

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