

Part V: Punctuation

The “Online Exercise” icons in Part V of the handbook refer to the following exercises.

Note: There is a set of review exercises on using punctuation at the end of this document.

Exercise 50: Internal Punctuation: The Comma (see section #43)

Insert commas in the following sentences. Could some be punctuated in more than one way?

1. It was a fascinating hypothesis but it was greeted with silence.
2. Some people can tell where commas are required when they read the sentences aloud and listen for the natural pauses.
3. Jamil needed some help with his lab report so he thought he would make an appointment with a tutor.
4. They make faces at each other each time they pass on the street.
5. You live you learn.
6. The dog walked and fed I decided to relax with a murder mystery.
7. Because the snow is plentiful this year the snowboarding is especially good.
8. Before you move to Paris you should study French.
9. The things I expected from my education were maturity spiritual growth and a career.
10. However you look at it the solution needs to be simple and practical or the boss will not approve of it.
11. At the end of the lecture I had no clearer understanding of the subject than I had when I came in.
12. Parsnips sardines and peanut butter were the ingredients for my new culinary creation.
13. As usual before going to bed I turned on the eleven o'clock news.
14. After Anne finished the report which showed marked improvement in profits she seemed less happy than she had before she began the report.
15. Auditions will be held at the concert hall at 2:00 p.m. on November 30 2017.

16. “I’m glad Henry is going with us to the lake” said Martha. “He’s a qualified life guard.”
17. Yesterday we visited family in Port Elgin New Brunswick and tomorrow we’re going to Charlottetown Prince Edward Island.

Exercises 51: Internal Punctuation: The Semicolon (section #44) / The Colon (section #45)

Insert semicolons or colons in the following sentences. Could some be punctuated in more than one way?

1. Everyone thought the technological revolution would reduce our use of paper we were wrong.
2. The next step was obvious they would need to get married.
3. I had not been back in ages therefore, I was surprised to see all the changes.
4. The crew needed to replace several things on the ship sails, cannons, the mizzenmast, and various parts of the deck.
5. The strike was over the people were jubilant.
6. My last piece of advice is the most important break your larger goals down into groups of smaller ones.
7. The exercises that follow serve two types of people those looking to strengthen their core and those looking to improve upper-body strength.
8. Some people eat to live others live to eat.
9. The dictator’s statue stood for almost thirty years however, it was toppled in less than an hour.
10. When drafting his essay, Henry needed to write a clear thesis statement to outline the order of his paragraphs, his likely sources, and supporting evidence and to tie his thesis statement and arguments together in the conclusion.
11. When Michel coached his clients about goal setting, he told them to think of the acronym SMART specific, measurable, achievable, realistic, and timely.
12. In *Lost Horizon*, James Hilton writes of an ideal society that lives by only one rule be kind.

Exercises 52: Internal Punctuation: The Dash (section #46) / Parentheses (section #47)

Set off the italicized interrupters with commas, dashes, or parentheses. Be prepared to defend your choices.

1. It was seven o'clock in the evening *a mild autumn evening* and the crickets were beginning to chirp.
2. No one *at least no one who was present* wanted to disagree with the speaker's position.
3. Early one Sunday morning *a morning I will never forget* the phone rang unexpectedly.
4. Since it was only a mild interjection *no more than a barely audible snort from the back of the room* he went on with scarcely a pause, but with a slightly raised eyebrow, and finished his speech.
5. And then suddenly *out of the blue and into my head* came the only possible answer.
6. But we sat silent *the scene before us on the stage had left us stunned*.
7. She was a big fan of his hometown hockey team *unless they were losing*.
8. Margo said that *for her* the most enjoyable part of the dinner was the chocolate cake *typical Margo*.
9. While canoeing with my brother *something I will never do again* we saw black bears and a bald eagle.

Exercises 53: End Punctuation: The Period (section #49) / The Question Mark (section #50) / The Exclamation Point (section #51)

Insert periods/question marks/exclamation points in the following sentences. Could some be punctuated in more than one way?

1. Cartoons are enjoyed by both children and adults; sometimes adults enjoy them more
2. I cannot believe she asked me if I knew who she was
3. His belly shook; he had a red nose; he was surrounded by reindeer
4. Atwood uses figurative language; however, the literal sense is sufficiently clear
5. At what time does the performance begin
6. We started to edit the next edition of the newsletter; soon the office was littered with coffee cups and paper
7. Oh, no Have we arrived too late to see Dr Kapoor

8. We pushed off from the shore; the canoes were buffeted by the waves; we found ourselves unexpectedly in the water
9. Could you tell me if I have filled out this form correctly
10. Things went suspiciously well: the first person to look at the house wanted to buy it
11. What are your plans after work today
12. Petra's new kitten is lost We've been looking for it for hours

Exercise 54: Quotation Marks (section #52)

Insert quotation marks in the following sentences. Could some be punctuated in more than one way?

1. The man on the phone asked, Do you have a few minutes for a quick survey?
2. The professor's frustration was obvious when she spoke: I don't know how else I can explain this concept to you.
3. How much does it cost to rent a hot-air balloon? the hopeful group of young students asked.
4. Although it is doubtful Marie Antoinette ever said Let them eat cake, it is the phrase most commonly associated with her.
5. Scholars have variously described academic disciplines as silos, barricades, and black boxes, using metaphors of containment.
6. Kristy yelled Over here! and we all looked to see what she'd found.
7. You need to pick up milk on the way home, said Jackson, and we need bread, too.
8. What's the best time to call you? she asked.

Part V Review: Using Punctuation

A. CORRECTING PUNCTUATION

Correct any errors in punctuation in the following sentences, many of which come from students' papers. You may also want to make other improvements—practise your revising techniques.

1. Rainer Maria Rilke says Love occurs when two solitudes protect and touch and greet each other.
2. I believe, that for a number of reasons, genetically modified food should be carefully regulated.

3. He was not a frightening poltergeist but an irritating one he hid the remote control and moved the coffee table.
4. Many of his plays are about royalty, as in the Lancastrian tetralogy *Richard II Henry IV (1) Henry IV (2) and Henry V*.
5. His childlike features were deceptive as we discovered when the alien from the planet Zotar began to give us detailed instructions on how to build a time machine.
6. When you spend time with close friends you get a different perspective life seems less narrow and serious.
7. With him too, she felt comfortable.
8. I would like to wake up in the morning especially a beautiful morning such as this and not feel the burden of work.
9. The encounter that deepened his feelings more, occurred at age nine.
10. Therefore one must always remember to be polite when encountering a ghostly stranger in a train station.
11. This then, was the plan. Return to our campsite for the night and tackle the hiking trail the next morning.
12. I joined in; dancing haltingly at first and then more confidently.
13. As a person exercises the muscle of the heart becomes stronger therefore, it can pump more blood while beating less.
14. However I always wake up the next day with the worst sort of headache the emotional headache.
15. The meal started with grilled artichokes followed by mushroom ravioli and finished with a lemon tart.
16. It was after all, exactly what he had asked for.
17. Crisp memories of laughing eyes, loving smiles and peaceful easy feelings still linger.
18. A computer hard drive is easy to install just remember to ground yourself before you touch the hard drive.
19. Did Sheila Watson write *The Double Hook*.
20. Eighteenth-century mathematicians unlike their counterparts in the seventeenth century,

were able to develop both pure and applied mathematics. Leonhard Euler, a notable genius in both these fields contributed invaluablely to every branch of mathematics.

21. Another classic film, that explores the effects of war on individual lives, is *Casablanca*.
22. It began to rain, nevertheless, since they were on the sixteenth fairway they went ahead and finished the round.
23. When the tyrant stood up and said You rascals you will get what you deserve a brick fell on his head.
24. To me this indicates, that although he remembers the details of the events he describes, there is an enormous space of time, between them and the present, that makes them intangible.
25. The sounds of the sonata are soft and never harsh which helps create the melancholy mood.

B. USING PUNCTUATION

Punctuate the following sentences as you think best, indicating possible alternatives and places where you think punctuation is optional. Be prepared to defend your choices. Some sentences may not need punctuating.

1. When the meeting ended he went to a pub for a drink.
2. Doggedly Peyvand finished his essay.
3. Soon those parts became unappealing and she decided to fire her current agent.
4. In 2020 he moved to Halifax Nova Scotia and bought a small reputable art gallery specializing in expensive striking white minimalist plastic sculpture.
5. She felt uneasy about the trip yet she knew she had to go and meet her sister flying in from Hong Kong.
6. I took the book that I didn't like back to the library but I still had to pay a fine.
7. Mary Winnie and Cora came to the party together but left separately.
8. He had a broad engaging smile even though he had three teeth missing.
9. Having heard all she wanted Bridget walked out of the meeting.
10. But once you've taken the first few steps the rest will naturally be easy.
11. The poem was short the novel was long the poem was good the novel better.
12. Perhaps we can still think of some way out of this mess.

13. But Canadians don't think that way they prefer to sit back and wait.
14. Last summer we visited Hastings the site of the battle won by William the Conqueror in 1066.
15. A warm bath a good book and freshly laundered sheets were all she wanted.
16. There are only three vegetables I can't tolerate turnips turnips and turnips.
17. In the good old days the doctor a specialist in family practice made house calls all morning.
18. August 16 1977 is when Elvis Presley died.
19. He had to finish the novel quickly or he wouldn't get his advance.
20. We arrived we ate we partook in boring conversation and we departed that's all there was to the evening.
21. You must plan your budget carefully in times of inflation so remember to buy lottery tickets.
22. His several hobbies were philately woodworking chess and fishing.
23. He would rather make up a lie than stick to the boring truth that was his downfall.