

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.

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

- ____ 26. Some annuities are based upon the life of one *person* others are based upon the lives of more than one.
- ____ 27. Two of the most popular types are *these* the cash refund annuity and the joint survivorship annuity.
- ____ 28. Premiums may be paid on a monthly *basis* or the entire amount due may be paid in a single lump sum.
- ____ 29. Some annuities provide an income for a limited period of *time* some provide an income for the remainder of one's life.

- _____30. All large insurance companies sell these **contracts** but their charges are likely to vary.
- _____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 _____ outstanding performance.
33. (Lynch) He volunteered to drive the _____ to their factory in Akron.
34. (year) The current _____ sales will be posted on Thursday.
35. (student) The investigating officer went to several of the _____ homes.
36. (Romo) The blue Chevrolet is mine; the yellow Honda is Gary _____.
37. (plumber) We were pleased to learn that a few of the _____ wives will attend our dinner meeting.
38. (hour) With this new machine she can do three _____ work in a few minutes.
39. (lady) I want to know the exact day that _____ shoes will go on sale.
40. (Clark) Our new warehouse is big, but the _____ new warehouse is even bigger.
41. (Corliss) _____ and Harper's new hardware store is going to do extremely well.
42. (saleswomen) We ordinarily hold _____ meetings on Friday.