

## PUNCTUATION WORKSHEET #2

EXERCISE

By writing the appropriate letter in the space provided, indicate the correct description of each sentence. Then supply correct punctuation if necessary.

- A. This sentence is correctly punctuated.
- B. This sentence is incorrectly punctuated.

- 1.B \_\_\_\_\_ The computer is thoroughly efficient, however we cannot afford to buy it.
- 2.A \_\_\_\_\_ If the automatic washer breaks down, we will repair it without charge.
- 3.B \_\_\_\_\_ The employee, who stole the batteries, is no longer with us.
- 4.B \_\_\_\_\_ Perrini has worked here for twelve years, therefore he deserves the promotion.
- 5.A \_\_\_\_\_ Please do not drive the truck that was damaged.
- 6.A \_\_\_\_\_ The document is very impressive, but it contains a few errors.
- 7.A \_\_\_\_\_ There is a minor flaw in the collar; otherwise, the shirt is salable.
- 8.B \_\_\_\_\_ Telephone me within three days, if you decide to accept the sales position.
- 9.B \_\_\_\_\_ A Burroughs representative operated the machine, his colleague answered my questions.
- 10.A \_\_\_\_\_ Although business was slow during the first quarter, we managed to make a profit.

EXERCISE

Add any necessary punctuation marks.

11. Sporting goods will be marked down this week; hardware items will go on sale early in June.
12. Our district manager used these exact words: "Be completely honest with every customer."
13. You should subscribe to the following four magazines: *Fortune*, *Time*, *Forbes*, and *Newsweek*.
14. Pittsburgh, Scranton, New York, Albany- those are the cities that you should visit in August.
15. Lyle Graves founded this company with only \$500 and a dream (see page 20), but it now grosses over \$20 million annually.

16. "The success of this company," he said "is due to the combined efforts of all our employees."
17. I began to read the chapter entitled "Office Hints"; however, I did not have time to finish it.
18. My three helpers: Brenton, Frank, and Stewart- were all pleased with the results of their work.