Punctuation

**WORKSHEET 1 Using End Marks**

**Exercise A**

For each of the following sentences, insert the correct end mark (punctuation mark).

**1.** Have you ever heard Yo-Yo Ma’s music

**2.** Larry, why are spiders not classified as insects

**3.** What a fabulous story you have told

**4.** Yes, Sitting Bull was a medicine man and leader of the Hunkpapa Sioux

**5.** Look at those shooting stars

**6.** Write your last name first and your first name last

**7.** How do the Laplanders’ lives and those of the reindeer intertwine

**8.** How lucky you were to see whales

**9.** These tiny South American frogs are brilliantly colored

**10.** Where did you get that old guitar

**Exercise B**

For each of the following sentences, insert periods, question marks, and exclamation points where they are needed.

**EXAMPLE 1.** Do you know how to get to the post office at 402 Main St.**?**

**1.** My science class begins at 2:30 PM, and the lab for that class ends at 4:00 PM

**2.** We know author William Sydney Porter by his pen name, O Henry

**3.** My aunt rode the train from Chicago, Ill, to Denver, Colo, when she came to visit us in Boulder

**4.** Dr David Livingstone was the first non-African to cross Africa from west to east

**5.** When will Mr and Mrs Belindo return from their vacation in Nashville, Tenn

**6.** Oops When I mailed in my order for the model rocket kit, I mistakenly addressed it to

P O Box 411 instead of to P O Box 114

**7.** Have you ever made mistakes in which you transposed numbers or letters

**8.** Hurry Our plane leaves for Orlando, Fla, at 4:10 PM, which is only thirty minutes from now

**9.** We will be staying with Mr and Mrs H L Robinson, Jr, who are friends of our family

**10.** Mr Robinson works in the Municipal Justice Bldg, and Mrs. Robinson works for Univacuum, Inc, as a salesperson

**WORKSHEET 2 Using Commas in a Series**

**Exercise A**

Insert commas where they belong in the following sentences. If a sentence is correct without commas, write *C* on the line provided.

\_\_\_\_\_\_\_\_\_ **1.** Fishing snow skiing and scuba diving are my favorite sports.

\_\_\_\_\_\_\_\_\_ **2.** They wanted to ride horses go hiking and explore the cave.

\_\_\_\_\_\_\_\_\_ **3.** Our reading list includes books by Gary Soto Julia Alvarez and Amy Tan.

\_\_\_\_\_\_\_\_\_ **4.** The four principal islands of Japan are Honshu Shikoku Kyushu and Hokkaido.

\_\_\_\_\_\_\_\_\_ **5.** Photographers reporters and tourists got off the plane.

\_\_\_\_\_\_\_\_\_ **6.** An infestation of insects damaged crops chewed lawns and harmed fruit trees.

\_\_\_\_\_\_\_\_\_ **7.** Something flashed and sparkled and darted across the sky.

\_\_\_\_\_\_\_\_\_ **8.** The grass trees and flowers glowed in the evening light.

\_\_\_\_\_\_\_\_\_ **9.** We had a telephone electricity and even hot water in our cabin.

\_\_\_\_\_\_\_\_\_ **10.** This restaurant serves breakfast lunch and dinner.

**WORKSHEET 3 Using Commas in Compound Sentences**

**Exercise A**

**Add commas where they belong in the following sentences.**

**1.** Snakes are both legless and armless yet muscles attached to movable ribs allow them to swim and crawl.

**2.** All snakes have forked tongues and they use their tongues to smell their prey.

**3.** Snakes can raise their body temperature by lying on a rock in the sun and they can cool themselves by seeking shade.

**4.** Rattlesnakes do not always rattle before striking so you should not expect this warning sign.

**5.** You can determine the age of a tree by the number of its rings but you cannot tell the age of a rattlesnake by the number of its rattles.

**6.** A rattlesnake usually gains a new rattle after shedding its skin so it may gain two to four rattles a year.

**WORKSHEET 4 Using Commas with Interrupters**

**Exercise**

Most of the following sentences contain nonessential phrases or clauses. Add commas where they are needed. If a sentence is correct, write *C*.

\_\_\_\_\_\_\_\_\_ **1.** Geronimo who led the Chiricahua Apaches was a great leader.

\_\_\_\_\_\_\_\_\_ **2.** The salad that she made for the potluck dinner was a colorful mix of tomatoes, artichoke hearts, carrots, and black olives.

\_\_\_\_\_\_\_\_\_ **3.** Hercules whose picture can be found on many ancient Greek pottery pieces was the son of Zeus.

\_\_\_\_\_\_\_\_\_ **4.** In Mexico City, a man hoping for a sale wore hats stacked one on the other.

\_\_\_\_\_\_\_\_\_ **5.** Why is it do you think that she always slept with the doll lying by her side?

\_\_\_\_\_\_\_\_\_ **6.** The bride Satori who was from Osaka chose a traditional wedding garment.

\_\_\_\_\_\_\_\_\_ **7.** That new ad you saw which appeared in this morning’s paper is bringing in many new customers.

\_\_\_\_\_\_\_\_\_ **8.** Have I introduced you to Mr. Perkins our kind and generous neighbor?

\_\_\_\_\_\_\_\_\_ **9.** Ms. Ortega who was our teacher last year will teach at Adams Middle School next year.

\_\_\_\_\_\_\_\_\_ **10.** This bronze statue cast in over a dozen pieces will be put together next month.

\_\_\_\_\_\_\_\_\_ **11.** Do you think that the audience excited by the show will give the performers a standing ovation?

\_\_\_\_\_\_\_\_\_ **12.** A goal even if it is small is best approached in stages.

**WORKSHEET 5 Using Commas with Interrupters and Introductory Elements**

**Exercise A**

Insert commas where they are necessary in the following sentences.

**EXAMPLE 1.** My mother**,** I think**,** is preparing vegetable soup for dinner.

**1.** How many gold medals did Carl Lewis who was an Olympic sprinter and long jumper win?

**2.** Alfre Woodard in my opinion deserved the award.

**3.** Will you Angelica return my book when you go to the library?

**4.** Ireland the Emerald Isle lies west of Britain.

**5.** In fact Octavio Paz won the Nobel Prize in literature in 1990.

**6.** Just at twilight the finest hour of the day the moon rose.

**7.** The auditorium was a gift of Henry Allerdyce the financier.

**8.** He speaks I believe the truth.

**9.** Constance Whitman the helicopter pilot promised to be there.

**10.** I told them on the contrary that my twin brother Eric is a salesperson.

**WORKSHEET 6 Using Commas in Conventional Situations**

**Exercise A**

Insert the necessary commas in the following sentences.

**EXAMPLE 1.** The return address is 631 Chatham Lane**,** Houston**,** Texas 77027.

**1.** On Wednesday January 21 1998 Pope John Paul II traveled to Havana Cuba.

**2.** My friend is traveling here from Providence Rhode Island.

**3.** Enrique lives at 287 Austin Street Duluth Minnesota 55803.

**4.** Since Friday August 13 1999 Jiro has been taking piano lessons.

**5.** Mail the letter to 25 Foster Lane Billings Montana 59102.

**6.** Darlene used to live at 1002 Carson Avenue Baltimore Maryland 21224.

**7.** Martin Luther King, Jr., was born on January 15 1929 in Atlanta Georgia.

**8.** Relatives are flying here from San Juan Puerto Rico.

**9.** On our way to Mexico, we stopped in Houston Texas.

**10.** The address given in the letter is Room 2930 52 Whitney Way Erie PA 16511.

**WORKSHEET 7 Using Commas, Semicolons, and Colons**

**Exercise A**

The following numbered items contain errors in the use of commas, semicolons, or colons. Add, delete, or change punctuation as needed.

**EXAMPLE** [1] Here’s a letter from Hank**;** let’s read it now.

[1] Dear Classmates

[2] Well, I finally made it to my aunt’s ranch outside of Melbourne Australia. [3] We arrived at 2 30 A.M. the day before yesterday. [4] Life on a sheep ranch certainly is different than life in town, for starters, we get up at 5 00 A.M.! [5] In just two days, I have seen the following sights kangaroos, a dingo, emus, and miles and miles of grassland. [6] I spend most of my time with my cousins, who are taking care of the sheep, tomorrow we are going to a neighboring ranch to help with sheepshearing. [7] By the way they call sheep “woollybacks” here. [8] Please send me these things a picture of the class, a list of everyone’s addresses, and lots and lots of letters. [9] Well, the mail leaves at 3 15, and that gives me about five minutes, so I’ll say so long for now.

[10]Your friend

Hank

**Exercise B**

Most of the following sentences contain at least one error in the use of semicolons or colons. On the line provided, write each word or number that should be followed by a semicolon or colon, adding the correct punctuation. If a sentence is correct, write *C*.

\_\_\_\_\_\_\_\_\_ **1.** At noon, the monkeys sat in the shade of the leafy treetops, some napped, while others groomed each other.

\_\_\_\_\_\_\_\_\_ **2.** Customs were very different then today people rarely wear gloves in the summer.

\_\_\_\_\_\_\_\_\_ **3.** Some reliable bulbs for beginning gardeners include tulips, daffodils, and gladioluses.

\_\_\_\_\_\_\_\_\_ **4.** The movie will be over by 8 40 then we’ll come right home.

\_\_\_\_\_\_\_\_\_ **5.** The following students should report to the gym immediately Jason, Vera, Dorothy, and T. J.

**Exercise C**

Insert the necessary commas in the following sentences. If a sentence is punctuated correctly, write *C* on the line provided.

**EXAMPLE \_\_\_\_\_ 1.** *Apollo 11*’s lunar module landed on the moon on July 20**,** 1969.

\_\_\_\_\_\_\_\_\_ **1.** Next week we hope to visit the cliff-dweller ruins in Tonto County Arizona.

\_\_\_\_\_\_\_\_\_ **2.** The wedding took place on Monday December 28 1998 at 2:00 P.M.

\_\_\_\_\_\_\_\_\_ **3.** Melba has just returned from a trip to Paris France.

\_\_\_\_\_\_\_\_\_ **4.** Until January 3 2000 my home was on Michigan Boulevard in Chicago.

\_\_\_\_\_\_\_\_\_ **5.** These pictures were taken last month at Lake George New York.

\_\_\_\_\_\_\_\_\_ **6.** *Old Ironsides* was launched on October 21 1797.

\_\_\_\_\_\_\_\_\_ **7.** Elizabeth Barrett lived at 50 Wimpole Street London England.

\_\_\_\_\_\_\_\_\_ **8.** On September 12 1846 she married Robert Browning.

\_\_\_\_\_\_\_\_\_ **9.** It took Narcissa Whitman about five months to travel from Missouri to the Columbia River in 1836.

\_\_\_\_\_\_\_\_\_ **10.** Gwendolyn Brooks was born in 1917 and has lived for most of her life in Chicago Illinois.