

Table of Contents

| Introduction | Semicolons and Colons |
|---|---|
| End Marks and Abbreviations | Basic Semicolons |
| Endings Count 4 | Semicolons with Transitions 24 |
| Abbreviate It | Too Many Commas |
| End Marks and Abbreviations 6 | Colons |
| Writing a Script | Semicolons and Colons |
| Commas | Descriptive Writing |
| List It 8 | Underlining or Italics and Quotation Marks |
| Commas for Phrases | Which Is Which? |
| Listing Clauses | Adding Emphasis |
| Compound It | Underlining or Italics and Quotation Marks |
| Punctuating Compound Sentences 12 | Quote This |
| Commas in a Series or in Compound Sentences | Punctuating and Capitalizing Quotes 34 |
| Interrupting Information | Speaker in Between35 |
| Appositives | Direct Quotations |
| Make a Remark | More Underlining or Italics and Quotation Marks |
| Commas to Set Off Interrupters17 | Writing Project: Writing Dialogue 38 |
| What a Way to Begin | Apostrophes and Hyphens |
| Adding Introductions | Showing Possession |
| Conventional Commas | Contraction Action |
| Commas | Hyphens |
| Friendly Letter | Apostrophes and Hyphens 42 |
| | Unit Assessment |
| | Answer Key |



Commas to Set Off Interrupters

Assessment

Read the following paragraph and answer the questions below.

- 1 Class today we are going to learn about a branch of Buddhism a popular religion
- 2 practiced in ancient Japan. Buddhism, introduced to Japan by the Chinese and Koreans
- 3 in the sixth century had a profound effect on the people of Japan. In my opinion the most
- 4 influential sect or branch was Zen. Zen taught that rigid spiritual and physical discipline
- 5 would produce an enlightenment of the nature of existence and lead to nirvana a state of
- 6 everlasting peace. It stressed recognizing the beauty of simplicity and man's
- 7 harmony within nature. Both meditation and the adherence to defined social rules are
- 8 components of Zen, and both are believed to keep peace and harmony within society.
- 9 Throughout the years, Zen ways became absorbed into the lives of all people, regardless
- 10 of their religious affiliation. This influence can be seen for example in the fine arts,
- 11 customs, and daily living habits of the people of Japan today.

Select the proper punctuation correction for the following lines of the paragraph and write the appropriate letter on the blank.

| Line 1: | A. Add a comma after the words <i>Class</i> and <i>Buddhism</i> |
|----------|--|
| | B. Add a comma after the words <i>Class</i> and <i>today</i> . |
| | C. No corrections are needed. |
| Line 3: | A. Add a comma after the word <i>opinion</i> . |
| | B. Add a comma after the words <i>century</i> and <i>opinion</i> . |
| | C. No corrections are needed. |
| Line 4: | A. Add a comma after the word <i>sect</i> . |
| | B. Add a comma after the words <i>sect</i> and <i>rigid</i> . |
| | C. No corrections are needed. |
| Line 5: | A. Add a comma after the word <i>nirvana</i> . |
| | B. Add a comma after the word <i>produce</i> . |
| | C. No corrections are needed. |
| Line 8: | A. Remove the comma after the word <i>Zen</i> . |
| | B. Add a comma after the word <i>both</i> . |
| | C. No corrections needed. |
| Line 10: | A. Add a comma after the words <i>seen</i> and <i>example</i> . |
| | B. Add a comma after the word <i>seen</i> . |
| | C. No corrections are needed. |

Commas



Colons are used in conventional situations more often than in text. Below are a few cases.

| Time | Ratios | Bible Verses | Business Letter Salutations |
|-----------|--------|--------------|------------------------------------|
| 3:15 р.м. | 2 to 1 | John 3:16 | Dear Sir: |
| 4:17 а.м. | 2:1 | Genesis 1:7 | To Whom It May Concern: |

The most common placement for **colons** in text is before a list of items. If using a **colon** before your list, do not place it directly after a verb or a preposition. A **colon** is most often used with expressions like *as follows* or *the following*.

| Correct | On our camping trip we will need to bring sleeping bags, a camping stove, a flashlight, warm clothes, and a week's supply of food. |
|-----------|---|
| Incorrect | On our camping trip we will need to bring: sleeping bags, a camping stove, a flashlight, warm clothes, and a week's supply of food. |
| Correct | On our camping trip we will need to bring the following items: sleeping bags, camping stove, a flashlight, warm clothes, and a week's supply of food. |
| Correct | This recipe is made from chicken, curry, onions, brown sugar, and sour cream. |
| Incorrect | This recipe is made from: chicken, curry, onions, brown sugar, and sour cream. |
| Correct | This recipe includes these ingredients: chicken, curry, onions, brown sugar, and sour cream. |

Read each list of items. Write a sentence with a colon inserted before each list.

| 1. | bait, tackle, net, and hooks |
|----|--|
| | |
| 2. | ham sandwich, grapes, string cheese, orange juice, and a chocolate chip cookie |
| | |
| 3. | protractor, compass, calculator, ruler, and pencils |
| | |
| 4. | basketball, tennis, swimming, and bowling |
| | |