

Punctuation Module

**English Grammar and Punctuation
per AP Stylebook**

Punctuation Module

Commas part 1 (lecture)

Do Page 4 with the lecture.

(Answers are within the slides.)

Commas That Separate (exercise)

Do Page 5.

Answers on page 17.

Commas part 2 (lecture)

Do Pages 6 in the English workbook with the lecture.

(Answers are within the slides.)

Essential/Nonessential Clauses

Do Page 7. (The Commas 2 lecture will tell you when to do this exercise.)

Answers on page 18.

Commas part 2 (lecture)

Do Pages 8 & 9.

(Answers are within the slides.)

Commas (exercise)

Do Pages 10 & 11.

Answers on page 19 & 20.

Quotation Marks (lecture)

Do Pages 12 & 13 with the lecture.

(Answers are within the slides.)

Quotation Marks (exercise)

Do Page 14.

(Answers are in BPAS-W folder in Jones file [Word document].)

Apostrophes (lecture)

Do Page 15 with the lecture.

(Answers are within the slides.)

Apostrophes and Contractions (exercise)

Do Page 16.

(Answers are in BPAS-W folder in Jones file [Word document].)

Answers to exercises begin on page 17.

Commas 1

Use this worksheet with the English computer lecture: **Commas 1**. Do not correct a sentence until prompted to do so by the slide. Insert commas and other punctuation in the sentences according to the rules presented in the lecture.

1. The cartoon makes me laugh but it exposes an uncomfortable situation.
2. The private in charge of the detail divided up the chores among the casual workers and encouraged them as they worked.
3. Frank Lloyd Wright designed his first building at age 20 but designed his last building at age 90.
4. The railroad station is nearby and it has plenty of parking
5. The earliest photographs of the castle reveal a fanciful array of turrets and towers but the building rises from a flat and barren landscape.
6. While the band played the national anthem everyone stood at attention.
7. The speaker was noted for his animated style relevant message and strong voice.
8. Some great pairs in the movies were Tracey and Hepburn, Burns and Allen and Gable and Lombard.
9. The goals of recycling are to prevent waste to minimize the use of natural resources and to cut down the amount of trash that goes into landfills.

COMMAS that Separate

This is an open-book practice exercise.

Add commas where they are needed.

Answers on page 17.

1. The corpse was stored at the hospital morgue until the family could claim it.
2. Although Sarah cannot sew her buttons are attached properly.
3. The passenger requires a walker because her legs are too weak to hold her body.
4. Soaring through the stormy sky the plane crashed in a field outside the base.
5. The yard looks great after I mow the lawn and trim the trees.
6. Prohibition in the 1920s gave Al Capone an enormous source of income and contributed to the rise of organized crime.
7. The fish bite best under the lily pads by the edge of the lake. (1 location)
8. The fish bite best under the lily pads in the shade and in the deep water. (3 locations)
9. Since I left home Mom has attended many games and cheered for the team.
10. I like mustard ketchup and tomatoes on my hamburger.
11. The onions need to cook until they turn brown.
12. I can't eat cheese because I get sick if I do.
13. The boy went to the store and bought some peas.
14. The boy went to the store and he bought some peas.
15. My forefathers are Irish American Indian English Austrian and Italian.
16. I love to dance to salsa jazz and rock and roll music.
17. The dog was rowdy but it calmed down by the end of the day.
18. My sister watched "Dumbo" "Aladdin" and "Beauty and the Beast."
19. Our team will be very competitive when it has a little more experience.
20. On Friday nights in Atlanta there are many clubs that stay open late.

Commas 2

Use this worksheet with the English computer lecture: **Commas 2**. Do not correct a sentence until prompted to do so by the slide. Insert commas and other punctuation in the sentences according to the rules presented in the lecture.

10. Allison who is only 6 years old plays soccer on a team.
 11. Many mysterious incidents that occurred in the Bermuda Triangle cannot be explained.
 12. The authors were able to interview the 90-year-old man ____ (that, who, which) was able to tell them how to tan a hide.
-

(The Comma 2 lecture will tell you to interrupt the lecture to do the practice exercise on Page 7 before continuing with the Comma 2 lecture.)

ESSENTIAL/NONESSENTIAL CLAUSES

This is an open-book practice exercise.

Insert commas around the nonessential clauses. Use “which” for nonessential clauses that refer to inanimate objects and animals. Use “that” for essential clauses that refer to inanimate objects and animals. Use “who” or “whom” for essential and nonessential clauses that refer to people. Use “where” for essential and nonessential clauses that refer to places.

1. Col. Robert L. Stephens offered a prayer at his retirement ceremony _____ was held at the Pacific War Memorial July 1, 2005.
2. Even those individuals _____ remain in the local area are not immune to accidents.
3. Former President Jimmy Carter toured the new U.S. Navy submarine _____ is named after him Feb. 18, 2005.
4. There are only a few people _____ remain on active duty _____ know how he got his nickname.
5. Shaw _____ was assigned to the 34th Military Police Detachment here was shot to death outside Rusty’s Pub in Severn, Md.
6. Sunburn dries the skin _____ may become itchy and tight.
7. The American Dental Association recommends that anyone _____ participates in an activity _____ has any risk of trauma to the mouth should wear a sports mouth guard.
8. The increase in deployments and stress has led to higher levels of tobacco use among American troops _____ often leads to medical problems.
9. A former Navy deep-sea diver returned to Pearl Harbor _____ he had spent four years training sailors how to escape from submarines.
10. Our country is a land of great expectations because of those _____ have worked to defend the liberties we hold so dear.

Commas 2 (continued)

Use this worksheet to continue with the computer lecture: Comma 2. Do not correct a sentence until prompted to do so by the slide. Insert commas and other punctuation in the sentences according to the rules presented in the lecture.

13. Paul McCartney wrote the song “Yesterday.”
14. Jean Harlow died before her last movie _”Saratoga_” was finished.
15. Aspartame the artificial sweetener is 200 times sweeter than sugar.
16. Thomas Edison the inventor was neighbors in Florida with the automobile manufacturer Henry Ford.
17. The speaker from Conroe Texas gave the audience many useful hints.
18. Marion Morrison of Winterset Iowa changed his name to John Wayne.
19. Jackson Pollock Cody Wyo. was an abstract impressionist action painter.
20. Ida Strauss refused to get into a Titanic lifeboat April 15 1912 and chose to live her last moments in her husband’s arms.
21. The female thug as legend has it filed her front teeth to points to use them as weapons.
22. The candy melts in your mouth not in your hand.
23. At the same time bells will be going off.
24. The performance was flawless therefore the judges awarded high marks.
25. The new improvements to the road however will make the long drive more pleasant.
26. Yes you can still pay your bills with a check.
27. Be careful walking on the ice in the parking lot Bob.

28. Drawing up a will will make the financial decisions easier for the family.
29. Tom's loud abrasive manner made him appear unfriendly.
30. After the game, 20000 men and women danced in the streets.
31. Art director Bill Smith said "The artists express themselves in different ways."
32. "There is no better way to see the glacier" said the travel agent.
33. The young child asked Are we there yet
34. When will the instructor say "This class is over "
35. Millions of people will benefit from the change explained a health nurse in charge.

COMMA EXERCISE

This is an open-book practice exercise.

Put commas or other necessary punctuation in the following sentences, using the proper copy-editing symbols. Write the rule name in front of the sentence. Direct quotes are in bold print. Treat other quotes as indirect quotes. (Answers are in BPAS-W folder in Jones file [Word].)

1. Robbins assured his wife **Yes I definitely believe you can be a pilot**
2. **Whatever Collins does does influence the rest of the section** said Robert Martin Collins' supervisor.
3. The sergeant told his team **Gentlemen they won't know what hit them**
4. Since the Air Force had adopted the new symbol the unit wanted to use it in its logo.
5. Burns is just a quiet man who grew up in the small town of Sturgis Utah with an extended family of grandparents aunts uncles and cousins.
6. For more information about the event contact the public affairs office at (301) 222-2345.
7. The building was scheduled to be finished in 2003 however it did not open until 2005 two years after the projected completion date.
8. Guard members must have served under an order from the president not from their governor in order to be eligible for the program.
9. These rivers have been used for thousands of years for travel transportation exploration recreation commerce and livelihood.
10. Robert Wadlow Alton III. grew to a height of 8 feet 11 inches.
11. Baker said **I couldn't have done it without my family's constant support**
12. Baker said he couldn't have done it without his family's constant support. (indirect)

13. Selected officers may receive additional language training to prepare them for special positions in the field officials said. (indirect)
14. For example you can wear the shirt with the pants or shorts. If you wear the jacket you must zip it up at least halfway.
15. The engineers are looking for volunteers who want to help restore the island flora and fauna.
16. **Our goal while a lofty one is to have a workplace free of substance abuse** said Smith the command's drug demand reduction program manager.
17. Peters will retire after this tour of duty ending 25 years of military service.
18. This summer however the county plans to fix the drainage problem.
19. The logistics department ordered additional trash bins and they will be distributed to the offices.
20. Work until age 70. If you live to be 90 which is not uncommon you'll still have more than 20 years to relax and take it easy.

QUOTATION MARKS

Use this worksheet with the lecture: Quotation Marks. Do not correct a sentence until prompted to do so by the slide. Insert punctuation in the sentences according to the rules presented in the lecture.

Direct Quotes = bold / Indirect or Partial Quotes = <i>italics</i> / Quotes within Quotes = <i>bolded italics</i>

1. **Hitler has missed the bus** said Neville Chamberlain
2. **Do we need to turn in our extra remedial assignments** asked the student
3. Kermit asked **why are there so many songs about rainbows**
4. Did my supervisor really say **Mary is my best performer**
5. Did Ted really ask **why are we doing this**
6. When does the instructor ask **who needs extra help**
7. **In order to finish on time** said Sam **we all need to pitch in and help**
8. **All the votes are in** said the director of elections **now we can find out who will be king**
9. The winner said *she would give it her best shot.*
10. *The team will make a comeback next season* said the coach
11. The current exercise philosophy is more about a search for health than about a search *for the perfect body* said Cooper.
12. David The Welsh Rabbit Jones played running back for Ohio State University with Woody Hayes.
13. The last movie in the J.R. Tolkien trilogy is Return of the King
14. Panama City is in the armpit of Florida

15. My twin sons are both computer geeks. A geek is a person in the computer field whose mind understands the mind of the computer.

16. The honor graduate said **I used the book *Good Grammar Goop* whenever I was unsure of the punctuation.**

17. The honor graduate said **Whenever I have problems I get out the book *Good Grammar Goop***

18. **No great man lives in vain** said Thomas Carlyle **the history of the world is but the biography of great men**

19. Why was Thomas A. Edison qualified to say **there is a better way to do something; find it**

20. **Your body doesn't lie. If you listen to it carefully, it will tell you everything you need to know to keep healthy** said Sara Henderson.

QUOTATION MARKS

This is an open-book practice exercise.

Use proper copy-edit symbols to correct the following sentences for punctuation, capitalization and quotation mark errors. Direct quotations are in bold type. The italicized words are quotes within quotes.

(Answers are in BPAS-W folder in Jones file [Word].)

1. Hill said **scientists live to find something new**
2. **we probably had a ton of scientists out there and no one noticed** said hill
3. **What does it feel like when you make a new discovery** asked hill
4. Hill asked **have you seen this kind of grass before**
5. Did Bancroft say **healthiness is what it is all about**
6. **We are providing the opportunity for them to go out and find the enemy** said stephens **the burden is on them to find and destroy them**
7. The Internal Revenue Service chief reported **just three weeks before hearings on how the IRS was *terrorizing innocent Americans*** Congress voted to increase the agency's budget by \$600 million
8. **As a result of the merger with McDonnell Douglas and acquisition of Rockwell's aerospace and defense operations** said Condit Boeing chairman and chief executive officer **we are strategically realigning the use of our facilities**
9. While the success of the battalion's safety program seems to shout **award winning** Smith was surprised to win the award. **I'm still pretty stunned** Smith said.
10. The coach said his team had never played a better game (indirect)
11. The team has never played a better game the coach said (indirect)
12. The squad promptly secured the beach before sending an **all clear** report to a ship waiting offshore.

APOSTROPHES

Use this worksheet with the lecture: Apostrophes. Do not correct a sentence until prompted to do so by the slide. Do not work ahead. Use the arrow keys on the keyboard so that the items are revealed properly. Add letters and punctuation as needed. Slides have the answers.

1. The pigeons in the tree painted someones car.
2. The wild squirrels were nipping at the two joggers heels.
3. The captains cabin is much larger than ours.
4. We were grateful for our ushers flashlights beam when we entered the dark theater.
5. Its important for a parachutist to check his parachute and its cords before each jump.
6. My daughter and sons all took part in Mark and Barbara wedding.
7. Will borrowed his father-in-law truck so that he could transport the wide-screen television.
8. Pauls apartment has more space than Gus house.
9. The paper was difficult to read because the es looked like as.
10. Many people mistake private aircraft for UFOs at night.
11. The costume closet contained two size 10s of each outfit.
12. Back in the 1800s, three women in their 20s published books under assumed names.
13. The Beatles became an international success during the 60s.
14. The divers stomachs cramped as they swam to the waters surface.
15. Scientists are exploring this flowers power to cure cancer.
16. Were going to the diner to test the new cooks skill. (one cook)
17. The boys fingers dont bend well since his fight with the wall.
18. Tom says hell change the computers password for you.
19. All the students grades are entered in the computer.
20. Lets display the two winners trophies in the lobby.

APOSTROPHES AND CONTRACTIONS

(exercise)

This is an open-book practice exercise. Use proper copy-editing symbols to fix the following sentences for missing and incorrectly used apostrophes and other punctuation.

(Answers in page 22.)

1. The driver was wise in not asking the MPs to mind their ps and qs.
2. The siblings couldnt have done what theyve done without their parents support.
3. The stories tell our familys history but they also tell us what were capable of overcoming.
4. Borden said, “Our commands mission goal is quite simple: to provide world-class support to our customers.”
5. As Americas military were tasked with preserving peace and freedom.
6. On New Years Eve and New Years Day, when most Americans were enjoying the holiday season and watching football, aircrews were flying missions.
7. Parker said, “ Lets look at the reason for the strict rules”.
8. As a small businessman and father of five elementary school children, the candidates credentials cant be disputed.
9. TRICARE, the militarys health care provider, is now accepting enrollment for its new reserve health care plan.
10. Depression is an illness affecting many peoples professional lives.
11. “Were going to be in harms way, and it doesnt make any sense to have a policy that wont cover those situations”, said Roberts.
12. “Its not a big deal to donate blood,” French said, “Its just something I can do to help out my shipmates.”

COMMAS that Separate

Add commas where they are needed.

Answer key for page 5.

1. The corpse was stored at the hospital morgue until the family could claim it. (correct)
2. Although Sarah cannot **sew, her** buttons are attached properly.
3. The passenger requires a walker because her legs are too weak to hold her body.
(correct)
4. Soaring through the stormy **sky, the** plane crashed in a field outside the base.
5. The yard looks great after I mow the lawn and trim the trees. (correct)
6. Prohibition in the 1920s gave Al Capone an enormous source of income and contributed to the rise of organized crime. (correct)
7. The fish bite best under the lily pads by the edge of the lake. (1 location) (correct)
8. The fish bite best under the lily **pads, in the shade, and** in the deep water. (3 locations)
9. Since I left **home, Mom** has attended many games and cheered for the team.
10. I like **mustard, ketchup and** tomatoes on my hamburger.
11. The onions need to cook until they turn brown. (correct)
12. I can't eat cheese because I get sick if I do. (correct)
13. The boy went to the store and bought some peas. (correct)
14. The boy went to the **store, and he** bought some peas.
15. My forefathers are **Irish, American Indian, English, Austrian and** Italian.
16. I love to dance to **salsa, jazz, and rock and** roll music.
17. The dog was **rowdy, but** it calmed down by the end of the day.
18. My sister watched "**Dumbo,**" "**Aladdin,**" and "**Beauty and** the Beast."
19. Our team will be very competitive when it has a little more experience. (correct)
20. On Friday **nights in Atlanta, there** are many clubs that stay open late.

Answer key for page 7

Punctuation

Essential and Nonessential Clauses

1. Col. Robert L. Stephens offered a prayer at his retirement ceremony, **which** was held at the Pacific War Memorial July 1, 2005. (The nonessential clause is making a comment about the retirement ceremony.)
2. Even those individuals **who** remain in the local area are not immune to accidents. (The information after the word “who” makes the word “individuals” more specific and is essential identifying information.)
3. Former President Jimmy Carter toured the new U.S. Navy submarine **that** is named after him Feb. 18, 2005. (If the sentence stopped at the word “submarine,” the reader would not know which submarine the president toured. The information after the word “that” is essential identifying information.)
4. There are only a few people **who** remain on active duty **who** know how he got his nickname.
This is an interesting one. Both essential clauses give specific identifying information about whom the author meant by the word “people.”
5. Shaw, **who** was assigned to the 34th Military Police Detachment here, was shot to death outside Rusty’s Pub in Severn, Md. (Usually, nonessential clauses follow proper nouns. Proper nouns represent specific people, places and things.)
6. Sunburn dries the skin, **which** may become itchy and tight.
(The nonessential clause is making a comment about the whole preceding clause.)
7. The American Dental Association recommends that anyone **who** participates in an activity **that** has any risk of trauma to the mouth should wear a sports mouth guard.
8. The increase in deployments and stress has led to higher levels of tobacco use among American troops, **which** often leads to medical problems.
(This nonessential clause makes a comment about the whole sentence preceding it.)
9. A former Navy deep-sea diver returned to Pearl Harbor, **where** he had spent four years training sailors how to escape from submarines.
(The nonessential clause is making a comment about Pearl Harbor, not explaining which Pearl Harbor.)
10. Our country is a land of great expectations because of those **who** have worked to defend the liberties we hold so dear.
(The word “those” means people. The essential clause describes which people.)

Answer key for page 10 & 11.

COMMA EXERCISE

Put commas or other necessary punctuation in the following sentences, using the proper copy-editing symbols. Write the rule name in front of the sentence. Direct quotes are in bold print. Treat other quotes as indirect quotes.

1. Robbins assured his wife, **“Yes, I definitely believe you can be a pilot.”**
2. **“Whatever Collins does, does influence the rest of the section,”** said Robert Martin, Collins’ supervisor.
3. The sergeant told his team, **“Gentlemen, they won’t know what hit them.”**
4. Since the Air Force had adopted the new symbol, the unit wanted to use it in its logo.
5. Burns is just a quiet man who grew up in the small town of Sturgis, Utah, with an extended family of grandparents, aunts, uncles and cousins.
6. For more information about the event, contact the public affairs office at (301) 222-2345.
7. The building was scheduled to be finished in 2003; however, it did not open until 2005, two years after the projected completion date.
8. Guard members must have served under an order from the president, not from their governor, in order to be eligible for the program.
9. These rivers have been used for thousands of years for travel, transportation, exploration, recreation, commerce and livelihood.
10. Robert Wadlow, Alton, Ill., grew to a height of 8 feet 11 inches.
11. Baker said, **“I couldn’t have done it without my family’s constant support.”**

12. Baker said he couldn't have done it without his family's constant support. (indirect) (correct)
13. Selected officers may receive additional language training to prepare them for special positions in the field, officials said. (indirect)
14. For example, you can wear the shirt with the pants or shorts. If you wear the jacket, you must zip it up at least halfway.
15. The engineers are looking for volunteers who want to help restore the island flora and fauna. (correct)
16. "Our goal, while a lofty one, is to have a workplace free of substance abuse," said Smith, the command's drug demand reduction program manager.
17. Peters will retire after this tour of duty, ending 25 years of military service.
18. This summer, however, the county plans to fix the drainage problem.
19. The logistics department ordered additional trash bins, and they will be distributed to the offices.
20. Work until age 70. If you live to be 90, which is not uncommon, you'll still have more than 20 years to relax and take it easy.

Answer key for page 14.

QUOTATION MARKS

Using proper copy-edit symbols, correct the following sentences for punctuation, capitalization and quotation mark errors. Direct quotes are in bold type. The italicized words are quotes within quotes.

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2. **“We probably had a ton of scientists out there, and no one noticed,”** said Hill.
3. **“What does it feel like when you make a new discovery?”** asked Hill.
4. Hill asked, **“Have you seen this kind of grass before?”**
5. Did Bancroft say, **“Healthiness is what it is all about”?**
6. **“We are providing the opportunity for them to go out and find the enemy,”** said Stephens. **“The burden is on them to find and destroy them.”**
7. The Internal Revenue Service reported, **“Just three weeks before hearings on how the IRS was ‘terrorizing innocent Americans,’ Congress voted to increase the agency’s budget by \$600 million.”**
8. **“As a result of the merger with McDonnell Douglas and acquisition of Rockwell’s aerospace and defense operations,”** said Condit, Boeing chairman and chief executive officer, **“we are strategically realigning the use of our facilities.”**
9. While the success of the battalion’s safety program seems to shout **“award winning,”** Smith was surprised to win the award. **“I’m still pretty stunned,”** Smith said.
10. The coach said his team had never played a better game. (indirect)
11. The team has never played a better game, the coach said. (indirect)
12. The squad promptly secured the beach before sending an **“all clear”** report to a ship waiting offshore.

Answer key for page 16.

APOSTROPHES AND CONTRACTIONS

Use proper copy-editing symbols to fix the following sentences for missing and incorrectly used apostrophes and other punctuation.

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2. The siblings couldn't have done what they've done without their parents' support.
3. The stories tell our family's history, but they also tell us what we're capable of overcoming.
4. Borden said, "Our command's mission goal is quite simple: to provide world-class support to our customers."
5. As America's military, we're tasked with preserving peace and freedom.
6. On New Year's Eve and New Year's Day, when most Americans were enjoying the holiday season and watching football, aircrews were flying missions.
7. Parker said, "Let's look at the reason for the strict rules."
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9. TRICARE, the military's health care provider, is now accepting enrollment for its new reserve health care plan.
10. Depression is an illness affecting many people's professional lives.
11. "We're going to be in harm's way, and it doesn't make any sense to have a policy that won't cover those situations," said Roberts.
12. "It's not a big deal to donate blood," French said. "It's just something I can do to help out my shipmates."