

## PUNCTUATION WORKSHEET #1

EXERCISE

**Part A.** Insert all commas that are needed in the following sentences. Justify your punctuation by writing the appropriate *letter* in the space provided.

- A. No commas are needed.
- B. Commas are used to set off a nonessential clause.
- C. Commas are used to set off an introductory adverb clause.
- D. Commas are used to set off a parenthetical expression.

- B \_\_\_\_ 1. Adam Smith, who wrote *The Wealth of Nations*, contributed greatly to the field of economics.
- C \_\_\_\_ 2. If we had the right applications software, we could complete this project before noon.
- A \_\_\_\_ 3. The materials that were lost on the subway can be replaced easily.
- D \_\_\_\_ 4. You may discover, of course, that this grade of lumber will not serve your purpose.
- C \_\_\_\_ 5. Because a bear market seemed to lie ahead, we chose not to invest our funds.
- D \_\_\_\_ 6. This word processor, as you know, will automatically print page numbers.
- B \_\_\_\_ 7. He lived for many years in the town of Dawson, which is more than three hundred miles from the nearest large city.
- A \_\_\_\_ 8. Overstreet is in no way related to the serious little fellow wearing the double-breasted suit.
- B \_\_\_\_ 9. Ms. Keston who makes every attempt to keep peace in the office, assigned the new electric typewriter to the secretary with seniority.
- D \_\_\_\_ 10. This phenomenal new machine, according to Florio, will be operated by two men who work in your department.

EXERCISE

**Part B.** In the following sentences insert commas where they are needed.

11. Phyllis Cosgrove, Mr. Franco's assistant, sustained serious burns on her hands, arms, and shoulders.
12. Hughes has never done this kind of work before, but he certainly learns quickly.
13. To secure the attention of his audience, old Mr. Kirby, our chairman, shouted in a demanding authoritative voice.
14. The shot was fired by a berserk chemistry student on Tuesday, October 10, 1987, at 11 A.M.

15. Since you insisted upon these changes and agreed to take full responsibility, the staff expects you to make amends.
16. Dick Galewski, whose work has been exceedingly accurate, is being considered for promotion.
17. Roger Dawes, in order to improve himself, is taking evening courses in English word processing and statistics.
18. The one employee who has been with this firm since its opening is Dale Walker, not Alice Bixby.
19. Our first year of operation, as you may have heard, was not particularly profitable.
20. Well, our assistant cashier, Ruth Burke, would like to take the position, but she lacks the qualifications.

### EXERCISE

**Part C.** Insert all commas, semicolons, and colons that are needed in each of the following sentences.

21. Mr. Slade simply repeated the story; he did not vouch for its truth.
22. In bringing his talk to a close Mr. Jarvis used these words: "Dedication, determination, and drive will help us to get the job done."
23. The auditors, as you know, will be here on Friday; therefore, our records must be accurate and up to date.
24. Our workday begins at 7: 30 A.M.; it ends at 4: 30 P.M.
25. The purchase order was not signed by Ms. Godat; as a result, she refuses to take the responsibility for it.

### EXERCISE

**Part D.** Write the *letter* indicating the punctuation mark that should follow the word in italics.

**A. Comma   B. Semicolon   C. Colon**

- B\_\_\_\_26. Some annuities are based upon the life of one *person* others are based upon the lives of more than one.
- C\_\_\_\_27. Two of the most popular types are *these* the cash refund annuity and the joint survivorship annuity.
- A\_\_\_\_28. Premiums may be paid on a monthly *basis* or the entire amount due may be paid in a single lump sum.
- B\_\_\_\_29. Some annuities provide an income for a limited period of *time* some provide an income for the remainder of one's life.

- A\_\_\_\_\_30. All large insurance companies sell these **contracts** but their charges are likely to vary.
- C\_\_\_\_\_31. The principal advantage of a typical annuity contract is probably **this** the annuitant cannot outlive his or her income.

### EXERCISE

**Part E.** In the space provided, write the correct form of the noun in parentheses. The possessive case may or may not be required.

32. (Johnson) No other employee has equaled Larry Johnson's outstanding performance.
33. (Lynch) He volunteered to drive the Lynch's to their factory in Akron.
34. (year) The current year's sales will be posted on Thursday.
35. (student) The investigating officer went to several of the student's homes.
36. (Romo) The blue Chevrolet is mine; the yellow Honda is Gary Romo's.
37. (plumber) We were pleased to learn that a few of the plumbers' wives will attend our dinner meeting.
38. (hour) With this new machine she can do three hours' work in a few minutes.
39. (lady) I want to know the exact day that ladies' shoes will go on sale.
40. (Clark) Our new warehouse is big, but the Clarks' new warehouse is even bigger.
41. (Corliss) Corliss and Harper's new hardware store is going to do extremely well.
42. (saleswomen) We ordinarily hold saleswoman's meetings on Friday.