**Mechanics: Punctuation**

**Lesson 331**

Mechanics - End Punctuation

Use a *period* to end a declarative sentence.

**Instructions:** Put the needed punctuation in each of these sentences.

1. The sun is shining brightly in the eastern sky

2. Gold has been discovered in various states at different times

3. Those girls go to Orem Junior High School

4. This is a beautiful morning for a hike

5. You may read for the rest of the time

**Lesson 332**

Mechanics - End Punctuation

Use a *period* to end an imperative sentence. An imperative sentence makes a command or request.

**Instructions:** Put the needed punctuation in each of these sentences.

1. Do what you are told

2. Put the dishes in the dish washer

3. Please stop doing that annoying thing

4. Push that stalled car off the road

5. Open your books and start reading

**Lesson 333**

Mechanics - End Punctuation

Use a *question mark* to end an interrogative sentence. An interrogative sentence asks a direct question.

**Instructions:** Put the needed punctuation in each of these sentences.

1. Can anyone see the screen with the movie

2. What have you done to this room

3. Where were you yesterday

4. How can you act in such a terrible manner

5. Who wants to go with me

**Lesson 334**

Mechanics - End Punctuation

Use an *exclamation point* to end an exclamatory sentence or any strong exclamation. (A strong exclamation is called an interjection.) Many exclamations begin with how or what.

**Instructions:** Put the needed punctuation in each of these sentences.

1. What a game that was

2. Wow Our team won in the last minute

3. How lovely your Christmas decorations are

4. Oh I need to hurry

5. What I did exactly what you asked

**Lesson 335**

Mechanics - End Punctuation

Use a *period* to end a declarative sentence.

Use a *period* to end an imperative sentence. An imperative sentence makes a command or request.

Use a *question mark* to end an interrogative sentence. An interrogative sentence asks a direct question.

Use an *exclamation point* to end an exclamatory sentence or any strong exclamation. (A strong exclamation is called an interjection.)

**Instructions:** Put the needed punctuation in each of these sentences.

1. Who will win the debates, Gore or Bush

2. Do your chores and your home work, and then you can play

3. Ouch That hurt

4. I saw most of the Olympic Games on television

5. Did you see the flying saucer

**Quiz for Lessons 331 - 335**

Mechanics - End Punctuation

Use a *period* to end a declarative sentence.

Use a *period* to end an imperative sentence. An imperative sentence makes a command or request.

Use a *question mark* to end an interrogative sentence. An interrogative sentence asks a direct question.

Use an *exclamation point* to end an exclamatory sentence or any strong exclamation. (A strong exclamation is called an interjection.)

**Instructions:** Put the needed punctuation in each of these sentences.

1. Don't run out in the street

2. Now is the time to support honesty in all aspects of life

3. Well Here we go again

4. Pay attention, will you

5. Who is that guy walking down the hall

6. He doesn't live here anymore

7. Get out of here

8. Did you bring the money that we need

9. Watch what you are doing

10. I will see you tomorrow

[Answers: Lessons 331 - 335](http://www.dailygrammar.com/331to335.shtml)

|  |  |
| --- | --- |
| **Lesson 336**  Punctuation - Periods  Use a period after initials used in names. Examples: E. F. Smith, Helen R. Hunsaker, W. James Swift  **Instructions:** Put periods where needed in the following sentences.  1. B D Hibler and Gene W Riding started a new company  2. I know K Malone and J Stockton play for the Utah Jazz.  3. Clara B Walters and Ann J Frampton are sisters.  4. C S Lewis is an interesting author to read.  5. I think names with more than two initials like J R R Tolkien are interesting names. |  |

**Lesson 337**

Punctuation - Periods

Use a period after the abbreviations *Mr., Mrs., Ms., Dr.,* and *St. (Saint)* before a name and Jr., Sr., and *Esq.,* after a name. Do not use a period with *Miss* because it is not an abbreviation.

**Instructions:** Put periods where needed in the following sentences.

1. Mr Samuel H White spoke at the celebration last night.

2. Mr and Mrs J B Smythe and their son J B Smythe, Jr , will be at the opening ceremonies.

3. Have you been to St Petersburg and St Louis?

4. Dr Leonard J Arrington was a great historian

5. Ms P T Roberts and Mr John J Jones, Esq will speak at tomorrow's meeting.

**Lesson 338**

Punctuation - Periods

Special abbreviations or initials need a period. Example: C.O.D. (cash on delivery) (Many abbreviations and acronyms, especially government agencies, now do not use periods and the abbreviations may be found written in several forms. Example: miles per hour = mph, m.p.h., Mph, MPH) For our purposes we will use periods with abbreviations to be consistent.

**Instructions:** Put periods where needed in the following sentences.

1. I will send the package C O D to M I T

2. The soldier got lost returning to base but was considered A W O L

3. Dr Hill is really a D D S

4. U S S R no longer exists since it has been divided into several smaller countries.

5. I want to join the U S N and become a Navy seal.

**Lesson 339**

Punctuation - Periods

Use a period with abbreviations used with figures showing time. Examples: A.M., P.M., B.C., and A.D.

**Instructions:** Put periods where needed in the following sentences.

1. I was born in A D 1940.

2. Be here at 4:30 A M , or you will not see me until 9:45 P M

3. What happened in A D 1776 that was of great importance?

4. People living in 2000 B C did not enjoy all that we have today.

5. Class starts promptly at 8:00 A M

**Lesson 340**

Punctuation - Periods

Use a period to show decimals and dollars and cents. Examples: This costs $6.99. Two and one half is written 2.5.

**Instructions:** Put periods where needed in the following sentences.

1. In decimals, 225 would mean two and one fourth.

2. That new saddle will cost us $72933. (seven hundred twenty-nine dollars and thirty-three cents)

3. The little girl paid $025 (twenty-five cents) for the sucker, and the boy paid $059 (fifty-nine cents) for the candy bar.

4. In decimals, four and ninety-nine hundredths is written 499.

5. Seven and two thirds is written 767.

**Quiz for Lessons 336 - 340**

Punctuation - Periods

Use a period after initials used in names. Examples: E. F. Smith, Helen R. Hunsaker, W. James Swift

Use a period after the abbreviations *Mr., Mrs., Ms., Dr.,* and *St. (Saint)* before a name and Jr., Sr., and *Esq.,* after a name. Do not use a period with *Miss* because it is not an abbreviation.

Special abbreviations or initials need a period. Example: C.O.D. (cash on delivery) (Many abbreviations and acronyms, especially government agencies, now do not use periods and the abbreviations may be found written in several forms. Example: miles per hour = mph, m.p.h., Mph, MPH) For our purposes we will use periods with abbreviations to be consistent.

Use a period with abbreviations used with figures showing time. Examples: A.M., P.M., B.C., and A.D.

Use a period to show decimals and dollars and cents. Examples: This costs $6.99. Two and one half is written 2.5.

**Instructions:** Put the correct punctuation where needed in the following sentences.

1. Mr and Mrs Rodney C Snow were honored at the dinner

2. Ten and three quarters is 1075 in decimals

3. Did you study the period from 100 B C to A D 200 in your history class

4. I have heard of St Francis of Assisi

5. Add together 825 and 175 in decimals which should equal ten.

6. Miss Claire S Queen and Dr A Z King, Jr , will be married at 10:00 A M

7. Dan P Morgan, Esq , and Ms Luella K Larson knew the famous P T Barnum.

8. The trip cost $33650 (three hundred thirty-six dollars and fifty cents) for gasoline alone.

9. I feel sorry for the B S A organization

10. It seems that they take so much from my check for F I C A

[Answers: Lessons 336 - 340](http://www.dailygrammar.com/336to340.shtml)

**Lesson 341**

Mechanics - Punctuation - Commas

Use a comma or commas to set off the abbreviations *Jr., Sr.,* and *Esq.* Example: Carl Harris, Jr., is here now.

**Instructions:** Place commas where they are needed in these sentences.

1. I met Count Dracula Sr. the famous ghoul.

2. The letter was sent to Sir Thomas Mason Esq.

3. Did you see Reed Fitzgerald Jr. starring in that television show?

4. Mr. Sam Adams Sr. and Michael Gold Jr. race cars for a living.

5. Andrew Paskett Esq. was featured in the latest magazine issue.

**Lesson 342**

Mechanics - Punctuation - Commas

Use a comma after the parts of an address. (The house number and street name form one part, and state and ZIP code number form one part.) Example: My new address is 1234 North Main, Salt Lake City, Utah 84007.

Place no comma after the last part if it ends the sentence.

**Instructions:** Place commas where they are needed in these sentences.

1. John wrote to me from 462 Beacon Lane Cleveland Ohio 76504.

2. My sister lives at 635 Cherry Street Lexington Kentucky.

3. Ray Alber 876 Elm Drive Detroit Michigan 48300 is the person to contact.

4. Write them at 15 Oak Avenue Limorick Illinois 60614 today.

5. Jim's summer address will be Box 254 Grantsville Iowa 50689.

**Lesson 343**

Mechanics - Punctuation - Commas

Use commas to set off the year in a date if three parts of date are given (month, day, year). Do not use commas if only two parts are given. Examples: I left May 23, 1958, at night. I know that July 1776 is an important date.

**Instructions:** Place commas where they are needed in these sentences.

1. Did you know that Thomas Jefferson died on July 4 1826?

2. On December 25 1961 I was in Brazil.

3. Their wedding day was June 24 1954 in Salt Lake City.

4. Where were you in November 1989?

5. On Friday August 14 1997 the accident happened.

**Lesson 344**

Mechanics - Punctuation - Commas

Use a comma after the salutation of a friendly letter. Example: Dear Fred,

**Instructions:** Place commas where they are needed in these salutations.

1. Dear Aunt Vi

2. Dear Sir

3. Dear Mother

4. Gentlemen

5. My choicest friend

**Lesson 345**

Mechanics - Punctuation - Commas

Use a comma after the complimentary close of a friendly or business letter. Example: Sincerely yours,

**Instructions:** Place commas where they are needed in these complimentary closings.

1. Very truly yours

2. Affectionately yours

3. Yours lovingly

4. Your best customer

5. Cordially

**Quiz for Lessons 340 - 345**

Mechanics - Punctuation - Commas

**Instructions:** Place commas where they are needed.

1. Most graciously

2. Dear Madam

3. Do you live at 431 North 500 West West Valley Utah 84098?

4. My birthday party is March 1 1976 at the golf course.

5. Monday February 2 is the day the groundhog looks for its shadow.

6. I lived at 368 Maple Avenue for a week.

7. May 1 was our wedding day.

8. Max Blaser Sr. is their neighbor in Tampa Florida.

9. Did you see Tom Jones Jr. at 430 East Plum Erda Colorado 35096 while on vacation?

10. During August all the leaves turn colors in Springfield Minnesota.

[Answers: Lessons 341 - 345](http://www.dailygrammar.com/341to345.shtml)

**Lesson 346**

Mechanics - Punctuation - Commas

Use commas to separate parts of geographical places. Example: Have you visited St. Louis, Missouri?

**Instructions:** Place commas where they are needed.

1. A neat place we visited was Custer Wyoming.

2. In Cody Wyoming there is an interesting museum.

3. I enjoyed the zoo in San Diego California.

4. We saw many bears in Waterton Alberta Canada.

5. The Black Hills are in South Dakota.

**Lesson 347**

Mechanics - Punctuation - Commas

Use commas to separate a series of three or more words. Example: I dropped my pencil, papers, and books. (The comma before the conjunction *and* is optional, but I prefer using it.)

Use no commas between two or more words usually thought of as being one item. Example: We ate hamburgers, pork and beans, and potato chips.

Use no commas in a series when all items are joined by *or, and,* or *nor.* Example: You dance and sing and play well.

**Instructions:** Place commas where they are needed.

1. I have seen many gold silver and copper mines.

2. People in the United States can travel by air rail or water.

3. The girl waved leaned over and fell into the pool.

4. My wife likes a meal of a glass of grape juice a fresh salad and spaghetti and meat balls.

5. At the resort we can hike and swim and ski all we want.

**Lesson 348**

Mechanics - Punctuation - Commas

Use commas to separate a series of three or more numbers. Example: He called for numbers 3, 6, 9, and 12.

**Instructions:** Place commas where they are needed.

1. In the Bingo game the winning numbers were 7 21 35 46 and 72.

2. My combination for my lock is 3 54 and 26.

3. He said that his lucky numbers were 7 11 13 and 99.

4. The numbers 14 27 58 79 and 38 won the lottery.

5. I like mixed greens with numbers of 20 50 and 100 on them.

**Lesson 349**

Mechanics - Punctuation - Commas

Use commas to separate a series of three or more phrases. Example: He ran down the hall, out the door, and into the yard. (The comma before the conjunction *and* is optional, but I prefer using it.)

Use no commas in a series when all items are joined by *or, and,* or *nor.*

**Instructions:** Place commas where they are needed.

1. The rain splashed against the house onto the sidewalk and into the street.

2. Through the trees around the cabin and down the valley roared the wind.

3. College is to gain knowledge to make new friends and to prepare for a career.

4. The cat climbed up the tree and out on a limb and finally onto the roof.

5. Munching on an apple listening to a recording and sitting on the couch Martha looked very happy.

**Lesson 350**

Mechanics - Punctuation - Commas

Use commas to separate a series of three or more short clauses. Example: I am working, he is sleeping, and she is singing. (The comma before the conjunction *and* is optional, but I prefer using it.)

Use no commas in a series when all items are joined by *or, and,* or *nor.*

**Instructions:** Place commas where they are needed.

1. They are eating we are drinking and you are starving.

2. The music began the lights dimmed and the curtains opened.

3. My sister has left home my brother is at school and my mother is baking bread.

4. Jim fished Jeff hiked and I loafed the whole campout.

5. You correct he proofreads but I edit material.

**Quiz for Lessons 346 - 350**

Mechanics - Punctuation - Commas

**Instructions:** Place commas where they are needed.

1. Baseball basketball track and tennis require running.

2. The numbers 8 16 32 and 48 are called even numbers.

3. Eat drink and make merry for you will soon die.

4. I like shopping my husband likes dining and the family likes activities.

5. Working hard saving some money and providing for a family should be important for a father.

6. I saw him run up the mountain jump off the cliff and land in a pine tree.

7. He was from Great Falls Montana and she was from Twin Falls Idaho.

8. I have been to Dubois Idaho Taber Alberta Canada and Whippany New Jersey.

9. She likes to sing to play the piano and to read novels.

10. The search party looked along the road up the hill and down the alleys for clues.

[Answers: Lessons 346-350](http://www.dailygrammar.com/346to350.shtml)

**Lesson 351**

Mechanics - Punctuation - Commas

Use a comma to separate introductory words *yes* and *no* and mild interjections from the sentence that follows them.

Examples: Oh, I heard that before. Yes, I will be here.

**Instructions:** Place commas where they are needed.

1. Yes you may leave the room.

2. Of course I won't change my plans.

3. Oh you want to try my patience more.

4. No I didn't see you there.

5. Wow you think that is great.

**Lesson 352**

Mechanics - Punctuation - Commas

Use a comma or commas to set off words or phrases used as nouns of address (nominatives of address).

Joe, get over here. Get over here, Joe. Young man, get over here.

**Instructions:** Place commas where they are needed.

1. Did you Susan see him at the meetings?

2. I will call you in the morning Steve.

3. Well Fred it was a pleasure to see you again.

4. Jeanne I don't know what is going on.

5. You should Bill know the answer to that one.

**Lesson 353**

Mechanics - Punctuation - Commas

Use a comma or commas to set off an appositive if not closely tied to the words it equals or identifies. Examples: Larry Millward, *my best friend*, will speak at the meeting. My brother *Ken* moved to Hawaii. (closely tied)

**Instructions:** Place commas where they are needed.

1. Fred James a soldier captured during World War II spoke at the assembly.

2. My sister Elaine died recently.

3. Paul the top student in his class was the valedictorian.

4. Small farming a very important occupation is disappearing.

5. We rode all day on Dot a very old and gentle horse.

**Lesson 354**

Mechanics - Punctuation - Commas

Use a comma to separate co-ordinate adjectives. Co-ordinate adjectives can be checked to see if a comma is necessary by placing *and* between them. They will sound smooth and correct with the *and*.

Examples: The warm, sunny day made everyone happy. (*warm and sunny* sounds smooth) You are a clever little girl. (*clever and little* doesn't sound smooth)

**Instructions:** Place commas where they are needed.

1. Today was not a clear sunny day.

2. Allison thought she was such a clever little girl.

3. Where did you buy that dashing red car?

4. They say that tomorrow will be a sunny warm day.

5. Your careless inconsiderate behavior could cause you serious problems.

**Lesson 355**

Mechanics - Punctuation - Commas

Use commas to set off parenthetical expressions. Parenthetical expressions are words inserted in the main sentence but not necessary to the meaning. They interrupt the flow of the sentence. Common expressions used parenthetically are *however, of course, on the other hand, in fact, for example, that is, by the way, after all, perhaps, indeed, also, too, nevertheless*. These expressions are not always parenthetical. Examples: Lucy, on the other hand, reads little. He knows, perhaps, five answers to the questions.

**Instructions:** Place commas where they are needed.

1. The story that I just told you by the way is true.

2. My plan nevertheless was followed and succeeded.

3. Your plan on the other hand was rejected for good reasons.

4. I might suggest for example that you make some revisions.

5. You in fact should be moved to a different department.

**Quiz for Lessons 351 - 355**

Mechanics - Punctuation - Commas

**Instructions:** Place commas where they are needed.

1. Ila indeed is a good mother.

2. I hope Jennie that you don't go to jail.

3. My son-in-law Chris will be able to vote in the coming election.

4. Oh Gail I hope that you on the other hand will be happy with your decision your move to Europe.

5. We sat in the shade beneath a broad green tree Irene.

6. It was a lovely happy memorable time.

7. I know after all you will be successful.

8. Mr. Allen Rudy the boy next door has been fighting with your brother Richard.

9. Of course we could hear immediately that you after all will be going to Santos a great city in Brazil.

10. Well Will I hope to see you by the way in Manaus on our return from our vacation a trip to Australia.

[Answers: Lessons 351 - 355](http://www.dailygrammar.com/351to355.shtml)

**Lesson 371**Mechanics - Punctuation - Quotation Marks

Use *quotation marks* around the exact words of a speaker. Example: He said, "I saw that." "I saw it too," she said.

**Instructions:** Use quotation marks where needed in these sentences.

1. I wish the election were over, said Fred.

2. Will they finish this week? asked Frida.

3. Willard added, It is becoming a joke.

4. We can now see that every vote counts, concluded Sara.

5. Yes, we know that we should vote every time, commented Jeff.

**Lesson 372**Mechanics - Punctuation - Quotation Marks

Use *quotation marks* around the exact words of a speaker. When the words identifying the speaker come between the parts of the quotation, put quotation marks around each part. Example: "Yes," said Jack, "I will be there."

Use one set of quotation marks for two or more sentences not broken by explanatory material. Example: "I know that. He has known for several days," said Jim. If part of the quotation is a new sentence use a capital letter. Example: "I know that," said Jim. "**H**e has known for several days."

**Instructions:** Use quotation marks and capitals where needed in these sentences.

1. We will be in town tomorrow night. Don't wait up. We will come by the next day, said Jeanne.

2. We want you to stay with us, answered Barbara. we'll meet you at the station.

3. Okay, replied Chris, bring the car around.

4. Are the girls ready to go? asked Ann. they need to leave now.

5. Yes, replied Ila, that play was really enjoyable.

**Lesson 373**Mechanics - Punctuation - Quotation Marks

Use no quotation marks with indirect quotations. An indirect quotation often begins with the word *that*. Example: Betty said that she wished the election was final.

**Instructions:** Use quotation marks where needed in these sentences.

1. James stated that he had won the race.

2. Richard said, I was in second place until I fell.

3. Mom said that she was worried when she saw it happen.

4. Sue said, that was too bad.

5. I hope that you had fun, anyway, said his dad.

[Answers: Lessons 371 - 373](http://www.dailygrammar.com/371to375.shtml)

**Lesson 376**Mechanics - Punctuation - Quotation Marks

Use quotation marks around the titles of short stories, short plays, short poems and short musical compositions; of art works, articles, chapters, essays, and speeches; of radio and television programs. Example: My favorite painting is "Blue Boy."

**Instructions:** Use quotation marks where needed in these sentences.

1. I was very interested in the article Our Missing President.

2. I loved the old television program Maverick.

3. Have you read Miniver Cheevy, the short narrative poem?

4. At Christmas time I love to read The Gift of the Magi, a short story by O. Henry.

5. That song playing is Greensleeves, isn't it?

**Lesson 378**  
Mechanics - Punctuation - Quotation Marks

Use quotation marks to set off words or phrases used in a special sense: technical, ironical, coined, slang, and words used as words in informal writing. Examples: Grant always uses the word "terrific." The car driving slowly down the street went "ka-lunk! ka-lunk!"

**Instructions:** Use quotation marks where needed in these sentences.

1. Show us how you are the expert.

2. The delegates ended their peace talks with much angry shouting.

3. I know we can make that jalopy into a great hot rod.

4. The boss is going to can us all if we don't get on the ball.

5. Why do you always say the word excellent to every statement?

**Lesson 379**  
Mechanics - Punctuation - Quotation Marks

Always place *commas* and *periods* inside quotation marks. Example: One famous painting is "The Song of the Lark."

**Instructions:** Use quotation marks where needed in these sentences.

1. I like the sea poem The Revenge.

2. I had hoped, said Bob, that you would be in the play.

3. I enjoyed the story The Milk Pitcher, the short story about baseball and a cow.

4. Yes, Captain Smith said, we can go sailing.

5. You never answer anything with the word yes.

[Answers: Lessons 376, 378, 379](http://www.dailygrammar.com/376to380.shtml)

**Lesson 381**  
Mechanics - Punctuation - Semicolons

Use a semicolon between two independent clauses of a compound sentence when they are not joined by a coordinate conjunction. Example: There was a sudden silence; everyone was stunned by the outcome.

**Instructions:** Place semicolons where they are needed in the following sentences.

1. Carl is tall his brother is short.

2. He knocked several times no one came to the door.

3. The siren blew loudly I rushed to the window the police raced pass as I looked out.

4. I waited several hours for you you did not return I became concerned.

5. My sister loves mysteries my brother likes technical manuals.

**Lesson 382**  
Mechanics - Punctuation - Semicolons

Use a semicolon before a conjunctive adverb that introduces a clause in a compound sentence.

Common conjunctive adverbs are *therefore, nevertheless, moreover, consequently, furthermore, besides, then, thus, instead, accordingly, otherwise, so, yet, still, hence, however*. Example: Jill knew she could not win; *nevertheless*, she kept running.

Explanatory expressions (*for example, namely, on the contrary, in fact, that is, on the other hand*) are used similarly as conjunctive adverbs with a semicolon preceding them and a comma following. Example: The weather was wonderful; in fact, it was the best weather for a month.

**Instructions:** Place semicolons where they are needed in the following sentences.

1. I have not heard the latest comments therefore, I cannot render an opinion.

2. Our children have traveled throughout the world for example, Australia, Brazil, Korea, and Russia.

3. In Brazil we have seen many places on the other hand, we have never been to Africa.

4. We plan to return some day to Brazil therefore, we want to visit Rio, Sao Paulo, and Manaus.

5. Barbara is a diligent student she, in fact, is tops in her class.

[Answers: Lessons 381 - 382](http://www.dailygrammar.com/381to385.shtml)

**Lesson 386**  
Mechanics - Punctuation - Colons

Use a colon after the salutation of a business letter. Example: Dear Sir:

**Instructions:** Place colons where needed.

1. Dear Mr. Witt

2. Dear Madam

3. My dear Mrs. Garrity

4. Gentlemen

5. To whom it may concern

**Lesson 387**  
Mechanics - Punctuation - Colons

Use a colon to express the hours and minutes in figures. Example: 12:30 A.M.

**Instructions:** Place colons where needed.

1. We will meet at 800 A.M. tomorrow morning.

2. I will be on the plane at 1153 P.M.

3. Which would be better for you, 1000 A.M. or 200 P.M?

4. Be in my office promptly at 1035 A.M.

5. You never get to bed before 1130 P.M.

**Lesson 388**  
Mechanics - Punctuation - Colons

Use a colon to separate chapter and verse referring to a specific Bible selection. Example: Everyone should follow Proverbs 3:5.

**Instructions:** Place colons where needed.

1. What is the meaning of Job 57?

2. Micah 68 is an often quoted verse.

3. Isaiah 96 is a verse used at Christmas time.

4. I think that Malachi 310 is ignored by most of the Christian world.

5. One of my favorite verses is Matthew 633.

**Lesson 389**  
Mechanics - Punctuation - Colons

Use a colon between the title and subtitle of a book. Example: *The Wide World: A High School Geography*

**Instructions:** Place colons where needed.

1. Have you examined for possible adoption *Warriner's English Grammar and Composition Complete Course*?

2. The *Advanced Composition A Book of Models for Writing* has been used for many years.

3. I didn't like *Episodes in American History An Inquiry Approach* as a history text.

4. *Men and Nations A World History* covers what we need very well.

5. *The American Nation A History of the United States* seems too advanced for our grade level.

**Lesson 390**  
Mechanics - Punctuation - Colons

Use a colon between the numbers referring to volume and the pages of books and magazines. Example: It is found in Volume II: pages 22-23.

**Instructions:** Place colons where needed.

1. That statement can be found in Volume X pages 198-200.

2. I found that information in Volume 54 pages 31-34.

3. Look in that magazine Volume 24 pages 3-4.

4. Volume VI pages 245-247 will have the information that you need.

5. Check the encyclopedia Volume 20 pages 105 -106.

**Quiz for Lessons 386 - 390**   
Mechanics - Punctuation - Colons

**Instructions:** Place colons where needed.

1. That statement can be found in Volume I pages 98-100 of *The Raven The Life of Sam Houston*.

2. Dear Harmon's

3. I like what it says in James 520.

4. Dear Sirs

5. I will be here at 1200 P.M. for my money.

6. I enjoyed reading *The Army of the Potomac A Stillness at Appomattox* by Bruce Catton.

7. I couldn't find it in Volume IX pages 3-6.

8. Thanksgiving dinner will be at our place at 230 P.M.

9. A good college text was *The American Constitution Its Origins and Development*.

10. Revelation 62-8 talks about the four horsemen of the apocalypse.

[Answers: Lessons 386 - 390](http://www.dailygrammar.com/386to390.shtml)

**Lesson 391**  
Mechanics - Punctuation - Colons

Use a colon before listed items that are introduced by such words as *the following, as follows, thus,* and *these*; by a number; or by any other expression that "points-out." Example: In high school he played the following sports: baseball, basketball, football and tennis.

Use no colon before a list of predicate nominatives, direct objects, or objects of the preposition. A colon should not hinder the natural flow of the sentence. Example: We will need flour, milk, and sugar. (direct objects)

**Instructions:** Place colons where needed.

1. You need these guys Will, Boyd, Jeff, and Jim.

2. She had three personality flaws pride, selfishness, and a temper.

3. The singers will be you, Pam, and Becky.

4. For the campout we will need the following things a tent, three sleeping bags, and a gas lantern.

5. Next semester I will be taking four courses Algebra II, English Literature, American History, and Biology III.

**Lesson 392**  
Mechanics - Punctuation - Colons

Use a colon to separate two complete sentences when the second sentence explains, amplifies, or illustrates the first. Example: Jim had a good idea: He wanted to consult with the builder.

**Instructions:** Place colons where needed.

1. There has been no change in our plans We will leave at 1000 P.M.

2. He stated his plans He would borrow money; he would secure a plane; he would fly around the world.

3. That morning the people saw the problem During the night a tree had downed the power lines.

4. Now the men knew what to do The pressure would be increased in the forward compartment.

5. They were worried about Fred He would fall asleep at work and spend too much time alone.

**Lesson 393**  
Mechanics - Punctuation - Colons

Use a colon to introduce a long or formal quotation.

**Instructions:** Place colons where needed.

1. I like the words of Emerson "The true test of civilization is not the census, nor the size of cities, nor the crops--no, but the kind of man the country turns out."

2. The letter to his firm began as follows "Gentlemen We received your last order in May, 1998."

3. Article l, Section l of the Constitution of the United States reads "All legislative powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and a House of Representatives."

4. The councilman began with these words "If we don't act now and work together, our city faces economic ruin, physical deterioration, and cultural decline. The issues are critical, and the system of government under which we now function must be changed."

5. He said "I will join your group tomorrow."

**Lesson 394**  
Mechanics - Punctuation - Colons

Place a colon outside of quotation marks. Example: That reminds me of a line from "A Psalm of Life": "Let us, then, be up and doing."

**Instructions:** Place colons where needed.

1. When offered an alcoholic drink, one should remember Martial's line in "A Total Abstainer" "No, I really don't care for a drink."

2. Do you remember the quote from "Carpe Diem" "This day's thine own; the next may be denied."

3. A man and a wife should use a line from "The Task" "With all thy faults, I love thee still."

4. Do you agree with this line from "Lacon" "Imitation is the sincerest of flattery."?

5. Whittier says in "Ichabod" "When faith is lost, when honor dies, The man is dead!"

**Lesson 395**  
Mechanics - Punctuation - Colons

**Instructions:** Place colons where needed.

1. The statement from "Gargantua" "Half the world does not know how the other half lives." is stll true today.

2. I recall Emerson's words "If a man can write a better book, preach a better sermon, or make a better mouse-trap than his neighbor, though he builds his house in the woods, the world will make a beaten path to his door."

3. I am concerned about my mother She is not eating enough.

4. The meeting must include the following people Mark, Jay, Chris and Rulon.

5. My daughters-in-law are Martha, Mary, Jane, and Jen.

**Quiz for Lessons 391 - 395**   
Mechanics - Punctuation - Colons

**Instructions:** Place colons where needed.

1. Dear Chairman

2. There are four classes of poetic meter classified as follows iambic, trochaic, anapestic, and dactylic.

3. For this poll we need men, women and children.

4. The following are the three football positions that never carry the ball guard, tackle and center.

5. The polls close promptly at 800 P.M.

6. I just read Job 1414.

7. Volume 20 pages 22-28 had the material that I needed.

8. Jared showed that he was better prepared He was wearing thermal clothes.

9. Have you read *The Work and the Glory So Great a Cause*?

10. Consider Franklin D. Roosevelt's words to Congress "We have had the lesson before us over and over again -- nations that were not ready and were unable to get ready found themselves overrun by the enemy."

[Answers: Lessons 391 - 395](http://www.dailygrammar.com/391to395.shtml)

**Lesson 401**  
Mechanics - Punctuation - Apostrophes

Use an apostrophe to indicate possession with nouns. A **singular** noun forms the possessive adding **'s**. Write the noun; change no letters; drop no letters; and then simply add **'s**. This rule is always the same for each singular noun. Examples: baby - baby's; cow - cow's; Mr. Bass - Mr. Bass's

(Some authorities feel that only an apostrophe is needed when the noun ends in "s." That works okay for written material, but if you say it, you must say the extra "s" sound; therefore, I feel that the "s" is necessary in written material also.)

**Instructions:** Supply the apostrophes and "s" ('s) to make the possessives in the following sentences.

1. The boy bike is in the back yard.

2. James car was in the accident yesterday.

3. Mr. Jones talk was the best yet.

4. What happened to that horse leg?

5. That woman umbrella is blowing away in the wind.

**Lesson 402**  
Mechanics - Punctuation - Apostrophes

Use an apostrophe to indicate possession with nouns. A **plural** noun that does not end in "s" forms the possessive adding **'s** just like the singular noun. Write the noun; change no letters; drop no letters; and then simply add **'s**. This rule is always the same for each plural noun that does not end in "s."

Example: men - men's

**Instructions:** Supply the apostrophes and "s" ('s) to make the possessives in the following sentences.

1. These women hats are sold in this store.

2. The children party was a great success.

3. The mice tracks were everywhere in the dust.

4. We followed the two deer tracks in the snow.

5. The geese flight was smooth and graceful.

**Lesson 403**  
Mechanics - Punctuation - Apostrophes

Use an apostrophe to indicate possession with nouns. A **plural** noun that does end in "s" forms the possessive adding just **'.** Write the noun; change no letters; drop no letters; and then simply add **'**. This rule is always the same for each plural noun that does end in "s."

(To be sure you need a possessive and not just a plural, say the word followed by "what." Example: I saw those girls. "Girls" what? Nothing. "Girls" is a plural. I saw those girls' gloves. "Girls" what? "Gloves" so "girls" is a possessive.)

**Instructions:** Supply the apostrophes to make the possessives in the following sentences.

1. All the pupils seats were taken.

2. Mud had covered all of the girls dresses.

3. The lawyers fees came to a million dollars.

4. The Allens house burned to the ground last night.

5. The sailors parents were very worried by the news.

**Lesson 404**  
Mechanics - Punctuation - Apostrophes

Use an apostrophe to indicate possession with nouns. Use the apostrophe with the last name only for joint ownership. Example: Carl and Helen's cat was stuck up the tree.

**Instructions:** Supply the apostrophes and/or "s" to make the possessives in the following sentences.

1. Smith and Johnson store sells almost everything possible.

2. Jim and Jeff apartment was really dirty.

3. We can borrow Gene and Fred boat for tomorrow.

4. The cat and mouse game ended abruptly.

5. The buyer and salesman discussion brought the buyer a new car.

[Answers: Lessons 401 - 404](http://www.dailygrammar.com/401to405.shtml)

**Lesson 411**  
Mechanics - Punctuation - Apostrophes

Use the apostrophe in writing *contractions*. The apostrophe shows that a letter or letters have been omitted. A pronoun and a verb or a verb with the word "not" are the commonest contractions. Examples: you are = you're, do not = don't

Some contractions stand for more than one pair of words. Example: she is or she has = she's

Three contractions are irregular. They are shall not = shan't, will not = won't, and cannot = can't.

**Instructions:** Write the contractions of the following pairs of words.

1. we are it is you have who is has not

2. I will I am she will she shall I shall

3. I have we shall they are are not did not

4. he is you will you are is not had not

5. was not have not could not we would they will

6. should not does not there is they have you would

7. were not would not that is I had will not

**Lesson 412**  
Mechanics - Punctuation - Apostrophes

Do not confuse the contractions (it's, who's, they're, you're) with the possessive pronouns (its, whose, their, your).

**Instructions:** Choose the correct forms from the words in parentheses in the following sentences.

1. (It's, Its) about time you started looking for (your, you're) shoes.

2. (They're, their) coming at about nine for (they're, their) children.

3. (It's, Its) mouth was sore because (it's, its) chewing all the time.

4. (Whose, who's) briefcase will you be using for (your, you're) papers?

5. (Your, You're) going to be late, but (whose, who's) going to be on time?

**Lesson 413**  
Mechanics - Punctuation - Apostrophes

Use the apostrophe with the contraction o'clock (of the clock) and before the last two digits of a year. Example: I was born in '40. (the year 1940)

**Instructions:** Supply the apostrophes in the following sentences.

1. I graduated in 58.

2. He said that he would be here by six oclock.

3. In 41 we had the day of infamy.

4. The whole thing was over by eight oclock in 85.

5. Santa still had not come by five oclock in the morning.

[Answers: Lessons 411 - 413](http://www.dailygrammar.com/411to415.shtml)

**Lesson 416**  
Mechanics - Punctuation - Hyphens

Use a hyphen in compound numbers between *twenty-one* and *ninety-nine* and when used in larger numbers like *two hundred fifty-five*. (Note that you do not use an *and* between any of the numbers as that would indicate a decimal point.) Ordinal numbers such as *thirty-first, seventy-second* need hyphens also.

**Instructions:** Supply hyphens where they are needed in these sentences.

1. It used to be that one had to be twenty one to vote.

2. When adding thirty four and forty two, you get seventy six.

3. One hundred thirty seven people were killed in that crash.

4. The sixty fourth running of that race was cancelled due to weather.

5. Many more privileges come to people who are sixty five or older.

**Lesson 417**  
Mechanics - Punctuation - Hyphens

Use a hyphen in a compound adjective that is a fraction. Example: You need a two-thirds majority for passage.

**Instructions:** Supply hyphens where they are needed in these sentences.

1. For that recipe you need one fourth cup of cream.

2. Cut off three eighths of an inch from that board.

3. That bug is only seven sixteenths of an inch long.

4. A three fifths majority is really 60 percent.

5. The bylaws require a three fourths majority to change them.

**Lesson 418**  
Mechanics - Punctuation - Hyphens

Use a hyphen in a compound adjective in which the last word is capitalized. Example: un-Christian

**Instructions:** Supply hyphens where they are needed in these sentences.

1. He was accused of unAmerican activities.

2. He would not move to New York City because he was a totally antiNew York fan.

3. Some businesses have an unEuropean attitude.

4. His unIrish sentiments caused many problems for the family.

5. Road rage certainly should be considered unChristian.

**Lesson 419**  
Mechanics - Punctuation - Hyphens

Use a hyphen with *ex, elect* and *vice* when they are used to form part of a title. Example: president-elect

**Instructions:** Supply hyphens where they are needed in these sentences.

1. George W. Bush is now our President elect.

2. Some people wonder what will happen to our ex President.

3. Carter Jones was named vice consul to India.

4. Our vice president will now speak to us.

5. Our ex secretary will become our vice chairman next year.

**Lesson 420**  
Mechanics - Punctuation - Hyphens

Use a hyphen with compounds beginning with the prefix *self*. Example: self-centered

**Instructions:** Supply hyphens where they are needed in these sentences.

1. That man is very self reliant in all he does.

2. To succeed you must become less self indulgent.

3. To lose weight I must be self disciplined in my eating habits.

4. He started his college career with great self determination.

5. He refused to answer the questions because of self incrimination.

**Quiz for Lessons 416 - 420**  
Mechanics - Punctuation - Hyphens

**Instructions:** Supply hyphens where they are needed in these sentences.

1. I need to get rid of my self denial if I am to recover.

2. Is that glass two thirds full?

3. I think that age forty five is rather late to start a family.

4. Our ex captain came to visit our football team.

5. Much anti United States sentiment seems to exist all over the world.

6. Long discussions continued on the mid Atlantic items.

7. His fault was that he was a self made man who loved his creator.

8. I hope to get in the ninety fifth percentile.

9. The one third minority objected to the ruling.

10. Many are worried about our vice president's health.

[Answers: Lessons 416 - 420](http://www.dailygrammar.com/416to420.shtml)

**Lesson 421**  
Mechanics - Punctuation - Hyphens

Use a hyphen in compounds made up of two or more words used as an adjective before a noun. This includes coined phrases. Do not use a hyphen when one of the words is an adverb ending in -ly. These compounds will add vividness to your writing, but one should not use too many. Example: I received a last-minute call.

**Instructions:** Supply hyphens where they are needed in these sentences.

1. The little lost girl had that I'm going to cry again look on her face.

2. Spies must have the I like danger attitude to be successful.

3. We found many interesting things in a forty year old trunk.

4. He gave an I dare you to touch me sneer to the others.

5. Did you read that hair raising story last night?

**Lesson 422**  
Mechanics - Punctuation - Hyphens

Use a hyphen in some compound nouns made up of a noun and a prepositional phrase. Example: sister-in-law

**Instructions:** Supply hyphens where they are needed in these sentences.

1. In the woods we saw many flowers including a jack in the pulpit.

2. One old toy that everyone used to have was a jack in the box.

3. The sergeants at arms will escort him from the courtroom.

4. The ship's captain enjoyed using the cat o' nine tails on disobedient sailors.

5. Finding the man seemed to be just a will o' the wisp.

**Lesson 423**  
Mechanics - Punctuation - Hyphens

Use a hyphen with special compounds such as *tie-up,* and *drive-in*.

**Instructions:** Supply hyphens where they are needed in these sentences.

1. Jim was the runner up in the race.

2. The sailors attached the ship to the tie up.

3. Let's get something to eat at a drive in.

4. The jump off was the beginning of the war.

5. This meal is certainly first rate.

**Lesson 424**  
Mechanics - Punctuation - Hyphens

Use a hyphen in compounds in which mispronunciation might otherwise result. Example: pre-existence

**Instructions:** Supply hyphens where they are needed in these sentences.

1. It was hard to find an antiimperialist among the rulers of ancient Rome.

2. I believe that man had a preexistence before this life.

3. Can you deenergize that bomb in time?

4. If you take that medicine, it could cause the body to be antiimmune.

5. The concerned group was starting an antiimmoral movement.

[Answers: Lessons 421 - 424](http://www.dailygrammar.com/421to425.shtml)

**Lesson 431**  
Mechanics - Punctuation - Parentheses

Parentheses are used much like the dash, but it is used to set off unimportant material that interrupts the sentence thought or structure.

Use parentheses to set off supplementary, parenthetic, or explanatory material that does not change the meaning of the main sentence. Example: Joe Jones (you knew him) visited me yesterday.

**Instructions:** Use parentheses where needed in these sentences.

1. We fished or should I say drowned worms in the murky river.

2. They listened to the teacher's stories they were very dull which gave some background for the book.

3. Terri and Mark you remember them moved to a new house last week.

4. Even though he was not qualified according to his transcripts, he knew more than most of the others.

5. Another possibility the possibilities seem endless was suggested by a person at the back of the room.

**Lesson 432**  
Mechanics - Punctuation - Parentheses

Use parentheses to mark numbered or lettered divisions within sentences or paragraphs. Example: We will read the following chapters for our discussion tomorrow: (1) Africa, (2) India, (3) Iceland.

**Instructions:** Use parentheses where needed in these sentences.

1. Before you turn in your paper, check 1 spelling, 2 punctuation, 3 capitalization, and 4 footnotes.

2. Our trip will take us to 1 Swanee, 2 Moreno Valley, 3 Taber, and 4 Rio de Janeiro.

3. We must set 1 our short term goals, 2 our long term goals, and 3 the ways they will be accomplished.

4. Our possible means of transportation are as follows: 1 bicycle, 2 ox cart, 3 train, 4 bus, or 5 by foot.

5. We must include 1 our family, 2 our friends, and 3 our neighbors so we don't offend anyone.

**Lesson 433**  
Mechanics - Punctuation - Parentheses

Use parentheses to enclose Arabic numerals which confirm written numbers. Example: They will arrive in (30) thirty days.

**Instructions:** Use parentheses where needed in these sentences.

1. The phone deal is for one hundred fifty 150 minutes a month.

2. It is interest free for ninety 90 days.

3. We only have room for forty-five 45 guests.

4. The firm has thirteen 13 openings at the present time.

5. They will lay off four hundred 400 workers in the next 6 six months.

**Lesson 434**  
Mechanics - Punctuation - Parentheses

Use parentheses to enclose abbreviations synonymous with spelled-out forms occurring after the forms or if the order is reversed. Example: I will meet with U.E.A. (Utah Education Association) leaders at 4:00. I will meet with Utah Education Association (U.E.A.) leaders at 4:00.

**Instructions:** Use parentheses where needed in these sentences.

1. The FFA Future Farmers of America boys from our school won many awards.

2. What was the ruling by the Federal Communications Commission FCC?

3. The pipe that will be used is PVC polyvinyl chloride.

4. The National Education Association NEA will have its conference in February.

5. The BSA Boy Scouts of America has come under fire recently.

[Answers: Lessons 431 - 434](http://www.dailygrammar.com/431to435.shtml)

**Lesson 436**  
Mechanics - Punctuation - Brackets

Use brackets to enclose comments, criticisms, or corrections inserted by someone other than the original writer or speaker. Example: Anyone who met him [the author] respected his authority.

**Instructions:** Place brackets where they are needed in these sentences.

1. Everyone who knew him the deceased recognized the loss to the community.

2. In his biography *My Only Love* he wrote about his job.

3. I think the day was the 3rd 4th that you were here.

4. The witness said, "I saw him the defendant coming out the back door."

5. With his new book *The Last Day* he should become a millionaire.

[Answers: Lesson 436](http://www.dailygrammar.com/436to440.shtml)