

for CHAPTER 22: PUNCTUATION pages 639–42

Abbreviations Review

22e. Use a period after certain abbreviations.

EXAMPLES	Mr. Luther F. Rogers, Jr.	Valentine Ct.
	Sen. Lindy Boggs	1000 B.C.
	New Orleans, La.	12 ft 7 in.

EXERCISE For each of the following sentences, cross out each abbreviation error and write the correct abbreviation or the entire expression above it.

Example 1. Our new family doctor is Jeanine Attaway, ^{M.D.}~~Medical Doctor~~.

1. The first specialized breed of dairy cattle, the Holstein, was produced in Europe around 100 before Christ.
2. The conference will be held in Tucson, Ariz.
3. Last Wed., NASA announced the launching of a new space shuttle.
4. The speed limit on several local roads was reduced to 30 m.p.h.
5. 6 ft., 3 in. (item in a table of measurements)
6. Many Roman homes built in the first few centuries *anno Domini* had elaborate courtyards.
7. Martina wrote a book report on *Out of the Silent Planet* by C S Lewis.
8. The delegates will meet in S. America for the next summit.
9. The election will take place on Mar. 14.
10. The newspaper reported that the marathon runners were exhausted after over twenty-six mi. of running.
11. Gen. Booker received the memo this morning.
12. The tourists' plane arrived in NY City.
13. Mr Granholm will build the new office building on Cedar Street.
14. The conference session on learning lasted for only one hr.
15. The gardening expert who will speak to our class is Mister Eddie Cochran.
16. The new plants grew three in. in a week.
17. Mr. Samuel Jefferson, Junior, will arrive by plane tomorrow morning.
18. The beaches of Calif. attract many tourists throughout the year.
19. The information in this computer book is nearly five yrs. out-of-date.
20. Baton Rouge, La. 70808 (address line on an envelope)

Commas: Items in a Series

22f. Use commas to separate items in a series.

EXAMPLES Items of folk art are often discovered in closets, attics, and barns. [words]
Our exhibit has encouraged people who tell stories, who sew quilts, and who carve toys to share their talents. [clauses]

(1) If all items in a series are joined by *and*, *or*, or *nor*, do not use commas to separate them.

EXAMPLE Diamonds or flowers or stars are good designs for a beginner.

(2) Short independent clauses may be separated by commas.

EXAMPLE Plan your design, collect scraps, and seek good advice.

(3) Use commas to separate two or more adjectives preceding a noun.

EXAMPLE See the loud, bright colors in her design!

EXERCISE A Insert commas where they belong in the following sentences.

Example 1. Please bring your rulers, calculators, and workbooks.

1. Do you use relish mustard and mayonnaise?
2. Uncle Hugo likes large colorful flowers in his garden.
3. Rita plays the piano writes songs and sings in a choir.
4. She gave a concert at noon signed autographs at three and visited the museum at nine.
5. The council voted to buy a firetruck to hire a police captain and to build a water tower.
6. Miami Orlando and Tampa are three Florida cities.
7. Have you noticed that Tom cleans the house cooks the meals and washes the dishes?
8. Fabian made a nutritious salad with tuna carrots beans and macaroni.
9. Are those the old ragged clothes from the attic?
10. Men women and children pay the same ticket price.

EXERCISE B Insert commas where they belong in the following paragraph.

Example [1] Old quilts, thick pottery, and wooden ware are examples of folk art.

[11] Needlework quilts and toys are parts of the new exciting exhibit. [12] Short interesting biographies are also provided. [13] Elizabeth, a girl in the 1700s, studied music spoke French and did needlework. [14] Her name her birthday and her school's name are sewn into a sampler. [15] As she sewed, Elizabeth practiced the alphabet learned to spell made up verses and showed her artistic ability.

Commas with Independent Clauses

22g. Use a comma before *and, but, for, nor, or, so, or yet* when it joins independent clauses.

EXAMPLES Marina must pass the test, **or** she'll have to repeat the course.
Somebody suggested a tutor, **but** she wanted to consult her teacher.

EXERCISE A Insert commas where they are needed in the sentences below.

Example 1. The play received a poor review, yet it was a success.

1. We have less leisure time for we're busy with household chores.
2. Sonya carries out trash and Lionel does laundry.
3. One day she left the door open and the cat slipped out of the house.
4. We had no idea where to search nor did we have the time.
5. Did you look in the shed or did you check the neighbor's garage?
6. Jake followed the recipe yet the spaghetti was too spicy.
7. Three of us ate it but Lionel refused.
8. Jake's not a great cook but we decided not to hurt his feelings.
9. Maybe Dad will take time off or Grandma will agree to come.
10. How we appreciate Mom and how we miss her!

EXERCISE B For each of the following sentences, add commas where necessary. If the sentence is already correct, write C on the line provided.

Example _____ 1. Roberto doesn't enjoy singing, nor does he enjoy dancing.

- _____ 11. Joel understands French but he doesn't write it well.
- _____ 12. Kimberly will go with her family to Vermont or she will attend summer camp.
- _____ 13. Rebecca wanted to do well in her piano recital so she practiced for an hour every day.
- _____ 14. Stephen or Karl will water the plants and feed the dog while we are away.
- _____ 15. Solomon studies the Torah every night for his bar mitzvah will take place next month.
- _____ 16. Pierre enjoys science fiction films, yet he doesn't like mysteries or thrillers.
- _____ 17. Teresa wants to be a biomedical engineer so she is taking extra science classes.
- _____ 18. Will your class be working on the bulletin board or will you be decorating the gym?
- _____ 19. Kerri isn't in the math club nor is she in the chess club.
- _____ 20. Ryan and Bob joined the ensemble and both boys will be playing the violin.

Commas with Nonessential Clauses and Phrases

22h. Use commas to set off nonessential subordinate clauses and nonessential participial phrases.

A *nonessential* (or *nonrestrictive*) clause or participial phrase adds information that is not necessary to the main idea in the sentence.

EXAMPLES Dr. Laker, who drives a yellow van, is his advisor. [nonessential clause]

My brother, hoping to get a job, requested an interview. [nonessential phrase]

When a clause or phrase is necessary to the meaning of a sentence—when it tells *which one(s)*—the clause or phrase is *essential* (or *restrictive*), and commas are not used.

EXAMPLES The girl who won third place is my teammate. [essential clause]

The jogger wearing the red shirt came in first! [essential phrase]

EXERCISE A Identify each underlined phrase or clause in the sentences below by writing above it *E* for *essential* or *NE* for *nonessential*. Insert commas where they are needed.

Example 1. The coconut, ^{NE} which is a remarkable gift of nature, grows on palm trees.

1. Would you like to meet some people who pick coconuts for a living?
2. The climbers all of whom wear loops around their ankles look like acrobats.
3. Who is the climber who just reached the top?
4. Isn't he the person who gave us directions?
5. Dried coconut meat which is called copra is used for many products.
6. Coconut shells once cleaned and polished are carved into bowls, cups, or spoons.
7. I would like to have some cups and bowls that are made from shells.
8. Have you seen any stands that sell those items?
9. When my meeting is over, I plan to buy a few items made from shells.
10. My family who will meet me at the airport will be pleased with the gifts.

EXERCISE B Add or delete commas as needed in the following sentences.

Example 1. Our drama teacher, whom we admire, ~~greatly~~, will be here soon.

11. Sri Lanka which is a country, in Southeast Asia has coconut trees.
12. What happens to the coconut fibers, that are ground up?
13. Made from the meat of the coconut candles and soap are important byproducts.
14. One of the shirts, that I bought, has buttons made from coconut shells.
15. This hat that I like, has been made from natural and dyed coconut fiber.

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Commas After Introductory Elements

22i. Use commas after certain introductory elements.

(1) Use a comma to set off a mild exclamation such as *well*, *oh*, or *why* at the beginning of a sentence. Other introductory words such as *yes* and *no* are also set off with commas.

EXAMPLES **No,** I'm not busy tonight. **Well,** let's ask Su Ling to come along.

(2) Use a comma after an introductory participial phrase.

EXAMPLE **Jogging along her usual path,** Eloise was caught by surprise.

(3) Use a comma after two or more introductory prepositional phrases or after a long one.

EXAMPLE **At the side of the road,** she came upon a furry creature.

(4) Use a comma after an introductory adverb clause.

EXAMPLE **Whenever I go to the bank,** I stop at my aunt's office.

EXERCISE A Add commas where necessary in the following sentences.

Example 1. Before we go to the park, let's have a snack.

- Lying on the ground Roberto admired the clouds in the sky.
- In the corner of the room Julie found her lost earring.
- Why I have always appreciated a good joke!
- Even though Cynthia and Leslie were late they didn't miss the beginning of the play.
- Toward the back of the closet Nancy noticed a bright, shiny object.

EXERCISE B Underline the introductory element in each of the following sentences. Then, add commas where necessary.

Example 1. During the course of this project, we will see many interesting things.

- Yes I know that Alexa Canady is a neurosurgeon.
- At the age of twenty-six she became a neurosurgeon.
- Why what an incredible accomplishment!
- In her junior year of college she decided to become a doctor.
- Oh when did she decide on her specialty?
- According to a recent interview that incident happened a few years later.
- Planning her career Dr. Canady was sure she wanted to work with children.
- Well isn't the branch of medicine dealing with children called *pediatrics*?
- Yes she is a pediatric neurosurgeon.
- After she set her goals Alexa Canady was determined to succeed.

Commas with Interrupters

22j. Use commas to set off elements that interrupt the sentence.

(1) Nonessential appositives and nonessential appositive phrases should be set off with commas.

EXAMPLE Dr. Okimo, **the new P.T.A. president,** asked parents to become active.

(2) Words used in direct address are set off by commas.

EXAMPLE **Greta,** please hang up your jacket.

(3) Parenthetical expressions (side remarks that add information or relate ideas) are set off by commas.

EXAMPLE Paulie, **on the other hand,** wanted to lead the parade.

EXERCISE A Add commas where they are needed in the following sentences.

Example 1. Your dinner, Alexandra, is getting cold.

1. The cheerleading squad not the football players will greet the visitors.
2. To tell the truth we didn't expect them until next week.
3. Althea will you introduce the speakers?
4. The new uniforms I believe will be arriving soon.
5. Please take charge of the distribution Eugene.
6. To be perfectly honest I did not like that movie at all.
7. Do you think Ted that the package will arrive today?
8. The Blanchards our new neighbors have just built a deck.
9. Nevertheless we still intend to go to the mountains this weekend.
10. I need to know by tomorrow whether you are coming to the concert Judy.

EXERCISE B Underline the appositive phrases in the following sentences, and add commas where necessary.

Example 1. We looked forward to visiting Belgium, the next stop on our tour.

11. Belgium a small country in Europe has two official languages.
12. Dutch a Germanic language is spoken by those in the northern part of Belgium.
13. The people in the southern part the Walloons speak French.
14. Some signs in Brussels the capital city are in both languages.
15. Many Belgians adults and children know more than one language.

Comma Review A

- 22f.** Use commas to separate items in a series.
- 22g.** Use a comma before *and, but, for, nor, or, so, or yet* when it joins independent clauses.
- 22h.** Use commas to set off nonessential subordinate clauses and nonessential participial phrases.
- 22i.** Use commas after certain introductory elements.
- 22j.** Use commas to set off elements that interrupt the sentence.

EXAMPLES Our collection includes pop, mariachi, rhythm and blues, and hip-hop music.
 Bill bathed the dog, and the cat hid under the bed.
 Tim, hoping to make the swim team, practiced every day.
 If you see smoke, you know there is a fire.
 Harrison Ford, my favorite actor, stars in that new movie.

EXERCISE A Add commas where they are needed in the following sentences.

Example 1. We packed jackets, a tent, cooking gear, and our food.

- For our garden, Rob pulled weeds Gabbi planted vegetables and I added mulch.
- The main agenda items which are listed on the chalkboard will be covered first.
- In case you were wondering Christa will be reading the part of Juliet.
- Ports for a modem video and sound cards and a printer are found on most computers.
- Wow our relay team is good but would you look at the way they are running now!
- The weather for the final day of the golf tournament was breezy mild and beautiful.
- Should we distribute the ballots or would you prefer that we wait a little longer?
- Gathering the bundles of magazines Ben and I prepared to visit the nursing home.
- Neither the small black foreign sports car nor the oversized blue van was ours.
- By the end of the year our new company Equipment Rentals expects business to double.

EXERCISE B Add or delete commas as necessary in the following sentences.

Example 1. When Tom and Blanca, reached the top of the hill, they witnessed a beautiful sunset.

- Searching for a new house packing our belongings and cleaning the house took a lot of time.
- Our guide dogs carefully trained over a period of several months were ready to be placed.
- Those two cowboys whose saddles look new have worked at the ranch for many years.
- Over the cupboard, in the corner of the kitchen you'll find the picnic basket.
- The students who were receiving awards, were told to come half an hour early.

Conventional Uses of Commas

22k. Use commas in certain conventional situations.

(1) Use commas to separate items in dates and addresses.

EXAMPLE Aunt Virginia was born on June 15, 1943, in France.

(2) Use a comma after the salutation of a friendly letter and after the closing of any letter.

EXAMPLES Dear Magdalena, Sincerely yours,

(3) Use commas to set off abbreviations such as *Jr.*, *Sr.*, or *M.D.* when they follow persons' names.

EXAMPLE Is Alex M. Jorgensen, Jr., here?

EXERCISE A Add commas where needed in the following letter.

Example June 5, 2001

Dear Uncle Roy

My, what an eventful month our family is having! We have good news and bad news. The good news is that Mom is now Jessie C. Hilton Ph.D. The bad news is that we're moving, for she has a new job in Kentucky. Our house is for sale now. We think it will sell quickly because the location at 1706 Madison Avenue Ames Iowa is near the schools. Our new address will be 552 Larchmont Road Louisville KY 40232. We will be in Kentucky as of July 10 2001 so please write to us there.

Your nephew

Harold

EXERCISE B Add commas where necessary in each of the following sentences.

Example 1. Composer Ludwig van Beethoven was born on December 16, 1770, in Germany.

1. The company moved its offices to Seattle Washington.
2. Uncle Leo moved to the United States on July 4 1948.
3. We learned that David Feldman Ph.D. became the company president.
4. Their first son was named Marc Divine Jr.
5. Next summer, we will visit our grandparents in Lincoln Nebraska.
6. We moved into our new home on February 23 2000.
7. The lecture on wildlife was given by Marvin Goosner Ph.D.
8. Scott McIntosh M.D. will visit our school next week.
9. These souvenirs are from Biloxi Mississippi.
10. The couple celebrated their first anniversary on June 14 1999.

Unnecessary Commas

221. Do not use unnecessary commas.

Have a reason for every comma and other mark of punctuation that you use. When there is no rule requiring punctuation and when the meaning of the sentence is clear without it, do not insert any punctuation mark.

INCORRECT My friend, Alice, lent me her skates, but now, I can't find them.

CORRECT My friend Alice lent me her skates, but now I can't find them.

EXERCISE A Add or delete commas as needed in the following sentences.

Example 1. Obviously, most students care^y about their school, yet few of them belong^y to the Booster Club.

1. Tomorrow, Hans and Sally, will present a short scene, from their skit.
2. They will use their script, costumes and props to illustrate, train travel today.
3. More people, these days it seems, are planning train trips.
4. Nowadays train fares are more affordable, than they were at one time.
5. What should people, who are in a hurry, do to reach their destination?
6. A trip by rail, of course takes longer, than one by air.
7. Moreover getting to the airport, or driving in highway traffic can be, a hassle.
8. Railroad stations are, usually in the center, of a city I believe.
9. The main station, in our city for example, is in the downtown area.
10. Therefore it is a simple matter of a convenient, bus ride to the train depot.

EXERCISE B For each of the following sentences, add or delete commas as needed.

Example 1. At any rate, I want^y to celebrate my birthday with you and Tim, Mary.

11. We listened carefully to the flutes oboes and clarinets.
12. People, who drive too fast, endanger the lives of others.
13. The entire class did well on the final exam so they had a celebration dinner.
14. All of the hypotheses in fact were proven to be viable.
15. I have been looking for a book, about the life cycle of butterflies.

Comma Review B

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- 22i.** Use commas after certain introductory elements.
- 22j.** Use commas to set off elements that interrupt the sentence.
- 22k.** Use commas in certain conventional situations.
- 22l.** Do not use unnecessary commas.

EXERCISE A Add commas where needed in the following sentences.

Example 1. Marco, who turns sixteen tomorrow, will soon get his driver's license.

1. Samuel will bring the food and Laura and Michael will cook.
2. I just returned from the grocery store the pharmacy and the florist.
3. Keely and Tomas who are coming from Houston will join us for dinner tonight.
4. Tonight I will finish my book make an outline for my report and type it into the computer.
5. Carrie reacting quickly caught the falling plate before it broke.

EXERCISE B Add or delete commas as needed in the following sentences.

Example 1. The Smithsonian Institution is located in Washington, D.C.

6. This group of museums was named after James Smithson an English scientist.
7. Smithson who was a wealthy man left his fortune, to the United States of America.
8. The money was to be used for the increase, display and diffusion of knowledge.
9. On June 27 1829 Smithson died in Genoa Italy.
10. Six years were to pass however before the U.S. government was notified of his will.
11. After a great deal of debate Congress decided, to accept the gift.
12. Most of Smithson's fortune of course was in England not in the United States.
13. To use his gift Congress had to find a way, of turning English pounds into American dollars.
14. First the money was put, in the form of British gold coins.
15. These coins, were shipped to the U.S. Mint at Philadelphia Pennsylvania and recoined.