

English Grammar: Punctuation Study Guide

by
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Roslyn Heights, New York

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English Grammar: Punctuation

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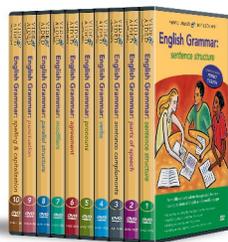
isbn 1-57385-109-4 · upc 600459109493

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English Grammar: Punctuation Study Guide

Introduction

Video Aided Instruction's English Grammar Series makes the tricky rules of English grammar easier to learn than ever before – whether you're new to English or you've been speaking it for years!

Many people have a tough time using commas, semi-colons, and other punctuation marks correctly. But once you master the basic rules, perfect punctuation can become automatic. This program teaches you where to put these "road signs" in your sentences – so no one will get lost while reading your work!

Before you begin studying, let us make a few recommendations. First, have a notebook and pen ready so you're prepared to take notes. You'll probably want to use the many on-screen graphics to take notes for yourself – when you're done, you'll have a notebook on English grammar that you can refer back to again and again.

Secondly, don't forget to take advantage of your "pause" button while viewing the program. This will allow you to try to complete the exercises in this study guide before you view the answers on-screen.

Finally, don't try to absorb too much at one time. By viewing the program over a number of short sessions (instead of all at once), you'll stay "fresher" and retain more of what you learn. And don't forget: you can review the entire program, or specific sections, as many times as you need to!

Now you can eliminate embarrassing mistakes from your speaking and writing forever. Let Video Aided Instruction be your guide!

About the Author

Karl Weber, M.A., is a professional writer, editor, and teacher. He is the author of two popular series of test prep guidebooks, and has worked on books with such noted personalities as former President Jimmy Carter, Ambassador Richard Butler, and U.S. Representative Dick Gephardt.

Lesson 1 – Punctuating the End of a Sentence

Exercise 1

Directions: Each of the following sentences is missing its end punctuation. Read each sentence and decide whether it is a declarative, interrogative, imperative, or exclamatory sentence. Then add the correct end punctuation.

1. Where can I buy a portable radio similar to the one you brought to the ball game yesterday
2. After giving me reliable service for eight years, my car finally broke down last week
3. That's an incredible story
4. I'd like to know why the senator voted against the appropriation bill
5. Let me have a copy of the paper you wrote for our art history class

Lesson 2 – Using Commas

Exercise 2

Directions: In the following sentences, some commas have been misused or omitted. Read each sentence and decide how commas should be added or omitted to make the sentence correct.

1. The exhibit includes fossil remains of apatosaurus stegosaurus tyrannosaurus and several other dinosaurs.
2. Having been born in Nigeria Henry, never saw snow until he visited Colorado last winter.
3. Felipe enjoys rebuilding the engines of classic cars and he was happy when Simone asked him to work on her 1969 Corvette.
4. Lake Placid a ski resort in upstate New York, was the site of the 1980 Winter Olympics.
5. We spotted the actor, Tom Hanks, having lunch in a restaurant on Madison Avenue.

Lesson 3 – Using Semicolons and Colons

Exercise 3

Directions: In the following sentences, some semicolons and colons have been misused, omitted, or mistakenly replaced by other punctuation marks. Read each sentence and decide how semicolons and/or colons should be added or omitted to make the sentence correct.

1. To this day, millions of opera lovers consider one man the greatest singer of all time, Enrico Caruso, the renowned Italian tenor.
2. If you see a parking spot on the street, put your car there, otherwise, use a parking lot.
3. Under relentless questioning by the teacher, Joanne finally admitted that: she had copied part of her paper from a book in the school library.
4. At first, Columbus thought his ships had landed in India; for this reason, he called the native people he encountered Indians.
5. Four cities are being considered to host the world soccer championships; Madrid, Spain, Seoul, South Korea, Sydney, Australia, and Bogotá, Colombia.

Lesson 4 – Using Quotation Marks

Exercise 4

Directions: In the following sentences, some quotation marks and other punctuation marks have been omitted. Read each sentence and add any missing punctuation marks in the proper places.

1. As Robert Frost remarked in his poem Mending Wall, Good fences make good neighbors
2. What did Emerson mean when he wrote the words, I hate quotations. Tell me what you know
3. The company president asked all employees to look for ways to work more efficiently and therefore save money
4. Churchill ended his stirring wartime speech with the words, Let us therefore bear ourselves so that men will say This was their finest hour
5. Everyone chuckled when Kevin quipped, Why is it that the teacher only calls on me when I haven't done my homework

Lesson 5 – Using Other Punctuation Marks

Exercise 5

Directions: In the following sentences, parentheses or dashes have been omitted. Read each sentence and insert the indicated punctuation marks in the proper places.

1. Because the following day Wednesday was the first of June, Loretta's rent payment was due. *(parentheses)*
2. Napoleon's exile to the island of Elba marked the end of his career or so it seemed. *(dash)*
3. The Battle of Bull Run known in the South as First Manassas was the first major encounter of the Civil War. *(parentheses)*
4. When we compare today's automobiles to those of a century ago, we can see that much has changed in fact, practically everything has changed. *(dash)*
5. In a later section of the book chapters four through six, the author describes in detail the early struggles of the American labor movement. *(parentheses)*