise who explains the meaning of the songs.
 - By listening to the song "Finger Dance," Iona has learned believe it or not to count to five in Zulu.
 - She has not yet learned to sing any of her favorite songs in Zulu however.
 - Of course our whole family enjoys listening to these lovely South African songs.
 - The spirited music and moving sound effects moreover seem to transport us to a faraway land and culture.
 - Everyone should I think follow Fudugazi's advice: "There is magic in these songs; close your eyes and listen, and you will feel the magic, too!"



Conventional Uses of Commas

11k. Use commas in certain conventional situations.

(1) Use commas to separate items in dates and addresses.

EXAMPLES After Tuesday, November 23, 2001, address all orders to Emeryville, CA 94608.

Please send your cards by November 23, 2000, to 7856 Hidalgo Way, Emeryville, CA 94608.

Notice that no comma divides the month and day (November 23) or the house number and the street name (7856 Hidalgo Way) because each is considered one item. Also, the ZIP Code is not separated from the abbreviation of the state by a comma (Emeryville, CA 94608).

NOTE Commas are not needed if the day precedes the month or if only the month and year are given.

EXAMPLES President Bill Clinton took office on **20 January 1993**.

Hurricane Andrew hit southern Florida in **August 1992**.

(2) Use a comma after the salutation of a personal letter and after the closing of any letter.

EXAMPLES Dear Mr. Arpajian, Sincerely yours,
My dear Anna, Yours very truly,

(3) Use commas to set off abbreviations such as *Jr.*, *Sr.*, or *M.D.* when they follow persons' names.

EXAMPLES Please welcome Allen Davis, Sr.
Carol Ferrara, M.D., is our family physician.

Review D Correcting Sentences by Adding Commas

Add commas where they are needed in the following sentences. If a sentence is already correct, write *C*.

- EXAMPLE**
- On July 14 1789 the people of Paris stormed the Bastille.
 - On July 14, 1789, the people of Paris stormed the Bastille.*
- Please address the envelope to Ms. Marybeth Correio 1255 S.E. 56th Street Bellevue WA 98006.

HELP

Use a colon after the salutation of a business letter.

EXAMPLE
Dear Service Manager:

Reference Note

For more about using colons, see page 303.

2. Sources claim that on April 6 1909 Matthew Henson, assistant to Commander Robert E. Peary, reached the North Pole.
3. I glanced quickly at the end of the letter, which read, "Very sincerely yours Alice Ems Ph.D."
4. The Constitution of the United States was signed on September 17 1787 eleven years after the adoption of the Declaration of Independence on July 4 1776.
5. Did you go on a field trip to the desert in March or April of 1999?
6. We used to live in Monterrey but now we live at 100 Robin Road Austin Texas.
7. Tony watch out for that spider.
8. My grandmother a Russian learned English late in life.
9. That man is the governor by the way.
10. The gauchos crossed the hot windy vast expanse of the pampas.

Unnecessary Commas

11I. Do not use unnecessary commas.

Have a reason for every comma and other mark of punctuation that you use. When there is no rule requiring punctuation and when the meaning of the sentence is clear without it, do not insert any punctuation mark.

- INCORRECT My friend, Jessica, said she would feed my cat, and my dog while I'm away, but now, she tells me, she will be too busy.
- CORRECT My friend Jessica said she would feed my cat and my dog while I'm away, but now she tells me she will be too busy.

Review E Correcting Sentences by Adding Commas

For each of the following sentences, write all the words that should be followed by a comma. Place a comma after each of these words.

- EXAMPLE 1. Yes Phyllis I know that you want to transfer to Bayside the high school that has the best volleyball team in the city.
1. Yes, Phyllis, Bayside,
1. Scuttling across the dirt road the large hairy spider a tarantula terrified Steve Ellen and me.
 2. Whitney not Don won first prize.
 3. German shepherds are often trained as guide dogs; other breeds that have also been trained include Labrador retrievers golden retrievers and Doberman pinschers.

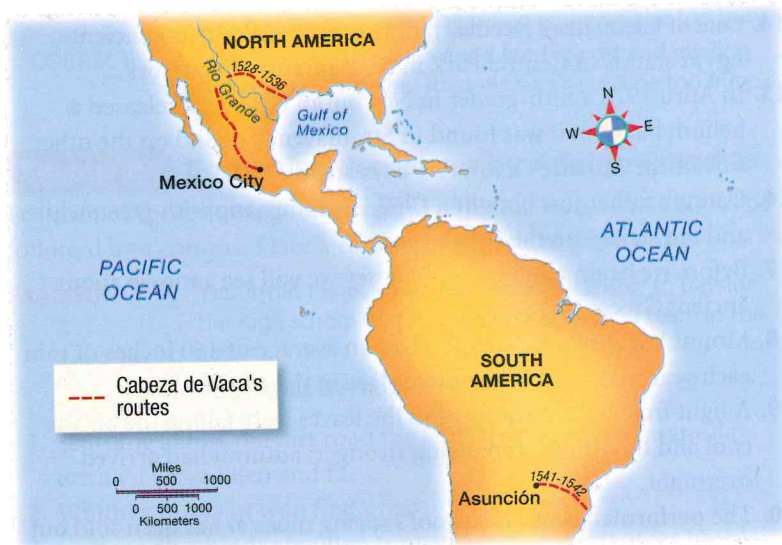
4. According to her official birth certificate Mary Elizabeth was born September 7 1976 in Juneau Alaska but she does not remember much of the city.
5. Angela and Jennifer are you both planning to write poems to enter in the contest?
6. All entries for the essay-writing competition should be submitted no later than Friday to Essay Contest 716 North Cliff Drive Salt Lake City UT 84103.
7. The best time to plant flower seeds of course is just before a rainy season not in the middle of a hot dry summer.
8. Our next-door neighbor Ms. Allen manages two large apartment buildings downtown.
9. As a matter of fact most horses can run four miles without having to stop.
10. The Comanches like some other nomadic American Indians once traveled throughout the states of Kansas New Mexico Texas and Oklahoma.
11. My favorite story "The Most Dangerous Game" was written back in 1924.
12. Even though I ran quickly around the base of the tree the squirrel always stayed on the opposite side of the tree from me.
13. We planted irises because they are perennials flowers that bloom year after year.
14. One of Cleopatra's Needles famous stone pillars from ancient Egypt stands in Central Park in New York City New York.
15. In April 1976 a fifth-grader in Newburgh New York released a helium balloon; it was found in Strathaven Scotland on the other side of the Atlantic Ocean two days later.
16. Danny's father just bought a 1967 Ford Mustang with green white and red stripes on the sides.
17. Before we begin reading *The Odyssey* we will see a movie about ancient Greece.
18. Mount Waialeale, Hawaii, receives an average of 460 inches of rain each year making it the rainiest place in the world.
19. A light frost was on the ground the leaves were falling the air was cool and the wind was blowing stronger; autumn had arrived overnight.
20. The performance of our school's spring musical has been sold out for weeks but those of us who helped build the set will get free tickets.

Review F Adding End Marks and Commas

Add end marks and commas where they are needed in each sentence in the following paragraph.

- EXAMPLE** [1] As you can see from the map below Cabeza de Vaca explored areas in North America and South America
1. *As you can see from the map below, Cabeza de Vaca explored areas in North America and South America.*

[1] Did you know that Álvar Núñez Cabeza de Vaca a Spanish explorer participated in two trips to this region [2] To tell the truth neither trip ended successfully [3] In the summer of 1527 he was treasurer of an expedition that was sent to conquer and colonize Florida [4] However the invasion didn't work out as planned and he was one of a handful of survivors [5] These men intended to sail to Mexico but their ship wrecked off the coast of Texas [6] What an unlucky expedition that was [7] Cabeza de Vaca was captured by a native people but he later escaped and wandered through Texas and Mexico for eight years [8] He tells about his Florida expedition in the book *Naufraños* which has the Spanish word for "shipwrecks" as its title. [9] In 1541 this adventurer led an expedition to South America and he became governor of Paraguay [10] When the colonists revolted Cabeza de Vaca returned to Spain under arrest but he was later pardoned.

**Chapter Review****A. Correcting Sentences by Adding End Marks and Commas**

Most of the following sentences contain errors in the use of end marks and commas. Write each sentence, adding end marks and commas where needed. If no additional punctuation is needed, write C.

1. She says tae kwon do a Korean martial art improves concentration
2. Well that's the last time that I'll ever ride in one of those taxis
3. Is the card addressed to Robert Danieli Jr or to Robert Danieli
4. The batter hoping to advance the runners laid down a perfect bunt
5. Use light colors by the way to make a small room seem larger
6. We used to live in Lansing but now we live at 457 Cleveland Road
Huntsville Alabama
7. Did you ask Joe to bring the forks plates and cups to the picnic
8. What an interesting enjoyable book that is
9. When we complained to Mrs Finch about the remark she
apologized to us
10. Reva look out for that pothole in the road
11. If the worn tire had not been replaced it could have caused
an accident.
12. The green flag the signal to begin the race was seen by thousands
13. Send your application to Box 36 New York NY before June 30 2003
14. Your homework of course must be finished before you go hiking
15. Sitting on their front porch my grandparents talk to the children
who pass
16. We looked after our neighbors' dog while they toured Canada
for two weeks and they offered to feed our cat next Thanksgiving
17. Wow this movie is exciting
18. People watching the parade were sitting on curbs and standing
on sidewalks.
19. At the convenience store on the corner my sister bought juice
20. Désirée I would like to know your secret for a beautiful complexion

B. Using Periods, Commas, Question Marks, and Exclamation Points

Add commas, periods, question marks, and exclamation points where needed in the following sentences. Identify each sentence as *declarative*, *imperative*, *interrogative*, or *exclamatory*.

21. Did the author Willa Cather write about life on the prairie
22. Angelo had cereal a muffin a boiled egg and toast for breakfast
23. How long did that project take
24. Well, wouldn't hearing Domingo sing be worth the trip
25. Oh boy what a great idea
26. Students, sign up in the office if you are going on the field trip
27. You will find the test on my desk which is near the bookcase
28. Rita wants to invite Ingrid Ingrid's cousin and their friend Jamila
29. My younger sister who will be twelve wants to have a birthday party
30. Turn down the radio

C. Using Abbreviations

Rewrite the following sentences, correcting errors in the use of abbreviations.

31. The guest of honor was Dr. Steve Welch, M. D.
32. Maj. Gen. McCambridge, the base commander, was on TV.
33. This statue was probably sculpted between B.C. 500 and 400.
34. At 9:35 A.M. in the morning, the race started.
35. Following family custom, Samuel Brandt, Junior, named his first-born son Samuel Brandt III.
36. The interns working in the ER enjoyed the challenges and the unpredictability of life in an emergency room.
37. In 1271 A.D., the Italian adventurer Marco Polo left Venice on his long voyage to China.
38. My parents spent their early years in Wilmington, DE, and Miami, FL.
39. The explorers set up camp in what would later become Seattle, Wash.
40. The speeding car was clocked at seventy-five m.p.h.

D. Proofreading a Paragraph for End Marks and Commas

In the following paragraph, insert end marks and commas as needed.

[41] As I took photos last Saturday with an instant camera I became increasingly curious about the origin of this type of camera [42] Being the persistent seeker after knowledge that I am how could I not spend time the next day researching the topic [43] The results of my research needless to say were quite interesting [44] Apparently Edwin Land's daughter once asked him why a camera couldn't immediately produce pictures [45] Land who had taught himself physics quickly worked out the basic principles and design of an instant camera [46] What a tremendous achievement that was [47] He became head of Polaroid Corp and that company produced the first Polaroid Land camera in 1948 [48] Did you know that Land later made important contributions to the study of lasers and color vision [49] Land died on March 1 1991 [50] Among his honors were the Presidential Medal of Freedom and of course the National Medal of Science



Writing Application

Writing Clear Directions

Using Commas A friend asks you for directions from your school to a particular destination. In your instructions, use commas to separate items in a series, to join independent clauses, to set off an introductory adverb clause, to set off a noun of direct address, and to separate items in an address.

Prewriting Choose a destination (real or imagined), and then outline on paper the way to get there.

Writing As you write your first draft, concentrate on making the directions clear and easy to follow.

Revising Read your directions to be sure they are arranged in a logical order. Check to see that you have used commas in the five ways specified in the instructions for this writing activity.

Publishing Proofread your directions for correct grammar and punctuation. You and your classmates may want to collect your directions into a newcomers' guide for new students at your school.